

Foundations @ Lowedges Terms and Conditions September 2022

Lowedges Junior Academy, Lowedges Road, Lowedges, SHEFFIELD, S8 7JG

Opening Times and age of admittance

- The nursery is open from 8.30am - 3.15pm Monday - Friday term time only.
- Parents and children cannot enter the nursery before 8.30am for insurance purposes. Children must be collected no later than 3.15pm. The nursery is not insured after this time and will not be held responsible for any accidents/incidents that may occur.
- Children in nursery are NOT able to attend the school breakfast club.
- We are registered for children from 3-4 years of age
- We provide government funded sessions for children aged 3 or 4 years of age.

Expression of interest

- Nursery places can be booked by contacting the Foundations Teacher/ Staff. Parents may register their child for a place in the nursery from their child turning 2 years old. Information will be kept on file and a member of school staff will contact parents prior to their child's third birthday in order to confirm the nursery place and begin the induction process.

The Foundations @ Lowedges 'Offer'

- We aim to offer a flexible model for parents. We offer the universal 15 hour free entitlement offer to all children and the 30 hour free entitlement to eligible families. We also offer additional hours which can be purchased at £4.00 per hour.
- On registering their child, parents are asked to give an indication of the hours they will require on a termly basis. In order to meet the varying needs of families and offer maximum flexibility, hours can be booked/amended for the following week no later than the Thursday of the preceding week.
- Parents claiming their 30 free entitlement may choose to split their entitlement across two provisions; should this be the case, the Foundations Manager will liaise with the other provider to support any parental queries regarding paperwork/ transition. Parents should indicate any split provision on the 'parent declaration' form which is completed during the registration process.
- Nursery hours can be changed once a term. This is to be requested using the 'change of hours' sheet. Any other changes will be at the discretion of the nursery teacher/ foundation leader.
- If a child attends nursery on an INSET day this can't be swapped for another day.
- To attend nursery for extra charged hours the relevant form should be completed at least 7 days in advance to ensure appropriate staffing.

Nursery Fees

- Any fees for additional purchase hours should be paid for on a monthly basis.
- We accept cheques, cash and early years funding. Cheques must be payable to 'Lowedges Junior Academy'.
- We do not charge for when we are closed.
- Full fees are charged for missed sessions and there are no reductions in fees for any sessions your child may be absent due to sickness, including part days when you may be asked to collect your child.
- If fees are not paid in full when the following invoice becomes due, we reserve the right to suspend your child's place at nursery.

- In the event of a cheque being re-presented or returned by your bank, additional fees to cover any charges will be imposed.
- Government funding is available for all 3 and 4 year olds. Please see the Foundations Manager for more information. Funded sessions can only commence once we have taken a copy of your child's ID (birth certificate, NHS red book or passport).
- For the 30 hours funding, a code must be provided and the National Insurance number of the parent applying.

Notice of termination

- One month's written notice is required to terminate your registration. If you fail to give notice your fees will remain payable until one month after written notice was given.
- We reserve the right to terminate your registration with immediate effect if:
 - Fees are outstanding
 - Nursery employees are subject to abusive/aggressive behaviour from parents and/or carers.
 - A child's behaviour is considered to affect the well-being/safety of other children and staff (full consultation will take place prior to this being imposed)
 - If your child does not attend nursery for 4 weeks without notifying school your place will be removed with immediate effect. The school office will have attempted to contact you a number of times before this happens.

Sickness, health and safety

- Children must not attend nursery if they are not well enough to attend. This includes if they are suffering from sickness, diarrhoea, conjunctivitis, raised temperature, an infectious illness, such as chicken pox or an unspecified rash (until diagnosed by a doctor). Please note, this list is not exhaustive.
- When children are suffering from sickness and/or diarrhoea, they must not attend until they have been clear of symptoms for **48 hours and passed a solid stool**.
- You agree to collect your child immediately after being notified by the nursery that your child is unwell and needs collecting.
- You agree to be available to be contacted at all times when your child is attending the nursery. If we are unable to contact you we will continue to contact all numbers listed on your registration form including that of your emergency contact.
- You agree to inform the nursery in writing, as soon as you are aware, of any changes to the information held on your child's registration form, in relation to personal details and contact numbers, to ensure we can contact you easily in an emergency.
- In the event of an emergency the nursery reserves the right to accompany your child to a hospital.
- The nursery will administer medication prescribed by a doctor, nurse or hospital in its original container which must be clearly labelled and prescribed for the current condition. Medication will not be administered without an "**Administration of prescribed medicine form**" being completed.
- Paracetamol products, such as 'Calpol', must be provided by parent/carers and can only be administered for a high temperature when written parental permission (on an "**Administration of paracetamol form**") has been obtained along with verbal permission on the day. Only one dose of paracetamol will be given at nursery and you will be required to collect your child as soon as possible.
- For health and safety reasons you agree to not bring food on to the nursery premises other than food for celebratory occasions and in its original sealed packaging. We will accept food brought in for your child's usual

breakfast or lunchbox, and for children who have special dietary needs. We ask that no nuts are provided in children's lunch boxes or other meals from home.

- You agree, as soon as practicable to **inform the school office for all absences**. You will be contacted on the first day of absence by a member of staff if no contact has been made.
- Our prime concern is for the safety of the children. The nursery is legally bound to report any suspected cases of child abuse to Social Care and, where applicable, OFSTED.

Security and collection of children

- You must ensure that staff are aware of your arrival when dropping off and collecting your child.
- You will complete a 'Permission to collect' form. Only children named on here will be allowed to collect your child. If you need to change this for any reason you must inform Nursery staff or contact the school office to let us know. This person must know your chosen password.
- You agree to contact the nursery if anyone other than the persons named on the contact registration form will be required. We will not allow a child to be taken from nursery by unauthorised persons. We reserve the right to contact parents/carers to verify the collection of a child by any other persons and to ask for proof of identity.
- You agree not to allow any other persons to enter the nursery premises when arriving and departing from the nursery, even if you know who they are. You also agree not to enter the nursery unless greeted by a member of staff.
- **You agree not to use mobile phones or other recording devices whilst on the premises. If you become aware of any other person using a device, please inform a member of staff immediately.**
- You agree to contact nursery as soon as you are aware that you are going to be late collecting your child.
- Children are only to be collected by over 16's. This is not something that we will compromise on. We have a duty of care to our pupils.

Clothing/valuables

- **All clothing should be labelled including items such as wellington boots and outdoor wear.**
- You must provide nappies/pull-ups, wipes and cream if your child is not yet toilet trained. You will be informed in advance if we require any more.
- If your child has ear piercings, please only allow them to wear studs. The nursery will not be held responsible for any injury or damage caused to or by any jewellery worn.
- The nursery provides protective clothing for children's activities. However parents must be aware that children's clothing may get messy/stained during certain activities.
- You agree not to allow children to bring valuables to the nursery such as, jewellery and expensive toys.
- The nursery will not be held responsible for any lost or damaged property.

Outings

- You will be required to give written permission for your child to leave the premises.
- Please notify the Foundations Manager if any child protection issues could be compromised on occasional outings, such as walks within the local area, or to local venues.

Complaints

- If your complaint is that a child's safety or wellbeing could be compromised, then immediately contact/speak to a member of staff/the management team.
- Your complaint will be investigated according to nursery policy and will be dealt with as soon as possible. The Foundations Teacher will explain how long it will take to respond.

Government funded sessions/wrap around care

All 3 and 4 year olds, and eligible 2 year olds, can claim up to 15 hours of government funding per week for 38 weeks per year from the term AFTER their 3rd birthday (or 2nd if eligible). Please contact the nursery staff to see intake dates for Lowedges nursery. In some instances we are able to take the children before this date.

You do not have to claim the full 15 or 30 hours if you don't want to. The statutory minimum is 2x 3 hour sessions.

Lunch and Snacks

- A packed lunch can be provided or parents may choose to provide their child with a packed lunch. A lunch can be ordered when your child is dropped off in the morning. Please see the Foundations Staff for packed lunch prices.
- Milk is provided to children.

Late collection

- The nursery recognises that parents may be delayed due to circumstances beyond their control and requests that parents notify nursery that they have been delayed. The penalty fees below reflect the cost of an extra staff member that we have to bring in due to parents being delayed.

Late collection charges

After 15 minutes late	£2
Half an hour to an hour later	£4
Every additional hour	£4