

**The Fields Nursery School**  
**Terms & Conditions**  
**(Effective from 1<sup>st</sup> September 2021)**

**Welcome to The Fields Nursery School**

At the Fields, we comply with national and local legislation in order to provide high quality education and care to all children. This document outlines the terms, conditions and fees for our services to families who use the School.

**Security**

To support the safety of our children all staff employed by us have pass through the relevant DBS checks. All policies and procedures are available on request, you can also find them on our web site [www.thefields.cambs.sch.uk](http://www.thefields.cambs.sch.uk).

When you enter the building it is important that you don't let anyone through an area if you are not sure who they are.

While the Fields has measures in place to ensure the security of children and staff using the Nursery, it is the responsibility of parents to ensure that passwords and any other information are only divulged to those authorised to receive it.

If another person is to collect your child, please always inform us, preferably when you bring your child to Nursery. If for reasons beyond your control you cannot, and you need to telephone, we will need identification of the person collecting (such as your child's password). Our staff have instructions not to release children, other than the usual parent/carer(s), without authority and identification. If you have any problems collecting, call us as early as possible, and we will endeavor to help you.

**Hours of Opening**

The Fields is open from 8am to 4pm, Monday to Friday. The Nursery is **Term Time only**. Bank Holidays and training days within this period are chargeable. Nursery entitlement hours are taken between 8.30am and 11.30am and 12.30pm and 3.30pm. Any hours around those times are charged.

**Emergency Closure**

At the Fields we will do what we can to ensure we can stay open, however if an emergency does occur and we cannot have your child in the nursery, we will reduce your invoice by 70% for the inconvenience this has caused. Please check our web site for updates especially with adverse weather conditions.

**Training Days**

We value the quality of the care and education that we offer in the Nursery. In order to comply with legislation, we close the Nursery for training for a number of training days per year in order to ensure that our staff are trained and updated on current legislation (First Aid, Fire Safety, Prevent, Child Protection, Education and Welfare Standards) as well as developing their Child Development knowledge and understanding. We offer no refund on days for closure due to training and development.

**Fees and Payments**

A non-refundable Administration fee of £25 is required when a child is registered.

When you register with us, a 2 week invoice deposit will be charged and this will then be deducted from your first invoice.

If you would like to change your child's pattern an admin fee of £25.00 will be charged

No credits are passed for early collections, illness and holidays taken during the term.

Please pay by bank transfer.

You may be entitled to child care vouchers from your place of employment; you will need our URN number to register.

You may be entitled to claim support with the childcare cost/30 hours, information can be found on the following website.

<https://www.gov.uk/help-with-childcare-costs>

it is your responsibility to ensure your code is kept up to date every three months.

If this is not followed up, you risk losing the funding for your child and you will be asked to pay the full hourly rate.

#### **Fees for children aged 2-3 years**

Per Hour	£8.00
Full day 8am-4pm	£69.50
Half day 8am-1pm	£45.50
Three hour session 8.30am -11.30am -1pm-4pm	£24.00

#### **Fees for children aged 3-4 years**

Per hour	£8.00
Breakfast charge 8am-8.30am	£6.50
Lunch and care charge 11.30am to 12.30pm	£11.00
After school care 3.30pm-4pm	£4.00
Contribution fee, this provides for those extras throughout the year for example food, playdough, extra construction materials.	£1.00 per week, Term 1 £14.00, Term 2 £12.00, Term 3 £12.00

#### **Additional sessions**

On occasion, it may be possible to book your child in for an extra session. This service is subject to availability. an administration charge of **£25.00** will apply each time and will be added to your next invoice, whether you decide to take up the extra session or not.

#### **Change to sessions or notice**

There will be ½ termly opportunities to change your child's sessions (an email will be sent via the admin team), any change of sessions after these times will incur a £25 administration fee.

#### **Child's absence**

If your child is absent due to illness or holiday's / bank holidays (outside the closure period) full fees are payable.

#### **Lateness**

If you are late to collect your child you will be charged £10.00 per five minutes. This will be added to your next invoice.

#### **Child Protection**

It may be helpful for parents to know that the Authority requires Head Teachers to report any obvious or suspected case of child abuse – which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. This procedure is intended to protect children at risk. The 2002 Education Act states that it is a statutory duty for all LA's to make arrangements to safeguard and promote the welfare of all children. It is the Head Teacher's duty to refer any concerns about a child's welfare to the appropriate agency.

#### **Modification of Terms and Conditions**

The Fields Nursery School reserves the sole right to amend its Terms and Conditions at anytime, to comply with revised fiscal, legislative or operating requirements. Such changes will be notified to parents in writing, and will supersede all proceeding Terms and Conditions.

#### **Data Collection**

We use various web based systems to collect family/child information. This enables us to record your child's development, to contact you regarding payments and information about this Nursery School. These are secure systems used by many Schools. Your data will be held in accordance with the General Data Protection Regulations and the Data Protection Act 2018 and treated as confidential. Please see our Privacy Notice for further details.

**Fees are reviewed annually and at least one month's notice will be given of changes in fees.**

**Where fees are overdue, the child's place at Nursery will be considered no longer available until such time that an agreed payment plan is put in place to reduce the debt.**

Please sign and date below to indicate that you have read and understood the terms and conditions above

Parent/Carer Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_