

WOODLEY PRIMARY SCHOOL

Free Early Education and Additional Payable Extended Hours

TERMS AND CONDITIONS

These terms and conditions relate to the running of Woodley Primary School Nursery and the purchase of additional sessions (wrap-around care). Nothing within these terms and conditions affects the parents' and carers' statutory rights. All parents need to be aware of the following conditions since they form part of the agreed contract between parents' and carers' and nursery.

1. Woodley Nursery's Free Early Education and Additional Payable Extended Hours is open to children from Woodley Primary Nursery School only.
2. If your child is not going to be able to attend the care for whatever reason school must be informed.
3. If you commit to a session but do not regularly attend you may lose your wrap-around care place.
4. Children must be collected by 2.45pm. If parents or carers are going to be late they must inform school staff.
5. Sessions are paid for on a half termly basis (see charging policy).
6. Fees must be paid half termly or a 5% late payment charge will be incurred. Non-payment of fees will result in a child's place being withdrawn unless the head teacher has been made aware of any exceptional circumstances.
7. Fees are required in advance. They must be paid by the penultimate Friday of the preceding half term. Make payments online via Scopay.
8. In the event of missed days due to sickness or for any other reason, fees for additional childcare sessions beyond free entitlement, will not be refunded.
9. Parents and carers are not able to negotiate individual pricing to suit their own circumstances.
10. There will be an annual review of charges each April.
11. Staff must be informed of any changes to medical information or contact details immediately.
12. If staff feel that your child is not settling they will discuss this with you and look to resolve any issues, should your child continue to be unsettled you may be asked to withdraw them from wrap-around until they are slightly older.
13. If you wish to cancel your child's place on a permanent basis you must notify school in writing giving us one calendar months' notice. If insufficient notice is given, full charge for the cancelled sessions will be made. Any increase to sessions or changes to days are subject to availability.
14. The wrap-around care is part of Woodley Primary School. All relevant school and local authority policies therefore apply. Copies of policies are available from the school office. These include the school's safeguarding and health and safety policies.
15. Children are expected to behave safely and age-appropriately at all times. Concerns about behaviour or unacceptable behaviour will be discussed with parents/carer and in a serious situation, may result in the child's place being withdrawn.
16. The school reserves the right to change these terms and conditions with one month's notice.
17. Holidays taken during your contracted sessions will be charged at the full rate.

18. Planned closures will be notified in advance. There will be no charges for sessions booked on those days when the nursery has a scheduled closure. Unplanned closures due to circumstances beyond our control cannot be refunded e.g. due to adverse weather. However, please be assured that the nursery will only close in the event of exceptional circumstances or when there is a serious concern for the wellbeing of the children and staff.

Termination:

We may immediately end this contract if:

- Parents/carers have failed to pay additional child care session fees.
- Parents/carers have breached any part of their obligation under this agreement and have not or cannot put right this breach within a reasonable period of time of asking.
- Parent/carer conduct is unacceptable.
- A child's behaviour at nursery is deemed by the head teacher to be unacceptable or endangers the safety and wellbeing of the other children at the nursery.
- We take the decision to close the nursery: we will give as much notice as possible if such decision is taken.

You may immediately end this contract if:

- We have breached any of our obligations under this agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

When you have completed and signed the registration forms on ParentApps you enter into a contract with Woodley Primary School Nursery. We expect you to honour this contract as it has implications for staffing and school organisation.