

(Please sign and return one copy to School Office)

TERMS & CONDITIONS for Lawley Village Academy (Seedlings)

Please read the terms and conditions carefully

Please help us to provide the highest quality care for your child by reading and adhering to the following terms and conditions.

Opening Hours

Our opening hours are as follows Monday to Friday:

- Morning Session: 8.35am - 11.35am
- Afternoon Session: 12.15pm - 3.15pm
- Full Day: 8.35am - 3.15pm

If parents arrive late for their booked times, they will be charged an **extra £10.00 for every 15 minutes**. In the event of late collection of children, we will contact people on your child's emergency contacts. If we are unable to contact anyone we will get in touch with Telford and Wrekin Social Services Team and advice will be followed.

Bookings

Our nursery offers the following hours:

15 hour funded children:

Morning sessions Monday to Friday 8.35am – 11.35am

There is an option for your child to pay to attend the afternoon sessions each day, for an additional £25 per session.

30 hour funded children:

Full days Monday-Friday 8.35am - 3.15am

For 15 hour children, please fill in a booking form to tell us which additional sessions you would like your child to attend Lawley Village Academy Nursery on a half termly basis. After selecting the sessions that you would like your child to attend each week, we will try to accommodate your needs. The nursery is Term Time only. **Please allow two weeks' notice when requesting to change or cancel your sessions.** You will still be charged for any additional hours if you cancel with less than 2 weeks' notice. However, we will always try to be flexible and cater for your individual needs if we can, so if we have a space available then we may be able to accommodate an extra booking at short notice. Sessions must be booked and confirmed by a senior member of staff or administrator in advance of your child starting at Nursery. These sessions will be added to your invoice the following month.

Sickness

It is in the best interests of all children in the nursery that we try to keep the spread of infection to a minimum. Parents are requested not to send their child to nursery if they are suffering from any infectious disease or if they are feeling poorly. Our guidance clearly states 48 hours symptom free for sickness and diarrhoea before returning to nursery. Other guidelines for absence are clearly stated below. Please speak to a member of staff. We understand the difficulties for working parents but for the well-being of all the children in our care, we reserve the right to ask you to collect your child from nursery if they are unwell. Please inform nursery if your child has been poorly at home by contacting the office on 01952 951200. **Please be aware that you will still be charged for this period that your child is away from Nursery if they are sick during their additional hours.**

Types of Illness	Period of Exclusion
Chickenpox	5 days from the onset of rash/scabbed over
Sickness and Diarrhoea	48 hours from the latest episode of sickness/diarrhoea

Impetigo	Until lesions are crusted or healed, or 48 hours after commencing antibiotic treatment
German Measles	4 days from the onset of rash
Flu	Until recovered
Whooping Cough	5 days from commencing antibiotic treatment

Medication

If your child needs to take any medicine throughout the school day, you will be required to fill out a parental agreement which allows staff to administer medication. Parents must not leave any medication in a child's school bag. Parents must hand the medication to a member of staff in the office and complete the medication form. At the end of the day, please come to the office to pick up the medication. We have a number of staff who have been trained in administering medication.

Medical Condition

If your child requires regular, long-term medication such as an inhaler for asthma, this should be discussed with the teacher, and the school office and a parental agreement form should be filled out. Any inhalers brought into school for use should be clearly labelled with the child's name and dosage requirements.

Holidays

The nursery is open term time only, closed for statutory Bank Holidays and 5 PD Days.

Fees

- There will be no deposit to secure a place, just confirmation via filling in the full admission form.
- Please inform the school office about additional hours you wish your child to attend for a half term. These will be charged on your monthly invoice.
- Due to unexpected school closure i.e. snow day, additional fees will be reimbursed.
- Any additional bookings are nonrefundable should these sessions change.
- Payments can be made via the National Government Gateway. Please select Lawley Academy as the setting when making your payment and enter the relevant amount. These funds will then be uploaded and credited to your account balance.
- The notice period of 1 month should be given in writing, to terminate a child's place.
- Fees are subject to review at any time with a minimum of one month's written notice being given to parents whose children currently attend nursery. If there is to be an increase, it is usually annually.
- Fees are still charged if children are ill or do not attend as their place has been reserved.
- Parents must apply for the 30-hour code, and this must be revalidated every 3 months. Please pass your new code to the school office to maintain a funded place. If you fall out of eligibility, you have the option of paying for your child's place at £50 per day or £25 for the morning session, for your child to continue accessing the place.

30 Hours Funding

- To qualify for the additional 15 hours it is the parents responsibility to register on the following link <https://childcare-support.tax.service.gov.uk/par/app/applynow>
- Parent/carers are to confirm with the nursery the 11-digit code, their national insurance number and proof of identity.
- Funding will be offered on a term time only basis.
- Sessions will be allocated to children who attend the nursery in the first instance, all remaining sessions will be allocated according to the nursery admissions criteria.

Personal Property

As we encourage exploration and discovery with the children, they can sometimes get a little messy. We ask for children to wear a school cardigan or school jumper with a white polo-shirt or t-shirt. They need comfortable, practical, easy care, washable bottoms, and a spare set of clothes and underwear in a spare bag (which can be kept at nursery). **Please label all their clothing**, as we know from experience that families often buy similar items.

If your child is still in nappies or pull-ups, please supply nappies, wipes and cream, though please note this cannot be 'Bepanthen'.

Outdoor play is encouraged in all-weather so please remember to leave suitable clothing such as coats, boots and woollen hats in winter and sun hats in the summer. We would appreciate it if you could encourage your children to leave their toys at home, or take them with you, as they can soon be broken, lost or become mixed up with the nursery toys and can lead to upset and distress. We can accept no responsibility for toys brought in from home. Comfort objects, however, are absolutely fine and will help your child settle into nursery.

Sun Cream/Lotion or Spray

At school we take part in the Sun Safe Schools national accreditation programme – which forms part of our duty of care to ensure the health and wellbeing of your child(ren) during school hours.

We ask all parents to complete a response form (that is found in your Welcome Pack) to consent or not consent that their child can access school usage or to bring in their own sun lotion which needs to be clearly labelled with their name on in their school bag.

Your satisfaction is very important to us. If you have any concerns regarding your child's care, please speak to your child's key person. Should you need to discuss your concern further please speak to the Early years teacher or Early Years lead.

Please sign both copies of this agreement confirming that you fully understand and will abide by the above then return one copy to school office and keep one copy for your records.

Failure to agree will result in a loss of your child's place.

I have read and agreed to the above -

Signed (Parent/Carer) _____

Date _____

Print _____

**PLEASE NOTE THESE TERMS AND CONDITIONS REPLACE ALL
PREVIOUS ONES**