



Nursery Terms and Conditions of Registration

Registration

- a) A £150.00 charge upon registration (comprising of £50.00 non-refundable Registration Fee and a £100.00 refundable deposit) refunded once the final invoice is settled.
- b) Any change in information given during registration will need to be made in writing, with confirmation of receipt of the request sent to the parties involved before any changes will be made.
- c) Any changes in requirement for the child such as dietary, religious, medical must be made in writing with confirmation of the request made by the nursery before any such changes will be implemented.
- d) All registration forms must be completed and returned to the nursery before sessions and a place in the nursery will be confirmed.

Fees

- a) Fees are payable one month in advance, due by the first working day of the month to which they apply.
- b) Fees not paid on the fifth working day of the month to which they apply will be subject to a 5% surcharge.
- c) There are no fee reductions for absences. This includes holidays and sicknesses.
- d) Late pick up will incur a charge of £15 per quarter hour.
- e) Fees are normally increased once a year in September, but the right is reserved to increase the fees at any time without notice and without any other of the terms or conditions being affected.

Government Early Years Funding Entitlement

Following the term after your child's 3rd birthday, your child is eligible to receive up to 15 hours' childcare funded by the government. This funded childcare is available for up to 38 weeks, providing a total of up to 570 hours over a 12-month period. In order to provide a more consistent monthly fees invoice, we will be providing these hours as a stretched offer over the full 51 weeks that we are open, which will equate to 11 hours free funded childcare.

Following the term after your child's 2nd birthday, your child is eligible to receive up to 15 hours' childcare funded by the government. This funded childcare is available for up to 38 weeks, providing a total of up to 570 hours over a 12-month period. In order to provide a more consistent monthly fees invoice, we will be providing these hours as a stretched offer over the full 51 weeks that we are open, which will equate to 11 hours free funded childcare.

Following the term after your child reaches 9 months of age, your child is eligible to receive up to 15 hours' childcare funded by the government. This funded childcare is available for up to 38 weeks, providing a total of up to 570 hours over a 12-month period. In order to provide a more consistent monthly fees invoice, we will be providing these hours as a stretched offer over the full 51 weeks that we are open, which will equate to 11 hours free funded childcare.

The amounts at which the funding will be applied to the nursery billing will depend on the local authority's hourly funding rates for each individual age category. Sherborne House does not currently accept the extended 30 hours funding.

The application of the funding is subject to change, with a full month's notice period, for all children, being given by the nursery where applicable before any changes are made.

At Sherborne House Nursery, children can access their Early Years Funded Entitlement (EYFE) in the following pattern:

Day	Opening Hours	Times EYFE can be accessed	Maximum number of EYFE hours that can be claimed per day for children eligible for up to 15 hours	Maximum number of EYFE hours that can be claimed per day for children eligible for up to 30 hours
Monday	7.30-18.00	13.00-17.00	4	0
Tuesday	7.30-18.00	13.00-17.00	4	0
Wednesday	7.30-18.00	13.00- 16.17 or 13.00-17.00	3.17 or 4	0
Thursday	7.30-18.00	13.00- 16.17 or 13.00-17.00	3.17 or 4	0
Friday	7.30-18.00	13.00- 16.17 or 13.00-17.00	3.17 or 4	0

Terms and Conditions will apply to all funding applications made.

Booking sessions

- The minimum number of sessions suggested for any individual child will be 4 sessions. A session is counted as either a full morning or full afternoon session.
- Initial interest in sessions booked will be made by completion of a booking form given at registration.
- Any increase or change in session is to be made via the nursery leadership team. Four weeks' notice must be submitted in writing with confirmation given by the nursery before any changes will be made.

Notice Requirements

- Four weeks' notice, in writing, is required before a child is withdrawn from the Nursery. Failure to provide such notice will result in fees being charged in lieu for the ensuing month.

Special Circumstances

- Children who are unwell must not attend the Nursery. Parents are requested not to bring their children to the Nursery if they are obviously unwell. Staff reserve the right to refuse admission on such occasions. A child must not attend the Nursery during the first 48 hours of antibiotic treatment, or within 48 hours of an incident of sickness and/or diarrhoea. Please see our Policy regarding illness.
- Children will only be released from the Nursery into the care of adults collecting children who are known to staff, unless previously arranged with staff by the parents or guardian. We will operate a

password system. Children will not be released for the care of the nursery team without confirmation of the individual child password.

- c) Sherborne House Nursery has qualified Paediatric First Aiders among its staff who will administer basic First Aid when necessary. Every attempt will be made to contact a parent before any action is taken. It is essential that parents keep staff aware of any change of contact details.
- d) Staff will administer medication to children if parents give prior written consent. Any medication must be in date, in the original container, with instructions and with a prescription label if prescribed.
- e) Formula feeds, baby food, wipes, nappies and moisturising lotions are to be provided by parents.

Other

- a) All information regarding you and your child will be kept in strictest confidence and is protected under the Data Protection Act. Should you wish to speak to a member of staff in private, the office will always be available.
- b) The Nursery may, in its absolute discretion and without notice, vary any or all of these and its other Terms and Conditions from time to time. The Nursery reserves the right to make any alterations at any time to the way in which the Nursery is run, to the situation of the Nursery and any part of it, and to any aspect of the Nursery without reduction in fees.
- c) Our Nursery is open all year round, Monday to Friday, from 7:30am until 6pm. With the exclusion of the week in between Christmas and New Year, all Bank Holidays and any INSET days.
- d) Our Nursery will use an online learning journey package to communicate with parents and post information regarding the children's progress on a daily basis.