

Blackhill Lane, Knutsford, Cheshire WA16 9DB  
School Office: 01565 632816

Email: [nursery@bexton.cheshire.sch.uk](mailto:nursery@bexton.cheshire.sch.uk) web: [www.bexton.cheshire.sch.uk](http://www.bexton.cheshire.sch.uk)

## Bexton Preschool Nursery Terms and Conditions

### Admissions

If you are interested in registering for a place at Bexton Preschool Nursery ("Nursery"), please complete our Expression of Interest form (available on the website under the "Useful Forms" section) and return to [nursery@bexton.cheshire.sch.uk](mailto:nursery@bexton.cheshire.sch.uk).

All children for whom an expression of interest has been registered will be placed on a waiting list until a place becomes available.

The Nursery admits:

- Eligible funded two year olds - from the September following their second birthday
- Non-funded two year olds - from the September following their second birthday
- Early Years Education funded three and four year olds
- Non-funded three and four year olds

Applications should be completed fully and honestly. If you know or believe that your child's address will change before admission, you must inform us immediately. You will also be asked to provide a copy of your child's birth certificate.

When we start the registration process, you will be required to pay a non-refundable registration fee of £25. As part of this fee, your child will receive a pump bag and sweatshirt when they start at Nursery.

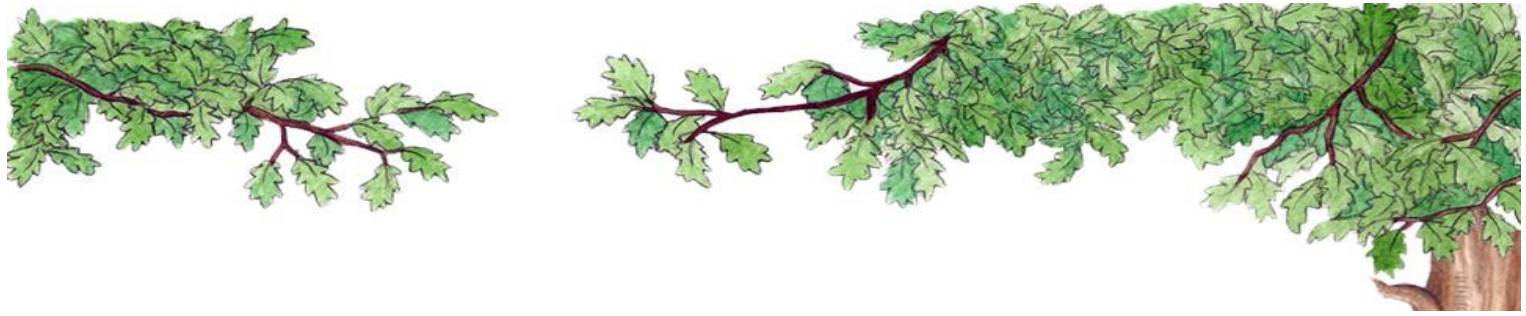
### Funded Places

All three and four year old children are eligible for 570 hours per year of EYFS education over a minimum 38 weeks per year from the term after they reach the age of 3, this equates to 15 hours per week during normal term time. Furthermore, some children of this age whose parents meet the relevant criteria will be eligible for 1,140 hours of funded provision over a minimum of 38 hours per week, this equates to 30 hours per week during normal term time. The latter is offered by the Nursery, subject to availability and eligibility, for children in the academic year that they reach their fourth birthday.

**Please note:** 30 hours funding will only be applied once proof of eligibility (in the form of an eligibility code) is provided to the Nursery Manager. In addition, parents must reconfirm their eligibility each term.

Some two year olds are eligible for funded places from the start of the term following their second birthday providing that their parents meet the relevant criteria.





These entitlements can be split between qualifying early years provisions and are subject to termly completion of the Parental Declaration form for funding. Changes to funded sessions can only be made on a termly basis.

We request a consumables charge of £4 for each 3 hour funded session attended (both Cygnets and Swans) and reserve the right to withdraw the 30 hour funded service if insufficient contributions are received.

Additional sessions are available on a non-funded basis for two to four year olds. The fees for these non-funded sessions are available on our website.

It is your responsibility to inform Nursery of any changes to your circumstances which would affect your Early Years funding entitlement, as it is an offence to claim when no longer entitled.

### **Session Times**

The Nursery is open 38 weeks throughout the year in accordance with the school's published term times. Any additional planned closures will be notified in advance.

Holiday Club sessions can be booked separately through the school.

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 or extreme circumstances or when there is a serious concern for the wellbeing of pupils and staff.

Our current session times are:

Morning 9:00 – 12:00  
Afternoon 12:00 – 15:00

You can also pay for extended hours:

Before School 8:00 – 9:00  
After School 15:00 – 18:00

Funding cannot be used to pay for extended hours.

### **Changes to booked sessions / cancellation**

We require one calendar month's written notice if you wish to reduce or cancel your child's sessions. If insufficient notice is given, full charge for the cancelled sessions will be made. Any increases to sessions or changes to days are subject to availability.

Agreed sessions for any term cannot be reduced once the relevant term has started.

### **Fees**

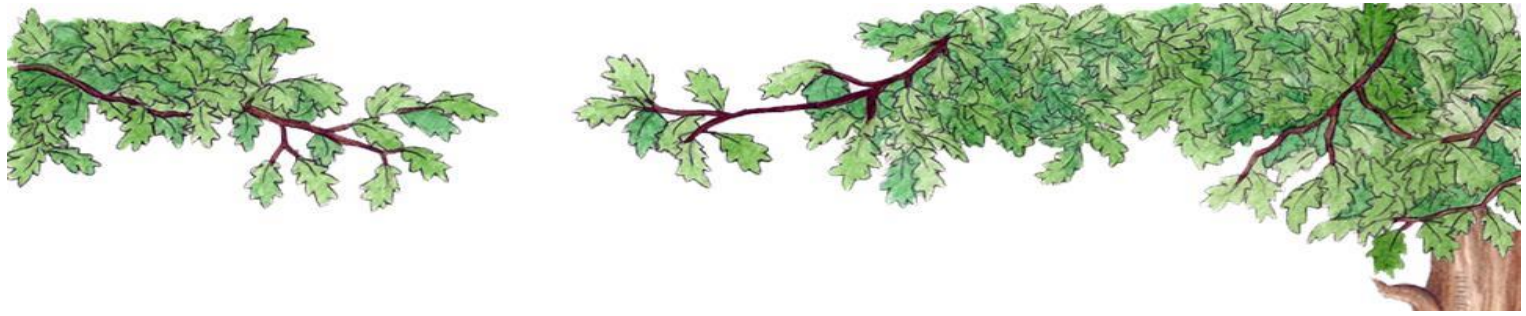
Our fees from September 2020 are set out below:

Breakfast Session	£5.50
Morning or Afternoon non funded Session (2, 3 & 4 year olds)	£18.00
Consumables charge for funded hours (3 & 4 year olds)	£4.00
After School Session	£13.50

However, we reserve the right to review fees on a termly basis.

Fees are charged monthly. Fees will be charged to your online account which can be accessed via SCOPay and should be paid through the online payments system or by childcare vouchers.

In the event of missed days due to sickness or any other reason, fees for additional sessions beyond free entitlement will not be refunded.



Payment of fees is required by the 15<sup>th</sup> of each month. After 30 days, your account will be referred to the Head Teacher who has authority to reduce your hours to your free entitlement hours only until the account is settled in full.

See our section of the School's Charging and Remissions Policy for more details.

### **Illness**

Children who are unwell should not attend Nursery. Children who have suffered from sickness or diarrhoea will not be admitted back to Nursery until 48 hours have passed since the last episode.

Please also see the school's Attendance and Punctuality Policy for further information regarding illness exclusion periods.

Parents must inform the Nursery immediately if their child is suffering from any contagious disease. For the benefit of the other children in the Nursery, we cannot allow children to attend Nursery if they are suffering from a contagious disease which could be passed on to another child during normal daily activities of the Nursery.

If children are unable to attend the Nursery due to illness, please telephone the Nursery to inform us.

### **Medication**

Medication is only given when prescribed by an appropriate person and with parental permission. The medicines form must be completed and the medication clearly marked with the child's name and dosage instructions.

Please see the school's Administration of Medicine Policy for further information.

### **Allergies, asthma and medical conditions**

We ask for details of any allergies or medical conditions on our registration documents. If your child has a medical condition, we will ask you to complete a healthcare plan. This is reviewed annually.

Parents / carers must inform the Nursery immediately in writing if their child develops an allergy, asthma or any other medical condition.

Medicines for long term conditions will be stored with the healthcare plan in our medicines box.

As the number of children with nut allergies is on the increase, we ask parents to support us in our aim to keep the Nursery building a nut-free environment. Please do not send your child with any snacks that may contain nuts or any empty food packaging that may have contained nuts.

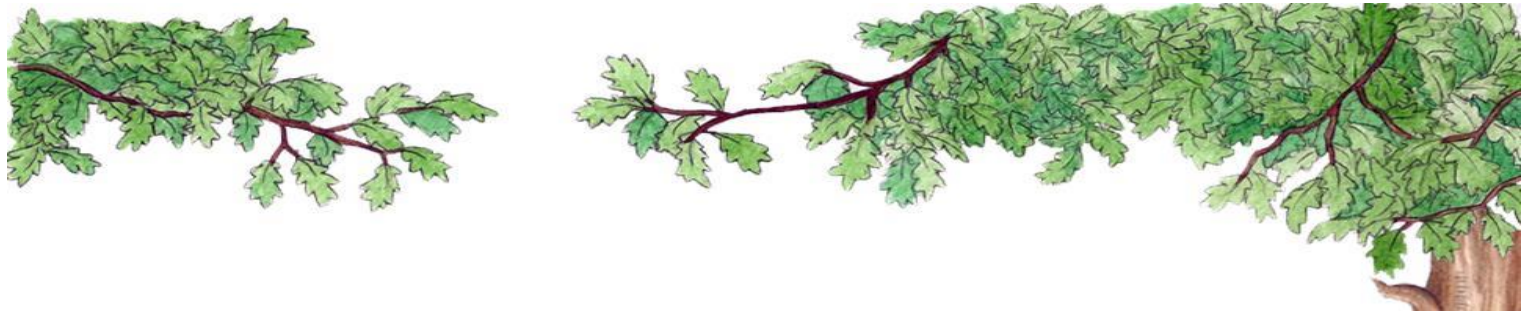
### **Child collection**

All children must be collected by a responsible adult over the age of 16. We will only allow your child to leave with an authorised person. If someone other than the people listed on your application form is collecting your child, we need evidence of the person's identity when they arrive at Nursery and an agreed password will be requested.

It is important that your child is collected at the agreed time. Please contact the Nursery office if you are going to be late. If you are late collecting your child, we reserve the right to charge an extra fee of £5 for every 15 minutes, or proportion thereof, that you are late. This is because it will be necessary to pay staff to stay late.

### **Behaviour and conduct**

The Bexton Nursery and Pre-school staff will at all times maintain a courteous and professional attitude towards children, parents, carers and staff. We will not tolerate staff being treated in a threatening or abusive manner by parents, carers or children. Such behaviour may result in the termination of a nursery place.



We will support parents and carers in managing children's disruptive or inappropriate behaviour, however if behaviour is deemed by the Head Teacher to be unacceptable or to be endangering the safety and wellbeing of others children, we may require your child to be withdrawn for a period of time.

Please also see the school's Behaviour Management Policy for more details.

**Safeguarding children**

Please see the school's Safeguarding and Child Protection Policy for further details.

**Uniform**

Children attending Bexton Preschool and Nursery are not required to wear a uniform, however polo shirts and sweatshirts are available from the school uniform supplier via the school website. The preschool and nursery may keep a small stock of items for purchase.

**Termination**

We may immediately end our contract with you if you fail to adhere to agreements made by you to clear outstanding Nursery fees; if the parent/carer has behaved unacceptably; or if 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.

Updated March 2020