



## TERMS AND CONDITIONS

Within this document, Old Basing Village Nursery School will be referred to as 'Nursery School'.

### FEES

- 'Nursery School' fees (Private and Fees associated with Government Funded Hours) are to be paid monthly unless otherwise agreed with 'Nursery School'. Please note: To provide some flexibility for parents, fees are calculated on a pro-rata basis with 12 monthly payments. Payments are due on the 1st of the month.
- Payment can be accepted in advance for the whole of the term- please notify us if this is how you would like to pay. If 'Nursery School' fees not paid by the date specified on the monthly invoice these are liable to a 'Late fee' charge of £10 for each week that the 'Nursery School' fees remain unpaid.
- If 'Nursery School' fees remain unpaid two weeks after their due date, 'Nursery School' cannot continue to guarantee your child's place at the 'Nursery School'. We reserve the right to remove your child's place.
- Please ensure that a least 4 weeks notice is given in writing if your child is leaving 'Nursery School' or if you wish to reduce his/her sessions. If notice given for a child leaving, or a reduction in sessions, falls short of this period the outstanding 'Nursery School' fees for that term remain payable.
- Any sessions missed by your child because of illness, Government issued/recommended self-isolation periods, holidays or any other reason are non-refundable.
- Sessions cancelled due to adverse weather conditions are non-refundable.
- Sessions cancelled due to any unplanned unavailability of the Old Basing Village Hall are non-refundable.
- Sessions cancelled due to imposed closure may be non-refundable.
- For business sustainability any Government or Local Authority imposed partial or full closure may still be subject to billing. The pro-rated nature of our invoicing system means that after a closure of this nature, you may owe money for childcare that has already been received and will be invoiced accordingly.
- A 'Consumable Fee' of £1.00 per hour (per government funded hour) will be applied to funded three and four year olds. This fee covers snack food, additional consumable items and the extra-curricular activities or enhancements i.e. music sessions, sports classes that are included by 'Nursery School'. Please note: please discuss this charge with the Nursery School manager if your child is deemed eligible of 'Pupil Premium' status by Hampshire County Council or you believe they may be eligible for 2 year old funding.
- A non-refundable 'Place Holding' fee of £50.00 is payable to 'Old Basing Village Nursery School Limited' in order to secure your child's place. This includes an administration fee and covers the

cost of the kit we provide for your child (waterproof trousers (or puddle suit), sun hat, winter hat, nappy changing roll, spare change of clothes, suncream)

- The start date is confirmed upon receipt of the £50 holding fee (and a signed registration form).
- If the agreed initial start date is subsequently deferred by you to a later date, without at least 4 week's notice a 'Deferment Fee' of one month's fees in advance is payable to 'Nursery School'. These fees will sit in your account and will be credited to your first invoice. Should your child fail to take up this place this fee will be retained by 'Nursery School'.
- 'Nursery School' reserves the right to change the fees and opening hours at their discretion; parents will be given at least 4 weeks notice of any changes to fees. An annual fee revision takes place ahead of each financial year.

## FOOD AND DRINK

- The 'Nursery School' does not have the facilities to safely store and refrigerate packed lunch boxes for all the children and therefore cannot accept packed lunch boxes for children who stay for their lunch.
- With this in mind, and to help prepare the children for school lunches, the 'Nursery School' has arranged with a specialist catering company to prepare and deliver nutritionally balanced cooked lunches at an attractive price for the children.
- Water bottles should be provided by parents for children. These must be labelled clearly with a child's name and must only contain water. Should a child require squash (upon recommendation from a healthcare professional) this should be discussed with the child's key worker or a senior member of staff and a permission form will be required.

## HEALTH

- Any child feeling ill and /or suffering from an infectious illness, including colds, should be kept at home and only return to 'Nursery School' when considered to be well enough to participate in the full 'Nursery School' timetable.
- If a child with an infectious illness has been in 'Nursery School' we will inform you. Children suffering from sickness and /or diarrhoea, should be kept at home for 48 hours after the first solid stool, or after the last bout of vomiting. If a child presents with these conditions, 'Nursery School' reserve the right to refuse admission.
- Children should be kept at home for 48 hours after suffering from a raised temperature.
- If a child is suffering from a notifiable disease that carries Government mandated isolation periods or recommendations, the 'Nursery School' should be notified immediately.
- 'Nursery School' will only administer prescribed medicines. Calpol will not be administered on a routine basis, it will only be used in an emergency situation where a child is suffering from a very high temperature, significant injury or on the advice of a paramedic. Parents will be asked to sign a consent form confirming this during the registration process.
- You must notify the 'Nursery School' if your child suffers from, or you suspect he/she suffers from, any kind of allergy or illness. Please see the Health Policy for more details.

## COMPLAINTS

- If you have any concerns or a complaint to make about the 'Nursery School' please speak to a member of Nursery School staff in the first instance.

- In the unlikely event that the 'Nursery School' staff member and/or manager are unable to resolve the issue, there is a formal complaints procedure available (see the Child Protection and Safeguarding Policy).
- If you are still not satisfied with the response, then you are entitled to contact Ofsted directly. They are the registering body and will inspect the 'Nursery School' routinely every 6 years. Contact details for Ofsted are: telephone number: 0300 1231231 or you can write to Ofsted at: Piccadilly Gate, Store Street, Manchester, M1 2WD.

## SAFEGUARDING CHILDREN

- The 'Nursery School' is obliged by Children's Services, under 'The Children's Act (1989 section 47)' to pass on any significant concerns regarding a child in the 'Nursery School's care.
- Please ensure that the 'Nursery School' is given a term's notice in writing if your child is leaving.
- If you are unable to provide the appropriate notice, you must still inform the 'Nursery School' that your child is leaving.
- If the 'Nursery School' is not informed that a child has left, the 'Nursery School' will endeavour to contact you to establish the reason for your child's absence.
- If Nursery School is unable to reach you and satisfactorily establish that your child has left then 'Nursery School' has to inform the relevant agencies who will then check on the safety of your child. Please see our Child Protection and Safeguarding Policy for further information.

## SAFE COLLECTION

- Only those people named on your registration form, with their password, are authorised to collect your child.
- Please notify the 'Nursery School' in advance if someone other than the person who usually collects your child will be collecting them.
- On no account will your child be allowed to leave the premises without this procedure being adhered to (See the Child Protection and Safeguarding Policy).

## LATE COLLECTION

- Parents will be charged a 'Late Collection' fee if they are more than 5 minutes late collecting their child.
- The 'Late Collection' fee is set at £10 for each 5 minutes past the end of session time. This charge covers the need to have 2 members of staff remain on the premises until your child is collected. If you know you are going to be late you must contact the 'Nursery School' at the earliest possible convenience on 07521071006 or 07557642510.
- Punctuality is important to ensure the smooth running of the setting and business sustainability. Persistent late collection may result in your child's place being withdrawn.
- In order to provide flexibility for parents whilst maintaining the correct ratios, We offer drop off at 8.15, 9.00 and collection at 12.00 or 14.45 (fees are charged per whole hour). If you wish to collect outside of these times, please use the setting phone number 07521071006, 01256 464121 07557642510 to request an alternative time.

## OUTINGS

- The parent consent form provides the 'Nursery School' with consent to make small, local trips. for example, a nature walk around Old Basing Village.
- The parental consent section of the registration form provides the 'Nursery School' with consent to use a vehicle to transport children within the local area (for example to purchase cooking ingredients / visit the Post office). These trips will involve a minimum of two adults and the use of suitable child seats / restraints.
- Parents will be notified of larger outings in advance with full details of the trip and an invitation from them to join us. Parents will be asked to sign a specific, separate consent form for these outings. A full outing specific risk assessment will be carried out in advance of each trip.

## CONFIDENTIALITY

- All details of staff, children and their families are kept confidential.
- Parents are asked to sign a permission slip allowing Nursery School to pass their child's records of achievement to their next school when they register. This will be confirmed orally nearer the time.
- Parental consent to be contacted via the contact details recorded in the registration form is assumed upon the signing of the registration form.

## EQUALITY AND OPPORTUNITY

- At Nursery School no-one (child, parent, staff, volunteer or anyone else) is discriminated against on any grounds and specifically on grounds of age, ability, gender, nationality, race, religion, culture, special educational needs, sexual orientation or social situation.
- We operate a policy of inclusion for all and parents/ carers are required to comply with our policies and procedures for equal opportunities.

## ACCIDENT / INJURY

- In the case of an accident or injury, a form setting out the details of the incident and any first aid given and action taken will be completed and signed by the member of staff dealing with incident.
- Parents are required to acknowledge and sign any accident or incident notification.
- Our accident form is electronic and sent form sent via the Family communication app.

## CHILDREN'S DETAILS

- These must be kept up to date in case of emergency.
- Parents should inform the Nursery School immediately of any changes to their children's details such as emergency phone numbers, change of parent's workplace etc.

## **PRIVACY NOTICE**

At Old Basing Village Nursery School, we take your privacy very seriously and, in accordance with the General Data Protection Regulation (GDPR) of May 2018, The EYFS 2017, the Childcare Register and/or by Ofsted, or Hampshire County Council, we are required to ask you for personal data about you and your child/children in order to deliver a high quality childcare service to you.

The 6 lawful reasons for collecting and retaining data are:

Consent:

Parents have agreed that we can process data about their child. i.e. I ask permission to use photos in my records and albums and for any coursework. Other consents we will ask for include medication and sharing information with other professionals. Remember, as a parent, you can withdraw consent at any time.

Contract:

Data processing is needed to complete a Contractual Agreement. This will be for the contracts I have with parents for the childcare and education of their child or children.

Legal Obligation:

We are legally required to process the information. i.e. the information is required by the DfE in the EYFS, the Childcare Register or Ofsted. For example; family personal details are required in the 'Child Record Form'.

Vital Interests:

This covers information that protects a child in a life or death situation. i.e. Emergency Contacts and Medical histories, such as nut allergies.

Legitimate Interests:

In order to provide a high quality of service you need to process certain data. .i.e. I ask for information about the child such as home life, daily routines, likes and dislikes to help to provide high quality childcare.

Public Task:

Processing data in the public interest. I have no need to process data for this reason and so am unlikely to ever collect data for this reason.

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Please be aware it is essential to process your data for one or more of the above reasons. Where parental consent is needed, I will support any decision you make on how it is processed and respect your right to remove data.

My commitment will be to:

- Collect necessary data as part of your child's induction to my setting.
- Ask for this information when we initially formalise a contract.
- Record it in paper form.

Continue to ask for information at regular intervals to ensure it is up to date. This will be done by asking you to complete and return child record forms, contract, consent forms and agreement to policies and procedures.

I have completed a data audit which shows the information I collect, why I collect it, how it is used, where it is stored, who the data is for and how long I retain it for. The data audit is available upon request.

Data is shared with your permission with:

Other professionals such as other EYFS settings your child attends, Teachers, Health visitors and Medical Professionals.

The Local Authority through the Early Years Funding

Data is shared without your permission with the following organisations:

- The Local Safeguarding Children's Board (LSCB) is I have any concerns about the safety of your child in accordance with my Safeguarding Procedures.  
<http://www.hampshiresafeguardingchildrenboard.org.uk>
- Ofsted
- The Police

If you want to see a copy of the information I hold and share about your child, then please ask. Please refer to my Data Protection Policy for further information about data processing.

Old Basing Village Nursery School