

Knollmead Primary School
Extended Nursery provision - Terms and Conditions 2018-19

These terms and conditions govern the basis on which we agree to provide extended nursery services at Knollmead Primary School Nursery to you. In accepting a place in the afternoon extended provision, you are agreeing to follow these terms and conditions and you understand that failure to follow these terms and conditions may result in the loss of your child's place in this afternoon provision.

These terms and conditions form part of the agreement between Knollmead Primary School and Parents/carers of children who have a place in the afternoon extended provision.

Nursery Entitlement

Under Government legislation your child is entitled to receive 15 hours of free nursery education per week (universal entitlement) which is timetabled for each morning between 8.40am – 11.40am.

You have also requested further extended care for your child (government funded/self-funded),

Payment of Fees

1. **Self-funded additional extended care**

a) **Deposit**

A flat rate deposit of £75 must be paid on application in July 2018 to secure you a place for the funded provision.

This will be refunded against the final invoice of the academic year provided all payments are up to date and your account is not in arrears.

b) **Invoicing**

Fees will be invoiced half termly in advance and must be paid by the dates stated on the invoice. Knollmead Primary School Nursery reserves the right to refuse a child a place in our extended care if fees have not been paid.

c) **ChildCare Vouchers or Tax Free Childcare**

If you wish to pay for the whole or part of your fees using childcare vouchers or tax free childcare please speak to Ms Dean. Childcare vouchers are not able to be used for payment of the deposit or to pay for the lunchtime session.

d) **Absence**

No refunds will be given if your child is absent due to holidays taken during term time or absence due to sickness. In the unlikely event of an unforeseen closure of the Nursery (e.g. due to snow, an election) the fees paid for that day will be refunded against the next invoice.

e) **Lunch**

If your child is having a school lunch, this must be paid (£5 per lunchtime session, at least weekly in advance) through ParentPay.

f) **Holidays**

Holidays taken during term time are strongly discouraged and will not be authorised unless in exceptional circumstances (please refer to our attendance policy for further information) All fees must still be paid in full should any holidays be taken during term time (even if such holiday is authorised).

g) **Termination/changes to Nursery requirements**

We are not able to change weekly patterns of attendance without the required notice. If you wish to terminate or change your child's extended provision requirement please notify Ms Dean, in writing, at least four weeks before the end of the term. You will receive written acknowledgement of your request. Fees must be paid during the notice period.

Knollmead Primary School will give one term's notice in writing to you in the unlikely event that we need to close the provision.

2. Government Funded (Extended 15 hours funding)

a) Holidays and Absence

Holidays taken during term time are strongly discouraged and will not be authorised unless in exceptional circumstances (please refer to our attendance policy for further information). Funding will still be claimed during any holidays taken. Funding will be claimed if your child is absent due to holidays taken during term time or absent due to sickness.

b) Lunch

If your child is having a school lunch, this must be paid (£5 per lunchtime session, at least weekly in advance) through ParentPay. Alternatively you can collect your child at 11:40am and drop them back off for the afternoon session at 12:20pm. If you collect your child you will be required to give them lunch at home.

c) Termination/changes to Nursery requirements

We are not able to change weekly patterns of attendance without the required notice once you have accepted one of the 30 hour spaces. If you change your child's attendance pattern after you have accepted a place and before census day, you will be invoiced for the days we are not able to claim funding for, for the rest of the term. For example, if you sign up to access 4 days of government funded hours and then drop to 3 days before census day you will be responsible for paying for that day you dropped as we will be unable to claim funding but would have already allocated you a space for that term.

Knollmead Primary School will give one term's notice in writing in the unlikely event that we need to terminate a contract/close the provision.

d) Eligibility/Grace Period

It is the parent's responsibility to ensure their eligibility code is up to date. Parents should reconfirm their eligibility via the government website every three months. Should a parent fall into what is known as the 'grace period' parents will have until two weeks before the end of that term to renew eligibility or will need to commit to self-fund the sessions for the following term or their place could be offered to another child. The table below shows the different deadlines, for parents to either obtain a code or a successfully reconfirmed code, to access the funding each term.

	Latest start date of code to claim funding for term	Latest end dates if code not reconfirmed or eligibility ceases	
		End Date of Code	End Date of Grace Period
Spring: Mid-term		1 Jan – 10 February	31 March
Summer: Start of term	31 March	11 Feb – 31 March	31 August

Summer: Mid-term		1 April – 26 May	31 August
Autumn: Start of term	31 August	27 May – 31 August	31 December
Autumn: Mid-term		1 September – 21 October	31 December
Spring: Start of term	31 December	22 October – 31 December	31 March

e) Parent Declaration Form

Parents are required to sign the parent declaration form on a termly basis. If this form is not signed within the set deadline, funding cannot be claimed and extended hours would be payable or lost.

We reserve the right to terminate a place in our extended provision if any of these terms are breached.

Child's Name:

Signed:

Date: