



**St. Charles Borromeo**  
CATHOLIC PRIMARY SCHOOL  
AND NURSERY

**NURSERY**  
**Terms and Conditions**

# NURSERY

## TERMS AND CONDITIONS

### **Notice required if changing or cancelling**

A minimum of 4 weeks' notice is required to leave the Nursery. A request to increase hours will be considered immediately subject to availability. A change to reduce or extend the Nursery day by half an hour (2.50 pm to 3.20 pm or vice versa) will require half a term's notice in writing. If increasing the Nursery afternoon from 2.50 pm to 3.20 pm the extra half an hour for full time children will be charged at £3.50 per day for the extra half an hour and payable in advance.

### **Extended holiday whilst in Nursery**

Whilst Nursery education is not compulsory we are not obliged to keep a place for your child if you are taking an extended leave of absence. All extended leave/holiday will have to be approved by the Headteacher. If you remove your child from Nursery for a period longer than 3 or 4 weeks the Headteacher will have to give his prior consent. If you remove your child from Nursery for a period longer than 4 weeks the school has the right to withdraw the place and offer it to another child on the waiting list.

### **Additional Fees**

Fees will only be chargeable if children attend for more than 15 hours per week and the family is not entitled to additional free entitlement. Information on entitlement is available from the website address given on our Nursery Admission Policy. Any additional hours beyond free entitlement will be calculated at £7 per hour, subject to review each academic year. It is the parents' responsibility to ensure whether or not they are entitled to 30 hours of free nursery provision, should they wish to have it. Should parents' circumstances change and they are no longer entitled to free provision, the school must be informed and parents will be expected to either pay for additional hours or will accept 15 hours of nursery provision provided by the school. The decision as to whether the 15 hours are for morning or afternoon provision will rest with the school.

Fees will be due during the first week of each term. Fees will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that the nursery can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents. No compensation will be paid or refund given if the nursery has to be closed due to any reason beyond the control of the nursery, such as power failures or weather conditions.

### **Late payment**

If due fees are not paid on time you may put your child's place at risk of being terminated and offered to the next person on the waiting list.

### **Welfare of the child**

We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care to at least the standard required by law and often to a much higher standard. We will respect your child's human rights and freedoms which must however, be balanced with the lawful needs and rules of our nursery and rights and freedoms of others.

Parents give their consent to such physical contact as may accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a child in distress, or to maintain safety and good order, or in connection with the child's health and welfare.

Parents of children who are not toilet trained must provide disposable nappies/pull ups.

### **School lunch**

Children who stay for lunch should be provided with a healthy packed lunch. Please ensure that the **lunch is nut free and does not contain chocolate or sweets.**

### **Nursery Hours**

We aim to make the nursery experience as positive as possible for every child. For a small number of children developing independence in a pre-school nursery setting can be a challenge. The school reserves the right to reduce the number of hours a child attends nursery, if this is deemed necessary for the well-being of the child and fellow pupils. This will always be carried out in partnership with the parent and the aim will always be to ensure that the child is able to manage the full number of hours allocated as soon as possible.

### **Personal Property and Belongings**

The School does not accept liability for any personal items lost or damaged during the course of normal business on the premises. It is the Parent's responsibility to name and clearly label all items of clothing and that practical clothing is worn when attending Nursery.

### **Health and medical matters**

Children should not attend Nursery if they are unwell and should not return to Nursery until they are fully recovered. The Nursery reserves the right to refuse entry if a child appears unwell. Please inform the school office if your child is absent from nursery. If your child has suffered sickness or diarrhoea we ask parents to keep their child at home for 48 hours after the last bout of sickness/diarrhoea.

The nursery cannot administer any medicine to a child unless prescribed by a doctor. Should the child be on prescribed medication, it is the responsibility of the parent or carer to notify the school office and to sign the necessary form of consent prior to any medication being given.

Parents must, as soon as possible, disclose to the nursery any known medical condition, health problem or allergy affecting the child, or any family circumstances or court order which might affect the child's welfare or happiness, or any concerns about the child's safety.

### **Safeguarding**

It is understood that the nursery is under an obligation to report to the relevant authorities any incident where we consider a child may have been abused or neglected.

Any information given by a parent regarding their child will be treated with the utmost confidentiality, except in cases where abuse towards a child is suspected.

### **Security & collection arrangements**

Parents/carers are welcome to visit the nursery, however we will not admit anyone beyond collection or pick up, without prior notification.

The parent agrees to arrange for the delivery and collection, of the Child, to and from the nursery within stated hours. If the Parent is not able to personally collect the Child, either regularly or on a specific occasion, arrangements must be made with the Nursery / School for each alternative collection.

### **Late Collection of Children**

Failure to collect a Child on time will result in a charge to cover staff and nursery costs as follows: (£10.00 for every part of or full 15-minute periods.) A willingness to forego such fines on one occasion will not affect the future right to revert to the above policy.

**Photography**

You should be aware that the school and nursery takes photographs within the nursery, some of which may be used for the school year book. Parental preference is adhered to and permission will be sought via the permission form which is completed at enrolment.

**Notice to Terminate or Cancel**

The offer of a place and its acceptance by the parents gives rise to a legally binding contract between the parent and St Charles Borromeo Nursery. These terms and conditions are governed exclusively by English Law.

The Parties of this Agreement shall be entitled to terminate their obligations by giving not less than 4 weeks prior written notice of their intention to do so. Parents remain liable for fees throughout the notice period even if the Parent withdraws the Child from the Nursery Provision during this notice period.

**Declaration Form**

All parents will be asked to complete a Surrey County Council Declaration Form on the first day of each term to confirm the hours their child will be attending the Nursery. Parents will be asked to supply their eligibility code if they are claiming free 30 hours Nursery education. If they are not entitled to 30 hours and are self-funding the 15 hours, they do not have to complete this section of the form. The additional hours will be charged at £7 per hour.

**Nursery Policies and General Housekeeping**

All other information can be found within our nursery induction pack or on our school website at [www.stcharlesb.surrey.sch.uk](http://www.stcharlesb.surrey.sch.uk). Should you have any further questions or queries please contact the school office or speak to a member of the nursery staff.

We reserve the right to update or amend these Terms and Conditions at anytime.

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X.....  
*(please tear off and return to the School Office)*

**I have read, understood and accept the Nursery Terms and Conditions.**

**Signed** .....

**Parent/Guardian of** .....

**Date** .....