



Spring Meadow Infant and Nursery School

High Barns, Ely, Cambridgeshire, CB7 4RB

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Nursery Session Parent Contract

At Spring Meadow, we believe there needs to be a formal agreement between the Nursery and Parents/Carers. This contract will outline the obligations and commitment of both the Nursery and the Parent/Carer.

Registration

If you have not already and would like to register your child at Spring Meadow Nursery then you will be required to fill in an application form. Once your application form has been received you will receive a confirmation email. Once it has been processed, if there is space, an offer letter will be sent to you via email. You are required to bring in your child's original Birth Certificate before they can begin in our setting.

Hours of Operation

The Nursery opens at 9.00 and closed at 15.00 Monday to Friday 38 weeks per year- term time only.

- Morning Nursery is 9.00-12.00
- Afternoon Nursery is 12.00pm-15.00 (Includes half an hour Lunch)
- All Day Nursery is 9.00am-15.00

Change of Days including Reduction and Increase in Days

When joining our Nursery you will agree to a certain pattern of days with us. If you wish to change, reduce or increase your days, please contact the school office as soon as possible. Although every effort will be made to accommodate a new pattern of days, we cannot always guarantee this. Your original days will, of course, be secure but you may have to go onto a waiting list for the new days you are asking for.

Termination

Spring Meadow Nursery reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of other children within our care and staff.

Withdrawal

Parents agree that a minimum of 4 weeks written notice will be given for permanent withdrawal or reduction of their child's hours. This can be done via email.

Payment of Nursery Fees

3 and 4 Year Old Government Funding

Government funding for 15 hours: 3 and 4 year olds are entitled to 15 hours a week of free childcare the term after they turn three years old. For example, if your child's birthday is the 5th of July, they will be eligible from the 1st September. You do not need to apply for the free 15 hours of early education and childcare for your three/four-year-old. There is a funding form you will need to fill in and sign. We will claim the Free Early Education Entitlement funding on your behalf directly from Cambridgeshire County Council. At Spring Meadow we are able to offer the FEEE in the following way dependant on available spaces:

- 3x hours per day over 5 days of the week (Mornings or Afternoons)
- 6x hours two days a week plus 3x hours one day
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Government funding for 30 hours: The term after your child's 3rd birthday, they may be eligible for 30 hours of free childcare. If you are not eligible, you can still claim the 15 hours outlined above. Parents need to provide an eligibility code the term before they are eligible. FEEE funding codes can be applied for here: <https://www.childcarechoices.gov.uk/>. If you are eligible you will be able to access 6 hours a day 5 days a week.

2-Year-Old Government Funding

You may be entitled to 15 hours free childcare for your 2-year-old. We accept these codes the term after your child is 2. There are two types of codes we accept:

Funded 2's: These codes are issued due to Education Welfare Benefits; the code will start with EWB and would of likely been issued by the local authority.

Working Parent 2 Year Olds: This code was issued by the HMRC and will start with 50.

3. Paid Sessions

If you are only eligible for 15 hours but would like your child to have additional hours, these can be arranged if there is space. Additional Nursery sessions will need to be booked with the office and then paid for through the Arbor App when you receive an invoice. The setting reserves the right to increase fees at any time giving one calendar months' notice of the proposed increase to Parents/Carers. Nursery fees include all sick days and holidays taken as these are paid days. Fees are based on booked days not attendance. Any statutory holiday will be deducted from your invoice. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability. We will try to accommodate extra sessions where possible; however, these cannot be guaranteed. Unpaid fees may result in immediate suspension or termination of additional care unless reasonable arrangements are made and accepted by both parties. Payment of fees will be made by bank transfer or card payment through the Arbor app. Cheques and cash are not accepted.

Late Pick-up of Your Child

Please advise the school immediately if you will be collection your child later than the pre-arranged time. It is the parents/carers responsibility to ensure that children are not picked up late. Please notify the school if an unauthorised person (someone not included on the admissions form) will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not listed on the registration form. If your child is collected late from Nursery more than three times in a term, there will be a pound charge for every minute you are late on the third occasion. Please note that if your child is consistently collected late this may instigate safeguarding procedures.

Sickness

Please advise the School before 9am if your child will not be attending Nursery due to illness. Parents agree that a child who is ill will be kept at home to protect the well-being of other children in our care. The parents further agree that should a child become ill while in our care that immediate arrangements will be made for their child to be collected from Nursery. Children will not be able to return to Nursery until they have been symptom free for at least 48hours for sickness and diarrhoea. In some cases, a note from a doctor may be necessary. By signing this contract you are agreeing to staff seeking any necessary emergency medical advice or treatment during their time at Nursery.

Nursery Lunch

Nursery Lunch takes place for the first half and hour of the Afternoon Nursery Session from 12.00pm-12.30pm. Children attending the Afternoon Session will need to bring in their own home packed lunch or you will need to order a school dinner, please mention this to the Nursery staff when you drop off and you will see the payment in the Arbor App at the end of every month. School dinners cost £2.20, and a copy of the current menu can be found on our school website. Please be mindful when packing your child's lunch box that you do not include any nuts as some children may have an allergy. Lunch boxes need to be named in order to prevent confusion.

Dietary Requirements

The Nursery and Parent will work together to ensure a child with specific food allergies does not consume food at Nursery that may harm them. This may include adapting activities and meals. This will be done wherever possible; however there may be some food items or meals that we would ask to be provided from home.

If your child has a specific allergy or medical condition a care plan will be put together to ensure the safety of your child. The care plan will outline information about the allergy, illness or condition, the type of medication, how it is to be delivered, dosage, frequency and contact details of Parents, emergency numbers and the family GP. If your child requires medication as an emergency precaution such as an Epi-Pen parents must ensure they have provided this. All medication for children must have the child's name clearly written on the original container. Emergency medication, such as inhalers and Epi-Pens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times. All medication must be in their original containers, legible and not tampered with or they will not be given.

Safeguarding

I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Policy available for me to view at any time.

Behaviour Management

If a child's behaviour is seen to endanger others and all routes according to our Behaviour Policy have been adhered to will arrange a meeting with the parents to discuss the options available and provide support where necessary.

Data Protection

I understand that my child's records will be held on a computerised database and that this is protected by the Data Protection Act 1984, 1998 & 2018 and that they will be used for no other purpose than supporting the school. I understand that if I require a copy of this personal information I must make a request in writing. I agree to be contacted via email for the purpose of Nursery.

What to Wear

In order for children to feel comfortable to explore and experiment with a range of materials, it is advised to send children dressed in clothes that are easily washable and preferably not new. It is good for children to practice skills themselves to help them become more independent. School uniform can be purchased from the school, this includes sweatshirts, cardigans, polo shirts and sunhats. We also request that Nursery children have a forest school kit, they will need to wear this on the morning/afternoon that forest school takes place but please ensure children have suitable clothing underneath their kit and spare shoes with them as they will not be at forest school for the full session. Forest School Kit includes waterproof coat and trousers and wellies. We also request that each child is provided with a suitable winter coat during colder weather and a sun hat during hotter weather, which is clearly labelled and can be kept at the Nursery where possible.

Toilet Training

We will work in conjunction with parents during toileting training however, it is best if your child is toilet trained before starting Nursery. If your child is not fully potty trained, please provide sufficient pull-ups, nappy bags and wipes for each day and spare clothes in a named bag. These will only be used on your child. We would also suggest that every child has a bag in Nursery with spare clothes for any accidents. If your child is in pull ups or a nappy, staff will complete an intimate care plan with you and changes will be shared with you through the care diary section of Tapestry.

Snacks

Please provide your child with a healthy snack (e.g. a piece of fruit, packet of raisins). Please remember we are a nut free school so all food provided should not contain nuts. Other fruit will be available within the setting and your child will be provided with a water bottle. If your child prefers to drink from a particular cup, please send it in and speak to your child's key worker.

Tapestry

An online journal called Tapestry will be used to share snapshots of your child's time in our setting along with a record of their care whilst they are with us. You will receive an activation link when your child starts with us in order to access this system.

Acceptances

The Parent/Carer has read and understood the Terms and Conditions outlined in this contract. This agreement must be signed by a persons with Parental Responsibility.

Signed.....

Name..... Date.....
(Parent/Legal Guardian)

Choice of Nursery Sessions:

My child is eligible for the **3 year old 30hrs Government Funded hours**- Yes / No

If yes, please provide your eligibility code.....

My child is eligible for the **2 year old 15hrs Government Funded hours** - Yes / No

If yes, please provide your eligibility code

Please indicate below which sessions you would like your child to attend Nursery. Children only eligible for 15hrs Government Funded hours are able to do 5 sessions a week. If you would like more sessions, you are able to pay for these as additional sessions, please see the section below 'Additional Paid Nursery Sessions'.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session					
Afternoon Session (Includes 30min Lunch)					

We will do our best to accommodate this but please understand it is not always possible due to child to adult ratios. If we are unable to do your preferred days, we will work with you to find an alternative or add you to a waiting list.

Additional Paid Nursery Sessions

Additional Paid Sessions

Our 3 year old current fees for an additional morning or afternoon session is £18.00, it is £25 for 2 year olds. Please refer to the "2. Paid Sessions" section of this contract found on page 2 for more details.

I would like my child to attend Additional Nursery Sessions and am willing to pay because they are ineligible for 30hrs Government Free Early Education Entitlement Funding.

Please indicate below which additional sessions you would like your child to attend. We will do our best to accommodate this but please understand it is not always possible due to child to adult ratios. If we are unable to do your preferred days, we will work with you to find an alternative or add you to a waiting list. If you would like to make any adjustments to this, please refer to the Nursery contract and contact the school office.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session					

Afternoon Session (Includes 30min Lunch)					
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Acceptances

The Parent/Carer has read and understood the Terms and Conditions outlined in this contract. This agreement must be signed by all persons with Parental Responsibility and /or those who are accepting responsibility for paying fees if applicable.

Name..... **Date**.....
(Parent/Legal Guardian)

Signed.....

Name..... **Date**.....
(Parent/Legal Guardian)

Signed.....

Name..... **Date**.....