

# **Terms & Conditions**

**September 2019**

# INTRODUCTION

## ADMISSION AND REGISTRATION

Registration and admission to Little Lancing operate on a first-come first-served basis.

A non-refundable registration fee of £50 is payable on submission of the Registration Form.

No registration fee or deposit is required for funded-hours-only places, however a £50 deposit is required if booking additional services.

The registration fee is non-refundable.

Our Admissions Policy will be sent to every joining family and is also available on our website. Please note that our offer of a place to Parents is conditional, subject to a review after your first settle-in week. This is to ensure that the Nursery has the ability to provide the facilities for the welfare of the Child.

Parents are not permitted to swap their Nursery places or days among themselves; such must be done via the Nursery management, subject to availability.

## CONFIRMATION OF PLACE

The Child's place will be confirmed in writing. The confirmation will include details of the Child's commencement date and the required sessions, settling in times along with Nursery's Terms and Conditions and Nursery's Policies and Procedures. Parents will be required to sign an agreement and consent form when starting at the Nursery.

## DEPOSIT

Little Lancing requires a refundable deposit of £200 once a place has been offered.

This is to be paid within 5 working days of the offer otherwise the Child's name will return to the waiting list.

This deposit will be held by the Nursery for the duration of the Child's stay at the Nursery and will be refunded at the end of the Child's stay provided an 8 week notice is given in writing prior to a Child leaving the Nursery and all outstanding fees have been paid. Payment of the deposit signifies acceptance of these terms and conditions.

## NURSERY FEES

Little Lancing fees are inclusive of meals and snacks, washable nappies, wipes, all Early Years Foundation Stage activities. Depending on the session(s) attended lunch, tea along with morning and afternoon snacks and cows' milk are included in the fees. Breakfast is only available with the early bird session and is included in the fee. Please refer to the Little Lancing Fees Document for further information.

Little Lancing fees do not include formula milk, follow on milk, disposable nappies or extra-curricular activities.

## SIBLING DISCOUNT

Where there is more than one child from the same family attending the Nursery a discount of 5% will be applied to the eldest child's fees.

## 5 DAY OCCUPANCY DISCOUNT

Where a Child is attending Little Lancing on either a standard or extended day for 5 days per week, there will be a 5% discount on that element of the fees charged.

## PAYMENT OF FEES

Our fees are charged over 51 weeks and fees for booked sessions/hours are always payable, whether the Child attends or not. Fees are charged on a weekly basis, invoiced monthly in advance and due on the 1<sup>st</sup> day of the month. Entry to the Nursery may be restricted if fees are outstanding.

Notice of 8 weeks is required to reduce or terminate a booking. Failure to give adequate notice will result in fees in lieu being payable.

The initial payment of fees will be determined by the Child's commencement date with us and will include all sessions booked from that date, up to, and including the remainder of that particular month.

Payment of fees must be made either by direct transfer into our bank account (details below) or by cheque (made payable to Little Lancing) delivered to the Nursery. Childcare vouchers and tax-free credits are also accepted but please allow extra time for the providers to process these payments to Little Lancing. Please quote your Child's surname on any payments made.

**Account: Little Lancing**  
**Bank: Barclays**  
**Sort Code: 20-65-82**  
**Account: 13109151**

## LATE PAYMENT

Late payments, made after the 10th day of the month, will attract a £12.50 charge for each week the fee remains outstanding.

## LATE COLLECTION

Late collection will be charged pro rata of the hourly rate.

- A further £7.50 surcharge will be added if notice is not given.
- Collection after 7pm (the Nursery closing time) will attract a further £30 surcharge.

## EXTRA CHARGES

- Extra-curricular activities, such as cooking school, swimming and forest school, may be charged
- Trips will be charged, based on travel/entrance fees.
- Sun cream will be charged at £3 per year if not supplied by the parent/carer.
- Tooth brushing.

## EARLY YEARS FUNDING

Little Lancing offers universal Early Years Funding for all 3 and 4 year-olds. Provision starts from the term following a child's third birthday up until they reach compulsory school age. All 3 and 4 year-olds are eligible to receive 15 hours of Early Years Funding during term-time or around 11 hours a week if taken across the full year. As Little Lancing is open 51 weeks a year, we can only offer Early Years Funding education for 11 hours a week. Little Lancing will apply for this universal funding.

Some 3 and 4 year-olds may also be eligible for extended Early Years Funding. As Little Lancing is open 51 weeks a year, we can only offer extended Early Years funding for 22 hours a week. The extended funding is applied for by families via the government website [www.carechoices.gov.uk](http://www.carechoices.gov.uk) and Little Lancing require the eligibility reference number issued following a successful application to register on the local authority portal for care providers.

As Little Lancing is open 51 weeks a year, we offer a number of places with Early Years Funding for those 2 year-olds eligible to access around 11 hours a week taken across the full year. This is subject to families meeting the eligibility criteria. This funding is applied for by families via the government website [www.Childcarechoices.gov.uk](http://www.Childcarechoices.gov.uk) and Little Lancing requires the eligibility reference number issued following a successful application to register on the local authority portal for care providers.

For children accessing hours in excess of funded hours, the funded hours will be allocated to sessions in the following order of priority: morning sessions, extended day, standard day and finally afternoon sessions.

At Little Lancing, we charge 'General Extras' to those accessing Early Years Funding because the hourly rate provided by the government and local authorities is less than the cost to provide Early Years education to our standard. General Extras are charged at £2.58 per funded hour used within our core hours of 7.30am to 2.30pm. This charge contributes towards activities, consumables and services available to all Children at Little Lancing, such as EyLog, outings, refreshments and meals.

General Extras are not charged to those accessing Early Years funded-only places for 2, 3 or 4 year old Children. Please check availability of sessions with the Nursery Manager.

We appreciate that Early Years Funding is not straightforward, so if you have any questions, please do not hesitate to contact the Nursery Manager. A copy of our Early Years Funding Policy is available on request from the Nursery Manager or the Nursery Administrator.

## TYPES OF SESSIONS

Little Lancing offers set sessions as described in the Little Lancing Fee Schedule.

Set sessions are permanently booked recurring sessions or days requiring 8 weeks to reduce or terminate a booking. Any changes must be made in writing to the Nursery Manager.

## OPENING HOURS AND CLOSING DATES

Our opening hours are 7am – 7pm Monday – Friday.

The Nursery opens 51 weeks a year but closes from 1pm on Christmas Eve to 1 January, New Year's Day, inclusive. We also close on every bank holiday. We do not charge fees over the annual closure period but there is no reduction made for those bank holidays that fall at other times during the year.

## CANCELLATION/ TERMINATION OF CONTRACT/ NOTICE PERIOD

After the Child's initial admission to the Nursery either party may terminate this contract by giving 8 weeks' notice in writing. Parent/carer's notice must be made to the Nursery Manager.

Fees are payable during that notice period and Little Lancing undertakes to continue to admit the Child. Please note: The Nursery reserves the right to terminate immediately this contract if a parent, the Child or any other family member behave unacceptably towards any member of staff, or other parent of any Child.

## PASTORAL CARE

**The Nursery's Commitment:** We will do all that is reasonable to safeguard and promote the Child's welfare and to provide pastoral care to at least the standard required by law in the particular circumstances.

**Complaints:** Any expression of dissatisfaction about action taken, or a lack of action by Little Lancing must be notified to the Nursery Manager as soon as practicable. Please refer to the Complaints Procedure for further information. A copy can be supplied on request.

**The Nursery Manager's Authority:** The Parents authorise the Nursery Manager to take and/or authorise in good faith all decisions which the Nursery Manager considers on proper grounds will safeguard and promote the Child's welfare.

**Ethos:** The ethos of the College and Little Lancing must be such as to foster good relationships between members of the staff, the Children themselves and between members of the staff and Children.

Bullying, harassment, victimisation and discrimination will not be tolerated. The College/Little Lancing and its staff will act fairly in relation to the Child and parents and we expect the same of Children and parents in relation to the College/Little Lancing.

**Physical Contact:** Parents' consent to such physical contact with the Child:

- as may accord with good practice, or
- as may be appropriate and proper for teaching and instruction, or
- for providing comfort to the Child in distress, or to maintain safety and good order, or in connection with the Child's health and welfare.

The Parents also consent to the Child participating in physical activities as part of the normal Nursery programme.

**Disclosures:** The Parents must, as soon as possible, disclose to the College/Little Lancing in confidence:

- any known medical condition, health problem or allergy affecting the Child;
- any history of a learning difficulty on the part of the Child;
- any disability, special educational need or any behavioural, emotional or social difficulty on the part of the Child;
- any family circumstances, court proceedings or court order which might affect the Child's welfare or happiness; or any concerns about the Child's safety;

**Special Precautions:** The Nursery Manager needs to be aware of any matters that are relevant to the Child's safety and security. The Nursery Manager must therefore be notified in writing immediately of any court orders or situations of risk in relation to the Child for whom any special safety precautions may be needed. Parents may be excluded from Little Lancing premises if the Nursery Manager, acting in a proper manner, considers such exclusion to be in the best interests of the Child or any other member of the Little Lancing community.

**Photographs or Images (including Video Recordings):**

The College/Little Lancing may obtain and use photographs or images (including video recordings) of the Child for:

- use in the College's/Little Lancing's promotional material such as the prospectus, the website or social media
- press and media purposes;
- educational purposes as part of the curriculum or extra-curricular activities.

Please see the overall Lancing College privacy notice and Taking, Storing and Using Images of Children policy, which are both available on the College Website, for more information about how the College uses photographs and videos of Children. The College may seek specific consent from the Parents before using a photograph or video recording of the Child where the College considers that the use is privacy intrusive.

**Request for Confidentiality:** Parents will have indicated during the enrolment process whether or not they give permission for the Child's photograph or image to appear in any promotional materials. If that decision should change for any reason, they must inform the Nursery Manager immediately and she will adjust the Child's records accordingly and acknowledge the change in writing.

## **ABSENCES, ILLNESS AND EMERGENCY**

Medical Declaration: As part of the enrolment process parents will be required to supply information concerning the Child's health and must inform the Nursery Manager in writing if the Child develops any known medical condition, health problem or allergy, or will be unable to take part in activities, or has been in contact with anyone with an infectious or contagious disease.

Please notify a member of staff if your Child will be late or will not be attending the Nursery for any reason.

The Nursery reserves the right to refuse entry to any Child who the staff deem to be not well enough to attend the Nursery, particularly if a Child shows symptoms of a contagious illness or infection. This is for the welfare of that particular Child and the welfare of the other Children attending the Nursery.

In the case of a Child becoming ill whilst at the Nursery, the parent/carer or nominated person will be contacted to arrange to take that Child home.

In the case of an infectious condition the recommended exclusion times apply.

In the event of an emergency Nursery staff will call health professionals. A senior member of staff will accompany the Child to the hospital until the Child's parent/carer arrives.

## **LOSS OR DAMAGE**

The Nursery does not take responsibility for any loss or damage of property on its premises.

## **BUGGIES**

All buggies and any other personal equipment left outside Little Lancing are at the parents' own risk though the Nursery takes extra care and measures to keep the buggies safe during Nursery opening hours.

## **CLOTHING/ BEDDING**

It is the parent/carer's responsibility to label their Child's clothing/ bedding.

## **POLICIES AND PROCEDURES**

The following policies are available for viewing at the Nursery; Admissions policy, Allergy & Food policy, Anti-Discrimination & Equal Opportunities Statement, Bereavement policy, Complaints policy, Confidentiality policy, Developing Positive Behaviour policy, Equality & Diversity Summary, Enrolment Form including Terms and Conditions, Failure to collect policy, Footwear policy, ICT policy, Intimate Care policy, Medication policy, Outdoor play policy, Privacy notice, Physical intervention policy, Safe guarding children policy, Sickness policy, Special Education Needs and Disability policy (SEND) policy, Sun Protection policy, Transitions policy.

If you require clarification on any policies/ procedures please speak to the Nursery Manager. The policies will be reviewed on a yearly basis.

## **GENERAL CONTRACTUAL MATTERS**

Data Protection: The College has a privacy notice which explains how the College will use the Parents' and the Child's personal data. This applies to all schools and nurseries within the Lancing College family. The privacy notice is also published on the College's website. The Parents must read this privacy notice in full before signing the acceptance form.

Please see the Little Lancing Admissions Policy with regard to Data Protection and Safeguarding during the Admissions process.