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# St Barnabas CE Primary School

## 30 Hours per week Nursery Agreement Terms and Conditions



*These Terms and conditions will be reviewed on a regular basis to ensure the delivery of the very best childcare for your child. You will be informed of any changes and we will issue a new copy of the Terms and Conditions which will require your signature.*

Parents who are eligible to 30 hours of free nursery education (FEYE) per week for their child from the term after their third birthday will be able to apply for a placement at St Barnabas Nursery. 30 hours are funded by the government but as you will see from our session times below there are two main options available; however, additional hours can be purchased for a small charge and we are able to work with parents to find the best option to suit your needs. Our school is able to offer places for 30 hours provision for pupils of nursery age during term time only.

### **Age of Admittance**

3/4 years. – See Schools Nursery Admissions Policy for admission arrangements.

### **Session Times / Hours:**

All sessions are Monday to Friday during term time only. (See our holiday lists)

#### Option 1

##### **3 days per week**

7.45 - 17.45                      10 Hours per day for 3 days

**Parents to provide breakfast, a packed lunch and a Link Club snack each day or purchase from school at additional cost**

**Total hours for the week 30 hours  
(Days can be varied to suit your needs subject to availability)**

**Additional sessions may be purchased subject to availability**

#### Option 2

##### **Monday – Thursday:**

8.45 - 15.30                      6.75 Hours per day for 4 days

**Parents to provide a packed lunch or purchase from school at additional cost**

##### **Friday:**

8.45 – 11.45                      3 Hours

Or

12.30 – 15.30                      3 Hours

**Total hours for the week 30 hours (days can be varied to suit your needs, subject to availability)**

**Additional sessions may be purchased subject to availability**

**Please see the attached letter about tax free childcare: If you sign up for this service the Government will pay 20% of any childcare fees i.e. An additional session would cost a parent £10 and the government would pay £2 = Total £12.00**

### **Lunchtime Arrangements:**

Parents will need to provide a packed lunch every day or purchase a school dinner. Lunch will be eaten in the dining hall along with school children.

### **Fees**

Sessional Fee:

- First 30 hours funded by early years education - FEYE Hours (Please note that FEYE nursery education funding hours will be claimed directly with Warrington Borough Council)
- Additional sessions of 3 hours are charged at £12
- School dinners £2.20 per day
- Breakfast £1 per day
- Link Club snack £1 per day
- Nursery snack (morning & afternoon) £16 per term

### **Securing a Place**

#### **The School will**

- On receipt of a nursery application form and a completed 30 hour Parent declaration form the school will verify the details provided
- When your details have been verified you will be contacted to choose how you wish to take up your funded hours
- Follow their admissions policy to issue /allocate your child a place.
- Contact parents to offer places and request written confirmation of acceptance of the place/booking

#### **Deposit:**

- Where parents choose to purchase additional sessions above their 30 hour FEYE entitlement on a regular basis, a deposit of one week's fees is required to secure a nursery place. This will be deducted from the first half term's nursery fees.

#### **Payment of Fees / Parents responsibility**

- The school will issue all parents with a half termly invoice.
- Charges will be raised in advance for the following half term inclusive
- Invoices must be paid no later than the 1<sup>st</sup> day of each half term. Before the provision is accessed  
eg: Invoice raised covering period from September until October half term must be paid in full to school by 1<sup>st</sup> term day in September
- Children cannot attend nursery for the 'top up' additional sessions if fees have not been paid in advance
- The school will review their fees in April each year and provide parents with one month's notice of any changes to the fee structure
- A late payment charge will be payable if invoices are not settled by the due date. The rate will be 5% of the outstanding balance to a maximum of £30
- If the nursery is forced to close due to unforeseen circumstances e.g. snow, parents have the right to request a credit on their next invoice

#### **Further Details:**

Invoices account for the actual childcare session secured during each half term in addition to the hours accessed and funded by FEYE. The half termly invoice will cover the hours in school over 30 hours per week plus any breakfasts, lunches and snacks required.

## **Methods of Payment**

- Payment can be made directly to school by one of the following methods:
  1. Childcare Choices Website : [www.childcare-support.tax.service.gov.uk](http://www.childcare-support.tax.service.gov.uk) using this website would save you 20% of any costs you have to pay.
  2. Childcare vouchers
  3. Cash – via the school office. (A receipt will be given)

If you have any queries regarding payments/hours – please speak to Mrs Walsh in the school office who will always be happy to help.

NB: please do not make payment via the class teacher. All payments to be made at the school office at which point a receipt will be issued. Never leave payment without a member of staff issuing a receipt.

**Payments must be made by the 1<sup>st</sup> day of each half term prior to the provision being accessed.**

## **Meals**

### **The school will:**

- Offer the children healthy drinks and snacks during the session
- The class will request a contribution towards snack at the beginning of each term at a cost of £16 (£1 per week)
- Supervise a lunchtime period ; the parent will provide a packed lunch each day or purchase a school dinner

### **It is parents' responsibility to:**

- Advise the school of any food allergies which will be recorded on child's record.
- Provide a packed lunch each day or payment for a school dinner in advance.

## **Sickness**

The nursery will:

- Be guided in our exclusion policy by Public Health England and the DfE
- Only administer prescribed, named medicines which have been prescribed by a doctor to be given 4 times per day. Prior written consent from parents is required by completing the medical form in the school office, and only then if there is a health reason to do so
- Contact parents should a child become ill while attending nursery. Parents will be asked to collect their child as soon as possible
- Reserve the right to refuse attendance by any child until they are satisfied that the child is not infectious in order to protect other children and members of staff from cross infection

### **It is parents' responsibility to:**

- Keep your child at home until symptoms disappear if your child is suffering from any infectious disease e.g. a doubtful rash, sickness and/or diarrhoea, discharge from the eyes or nose or a temperature which is above normal. A child who is absent due to sickness and/or diarrhoea must be kept at home for 48 hours after their last bout of sickness and/or diarrhoea to reduce the spread of this through the class
- Telephone school before 9am on the first day of absence so the school are aware for safeguarding purposes the reasons for the absence

### **Emergency Treatment**

The nursery will:

- Give basic First Aid from a qualified Pediatric First Aider to any child who has an accident while attending nursery. All accidents will be recorded
- Take a child to the nearest hospital for emergency treatment in the event of a more serious accident or illness. The nursery will make every effort to contact parents or nominated emergency contacts

It is parents' responsibility to:

- Notify staff of any changes to contact details in order that our records can be amended

### **Delivery and Collection of Children**

The nursery will:

- Only release children to the care of those named on the child's safeguarding registration form unless authorised by the child's parent/carer
- Ensure that no person under 18, other than the child's parent/guardian, will be permitted to collect a child from our care

It is parents' responsibility to:

- Notify the school office as soon as possible if your child is to be absent for any reason
- Collect their child on time each day
- Indicate who will collect from sessions
- Inform teaching staff if there are any changes to collecting adults

### **Clothing and Personal Property**

The nursery will:

- Not accept responsibility for loss or damage to personal property brought on to the premises by children or parents

It is parents' responsibility to:

- Send children in nursery uniform for their time in nursery which should be clearly labelled
- For those children who may need a change of clothes please provide these in a clearly labelled bag

### **Termination of Contract**

It is the responsibility of either party to give notice of one calendar month if a place is to be cancelled or if any changes are to be made to a child's schedule.

Please select which Option you are applying for: **Option 1**   
**Option 2**

**Details of provision:**

**(PARENT COPY)**  
**I/we have read and understood these Terms and Conditions**

**Parent (s)**  
**signature**.....**Date**.....

**Signature**.....**Date**.....

**Staff**  
**signature**.....**Date**.....

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