



## **Terms and Conditions**

**Shalford Infant & Nursery School, Station Row, Shalford, GU4 8BY, (01483) 562143,  
[info@shalford.surrey.sch.uk](mailto:info@shalford.surrey.sch.uk) [nursery@shalford.surrey.sch.uk](mailto:nursery@shalford.surrey.sch.uk)**

**NAME OF CHILD:** \_\_\_\_\_

### **Admission**

An Application and Terms and Conditions form must be completed and returned prior to your child joining Shalford Infant & Nursery School. Without this information we will not be able to accept your child into the nursery. Children are eligible for admission the term after their second birthday.

### **Fees and Invoices**

A refundable deposit of £50 is to be paid at the time of submitting an application. The deposit fee will be taken out of the first term's fees, should you fail to take up the place the fee is then non-refundable. If no fees are due, the deposit will be returned during the child's first term. At the discretion of the head-teacher a deposit may be waived, please make a request in writing.

Nursery fees are payable termly, at the beginning of the term to which they apply. Payment plans may be arranged in consultation with the School Office. Fees can be paid by cheque, bank transfer or workplace vouchers within seven days of the invoice. Workplace vouchers are required to be set up to ensure we are in receipt of the funds in line with the payment date.

If an invoice has not been received it is the responsibility of the parent to notify the nursery.

Any late payments after 7 days will incur an administration charge of £10. For re-presented payments, a minimum charge of £20 per occasion will be applied. Children may be excluded from nursery or hours reduced to funded hours only if fees remain unpaid for more than 21 days.

Fees will not be refunded or waived for absence or any other reason. This rule is necessary so that the nursery can properly budget for its own expenditure and to ensure the cost of individual deficit 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 or water failure, weather conditions or staff illness.

Extra days and sessions outside that of your core booking may be available, however please note that we cannot guarantee availability of additional sessions for the full school year and they will be allocated on a first come, first served basis each term and in accordance with our waiting list for funded places. These are booked directly with the School Office in advance. These sessions are subject to the availability of spaces and staffing requirements.

Failure to collect a child on time will result in a charge to cover staff and nursery costs as follows: a charge of £8.00 for every part or full 15minute period. A willingness to forego such fines on one occasion will not affect the future right to revert to the above policy. Excessive lateness on a regular basis may result in the registration being terminated, please be punctual.

### **2 to 3 Year Olds**

Some children are eligible for 15 hours of free childcare per week, called 'FEET', to check whether you are eligible please search online for 'FEET information Surrey County Council' – [Free Early Education for Two Year Olds](#). If parents wish to purchase additional hours or are not eligible for FEET funding, this can be done at a charge of £21 per 3 hour session.

### **3 to 4 Year Olds**

All children are entitled to a 15 hours universal offer funded by the Government. If parents wish to purchase additional hours this can be done at a charge of £18.90 per 3 hour session or £94.50 for 15 hours.

### **30 Hour Extended Entitlement**

Parents must be aware that that they are responsible for reconfirming their eligibility code for 30 hours funded childcare every 3 months, at least two weeks before the validity end date. Parents must do this, even if nothing has changed, to ensure the code remains valid. If a code is no longer valid, your child will revert back to the universal 15 hours funded early education. We will allocate the 15 hours universal funded place when your child starts so it is clear which part of the week your child attends if this happens. If you wish your child to continue to attend for 30 hours you would need to pay for the additional 15 hours.

### **Childcare Vouchers and Tax-Free Childcare**

Our school accepts childcare vouchers from the following providers; Edenred, Kiddicare and Sodexo.

Our school is also registered for tax free childcare, parents can apply through Childcare Choices, this makes childcare more affordable.

### **Termination Cancellation or Change:**

We require half a term's notice in writing if you wish to cancel your place. This notice period is necessary to ensure that we can effectively manage our staffing and resourcing.

If you wish to increase your sessions, please complete a change in hours form and return to the office and we will do our utmost to accommodate your request subject to availability.

### **Opening Times**

The Nursery sessions run from 9am to 3.00pm for a full day. Half-day sessions are 9am to 12pm or 12pm to 3pm. The Nursery is open during term time only and will be closed during all school holidays, including INSET days. Please see school website for term dates and INSET days.

### **School Meals**

Cooked school meals are available for nursery children via Cleverchef. Please ask the School Office about menus and how to register.

### **Uniform**

Children attending nursery are expected to wear a uniform.

<https://www.shalford.surrey.sch.uk/page/?title=Nursery&pid=46>. Items can be purchased through our online supplier <https://www.yourschooluniform.com/schools/index/shalford-infant-school>, bought from retail outlets or second-hand items are available from the school PTA.

### **Personal Property and Belongings**

The nursery cannot be held responsible for any loss or damage to a child's property or belongings. Every reasonable effort will be made to ensure that no such damage is incurred. Please ensure that your child's clothing is clearly labelled and we suggest that all personal toys, books and equipment are left at home.

### **Accidents and Illness**

The Nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and asked to sign an accident record form. The school office is able to administer **prescribed medicines only** if parents have completed a Medicine Consent Form.

We may require parents to collect their child from Nursery in the event of illness or if they require medical attention that cannot be provided by the school first aid. If a child has had sickness or diarrhoea the school have a 48 hour exclusion policy from the last bout of illness. Parents must inform the Nursery if their child is suffering from any illness, sickness or allergies before attending the nursery. Please telephone the school office if your child will be absent due to any illness on each day they will not be attending.

### **Agreement**

These Terms and Conditions represent the agreement and understanding between the parents (including other carers) and Shalford Infant & Nursery School. We reserve the right to update / amend these Terms and Conditions at any time. One month's notice will be given of any changes made.

**I have read and understand the Terms and Conditions and agree to be bound by them.**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_