

# Ivy Lane Primary School

## Sunflowers Nursery Class Terms and Conditions

### Introduction

- The Head of School welcomes visits from families prior to a child's admission to the Nursery Class. Parents should make an appointment for a tour of the Nursery Class by contacting: [nursery@ivylane.wilts.sch.uk](mailto:nursery@ivylane.wilts.sch.uk)
- The Sunflowers Nursery Class is able to accommodate up to 24 mainstream children.
- Children are eligible for a place in the Nursery Class following their third birthday. Please note that children are not eligible for the government funded hours until a term after their third birthday.

### Payments

Sunflowers Nursery Class Costs:

Morning session 8.45am -12.30pm	£26
Afternoon session 12.30pm – 4.15pm	£26
School hot lunch	£2.50
Daily consumables (if using funded hours)	£2.75 per session

### Consumables

We charge for consumables for all children using the government funded hours. Our consumable charge covers all items that are not covered by the local authority funded rate, including snack. This ensures that we can provide a rich and varied learning environment for our children. Without this funding we would not be able to provide the enriched opportunities that Sunflowers Nursery strives to provide.

### Help and support for parents

The government offers help with childcare costs, providing either 15 or 30 hours funding for three and four-year olds, alongside tax credits and schemes that give parents 20% tax relief on fees. More information can be found at <https://www.childcarechoices.gov.uk/>.

### Using your funded hours for Sunflowers Nursery Class

Parents are very welcome to use their government funded hours to book a place for their child. All of the hours can be claimed for the Nursery Class or these hours can be shared with another setting. This needs to be arranged prior to the start of each funding window; 1<sup>st</sup> September, 1<sup>st</sup> January, 1<sup>st</sup> April.

We run our Nursery Class through sessions, a morning session and an afternoon session. Each session is 3 <sup>3</sup>/<sub>4</sub> hours, making a whole day 7 <sup>1</sup>/<sub>2</sub> hours. Therefore, if using the full 30 hours funding a child will have 8 sessions or 4 full days in the nursery class, and 4 sessions or 2 full days if using 15 hours of funding

We do not restrict the number of sessions requested however funded hours must cover a whole session/number of sessions, for example if you request 3 sessions you must have 11.25 hours of funded hours available to support your request. We do not accept part sessions.

Nursery Class fees are to be paid on the 1<sup>st</sup> of the calendar month and will be charged a month in advance. It is the responsibility of the parents, or carers with parental responsibility, to ensure that they adhere to this payment deadline at the start of each month.

Invoices will be sent out electronically to all parents/carers via our online platform Blossom, two weeks prior to the payment deadline. Please note that we cannot refund any days when your child cannot attend due to illness or for other reasons.

### **How to pay your fees**

Ivy Lane School use a school management system called School Money and this will allow you to make monthly payments in line with the invoice you receive.

### **Late and Outstanding payments**

If payments are not made on the 1<sup>st</sup> of the calendar month parents and carers will be contacted by the Nursery admin team to request payment. If payment is still not made within 5 days (including weekends) our Finance team will contact you and we have the right to withdraw the child's nursery class space. Government funded places will not be withdrawn.

### **Non-attendance, sickness and holidays**

Fees are payable during periods of sickness, family holidays and absence for any other reason. Long term sickness will be looked at on a case by case basis in discussion with the Senior Leadership Team.

### **Late Pick up's**

Whilst we understand that unforeseen circumstances do occur, we cannot accommodate late pick up's due to staffing ratios. If a child is collected late by 10 minutes or more, then a charge will be made to you at an hourly rate of £7.00. This cost will be added to your school money account.

### **Extra Sessions**

If you are booking extra childcare sessions, the admin team of Sunflowers Nursery Class will confirm availability, update your child's record and, if necessary, a charge will be added to your School Money account.

If parents wish to book additional sessions for their child to attend Sunflowers Nursery, one week's notice will be required. Please be aware that this will be dependent on availability at the time.

### **Changes to fees**

We reserve the right to make changes to the nursery fees and consumables at any time. However, these changes will be made at the beginning of an academic year. Plenty of notice will be given to parents informing them of any fee changes and this will be outlined in a letter.

### **Notice periods**

If you wish to remove your child from Sunflowers Nursery then we will require four weeks notice before end of payment. You may remove your child before the end of the notice period, however you will still be charged the full notice period.

I can confirm that I have read and agreed to these terms and conditions.

Signature \_\_\_\_\_

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

Child's Name \_\_\_\_\_

Date \_\_\_\_\_