



Nursery Terms and Conditions

Opening Hours

The Nursery hours for all day, morning and afternoon sessions are as follows:-

Morning	9.00am – 12.00pm
Afternoon	12.15pm – 3.15pm
All Day Session	9.00am – 3.15pm

Sessions for 15 Hours Funding

Pattern 1	2 All day sessions and 1 morning or after session	
Pattern 2	Monday, Tuesday, Wednesday, Thursday, Friday - Mornings	
Pattern 3	Monday, Tuesday, Wednesday, Thursday, Friday - Afternoons	

Sessions for up to 30 Hours Funding

Pattern 4	18 hours	3 all day sessions of your choice
Pattern 5	24 hours	4 all day sessions of your choice
Pattern 6	30 hours	5 all day sessions of your choice

Extra Session unfunded

3-hour Morning 9.00am – 12.00pm	3-hour Afternoon 12.15pm – 3.15pm	6.25 hours All day 9.00am – 3.15pm
£15.00	£15.00	£30.00

Extra sessions and Lunches

If your child is staying with us for lunch (lunch is in the afternoon session only), you must provide a packed lunch. Children will be eating lunch at 12.15pm. We strive to provide our children with healthy snacks throughout the day and hope you will support us with this and provide a healthy packed lunch for your child.

Extra sessions can be booked providing there is availability.

Fees and Invoices

Nursery fees are payable one calendar month in advance by MCAS or workplace vouchers. All non-funded sessions 'extra hour add on' sessions booked, must be paid for, regardless of whether the child attends. No refunds will be given for sessions missed due to holidays or sickness. Failure to meet payments could result in the termination of the Nursery place and in such rare circumstances the parents will not be entitled to a refund of any fees.

Attendance

Please be aware that if your child's attendance falls below 80% you may be in danger of losing the Nursery place.

Accidents and Illness

It is important for the Nursery to be notified if your child is to be absent. This can be done by phoning us on 01934 623430.

We reserve the right to administer basic first aid and treatment when necessary.

Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Nursery to contact the parents but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment.

We will administer doctor prescribed medicines if parents complete a 'Medicine Consent' form; however, the first dose of medicine must be given at home by a parent.

We may require parents to withdraw their child from Nursery if it is considered that the child is not well enough to attend, or if they are suffering from or have suffered from any contagious disease/infection and there remains a danger that other children at the Nursery may contract such a disease/infection.

In cases of diarrhoea and/or vomiting your child cannot return to the Nursery until they have been **symptom free for 48hrs**.

Termination / Cancellation / Change

We require one months' notice in writing should you wish to terminate a Nursery place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable. We reserve the right to terminate a Nursery place with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour. If a parent wishes to change the number of sessions taken at Nursery, one terms' notice, in writing, must be given and a 'Change of Sessions' form must be completed.

Security

Under no circumstances will the child be allowed to leave Nursery with anyone unknown to the staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the Nursery will require the name and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival. A list of responsible adults who are authorised to collect the child should be provided.

We will not tolerate Nursery staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a Nursery place.

General Information

Parents are requested to inform the Nursery of any allergies (food, medicine). Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the Nursery of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the Nursery of any changes to all information kept in the Nursery.

Yours sincerely

The Kewstoke Nursery team