



Acorns Nursery Terms & Conditions

Name of child:

Admission

A completed Terms and Conditions form must be completed and returned prior to your child joining Acorns Nursery. Without this information we will not be able to accept your child into the Nursery.

Additional Fees and Invoices

All children are entitled to a 15 hours universal offer funded by the Government from the term after they turn 3. Some children with working parents are entitled to 30 hours funded, please let us know if you require further information.

If parents wish to purchase additional hours this can be done by fee paying at market rates and subject to availability. All additional sessions must be booked and paid for in advance of the term you wish them to commence and will be for a HALF TERM. Late payments may result in your child not being able to attend the extra sessions.

Fees will be charged from the agreed admission date of the child. Admission dates will be agreed between the Nursery and the parents and confirmed in writing. Fees will not be refunded or waived for absence through sickness, holiday or any other reason. This rule is necessary so that the nursery can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents.

No compensation will be paid or refund given if the Nursery has to be closed due to any reason beyond the control of the Nursery, such as power failures, weather conditions or Government guidelines.

If a full closure occurs due to unforeseen circumstances e.g. national lockdown/pandemic then a credit note will be added to the account. If, during this unforeseen circumstance, nursery remains open and the parent chooses not to bring their child, then fees will be charged at 50% for the duration of the pupil's absence.

Please note that we cannot guarantee availability of additional sessions and they will be allocated on a first come, first served basis. We are unable to change or refund any bookings for additional hours once the term has started. If you wish to change or cancel hours, we will need one term's notice.

If your child is staying for the whole day, or the lunch club they will need to bring a packed lunch.

Hamsey Green Primary School Headteacher: Mrs N Mace
Address: Tithepit Shaw Lane, Warlingham, Surrey CR6 9AQ
Telephone: 01883 622000 Email: nursery@hamsey.surrey.sch.uk
Website: www.acornsnursery.org.uk

Tandridge Learning Trust

An Academy within the Tandridge Learning Trust

Opening Times

The Nursery sessions run from 9am – 3pm for a full day. Half day sessions are 9am – 12pm or until 12.15 if you would like your child to stay for lunch club or 12pm -3pm.

The Nursery is open during term time only and will be closed during all school holidays including INSET days. These are listed on the school website.

Personal Property and Belongings

The Nursery cannot be held responsible for any loss of or damage to a child's property or belongings. Every reasonable effort will be made to ensure that no such damage is incurred. Please ensure that your child's clothing is clearly labelled and we suggest that all personal toys, books and equipment are left at home.

Accidents and Illness

The Nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and asked to sign an accident record form. The Nursery is able to administer **prescribed medicines only** if parents have completed a Medicine Consent Form.

We may require parents to collect their child from Nursery in the event of illness or if they require medical attention that cannot be provided by the Nursery. If a child has had sickness or diarrhoea the Nursery have a 48 hour exclusion policy from the last bout of illness. Parents must inform the Nursery if their child is suffering from any illness, sickness or allergies before attending the Nursery and also if their child will be absent due to illness on that day.

As per Government guidelines, children at nursery will also be expected to self-isolate if they have had contact with someone inside/outside the setting with Covid-19.

Safeguarding

Please refer to the policy on the school website.

Complaints

Please refer to the policy on the school website.

Agreement

These Terms and Conditions represent the agreement and understanding between the parents (including other carers) and the Nursery. We reserve the right to update/amend these Terms and Conditions at any time. One month's notice will be given of any changes made. These terms can only be altered for nursery pupils in exceptional circumstances. Each case will be individually considered under consultation with the Senior Leadership Team.

These costs and conditions apply to all children able to access provision in line with government advised ratios for each age group in order to ensure the health and safety of us all. Where this is not possible, individual arrangements may need to be made, at the discretion of the Headteacher and Chair of Governors.

I have read and understood the Terms and Conditions and agree to be bound by them.

Signed:

Print name:

Date: