Federation of Fairfield and Colneis

Nursery Terms and Conditions Policy

Date:	**September 2025**
Date of approval:	**September 2025**
Review date:	**Autumn 2026**
Review undertaken by:	**Policy Review Committee**

Operating Days and Times

Fairfield Nursery is available from 8.40am to 3.20pm, Monday to Fridays (with the exception of Bank Holidays and PD Days) during term times only.

Sessions and Fees

The Governing Body reserves the right to make a charge in the following circumstances for provision of childcare in Fairfield Nursery

- All 3 and 4 year olds are entitled to 15 hours per week of free early education (Universal funded hours) although our nursery does not take younger children. If parents meet the eligibility criteria they may also be able to claim an additional 15 hours a week (extended hours). To receive 30 hours of free childcare you can sign up online, via childcarechoices.gov.uk. This will generate a code, which must be verified by the school before the additional funded hours can be authorised at Fairfield Nursery.

- All sessions (funded and paid) are to be booked at the beginning of each term using the Parent Authorisation Form (PAF form) and the Fairfield Nursery application form. Funded sessions booked are not interchangeable with a paid session if a child does not attend a funded session.

- At the beginning of each term additional paid sessions will be offered after all eligible 3 and 4 year olds have been offered their funded sessions.

- At the start of each school term, eligible children who were attending Fairfield Nursery in the previous term will be offered the opportunity to increase or decrease their sessions for the forthcoming term and we will aim to accommodate these changes providing there is sufficient space and adequate staffing. staffing. After the first week of term, any additional sessions added for the term will have to be paid for by the parent and cannot be claimed against any funding code until the following term.

- Any request for additional ad hoc sessions/lunches will have to be agreed with nursery in advance and is dependent upon sufficient spaces being available. These sessions should also be paid in advance via ParentMail.

- Remaining sessions will be offered to children on the waiting list

- All Nursery sessions are only available to children aged 3 and above.

Fairfield Nursery session timings and fees are detailed below;

Session	Timings	Fees
Morning Nursery	8.40am – 11.40am	£14 (if not funded)
Lunchtime Supervision	11.40am – 12.20pm	£3
Afternoon Nursery	12.20pm – 3.20pm	£14 (if not funded)

Where no funded sessions are used, the cost of the full day in Nursery from 8.40am – 3.20pm is £31.

- Lunchtime is subject to separate charges and sessions cannot be included as part of the funded session entitlement as it is considered child care and not an educational session.

- If you do not wish to pay for lunchtime supervision, you can collect your child at 11.40am and return them for 12.20pm, where appropriate.

- Any parents booking their child in for a lunchtime session will be required to provide them with a healthy packed lunch along the same lines as those suggested for school children. Milk and water are

available. Lunchtime is supervised by Nursery staff who encourage healthy eating and provide fun learning opportunities.

Admissions criteria

It is our intention to make our Nursery accessible to children and families from the local community through transparent, fair and clearly communicated procedures.

In order to achieve the above we will endeavour to ensure that the existence of the Nursery is widely advertised in places accessible to all sections of the community.

We will ensure that information about our Nursery is accessible in written and spoken form and where necessary we will assist in providing information in Braille. We are happy to communicate via text relay.

As a Community Led Nursery, we are not obliged to offer places in any specific order but our policy is to take into account the following:

- Length of time on the waiting list
- date of birth of child
- siblings already attending the main school
- catchment area
- whether a child is attending another pre-school

We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. **We also accept children into Nursery, whether they are toilet trained or not**. We will liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend our Nursery.

Parents and carers are encouraged to visit with their child shortly before admission is due, and should be prepared to stay with their child if necessary for the first session or two. We operate a fully flexible admissions procedure and where appropriate a child may attend for brief periods at first; gradually building up to a full session.

Please note that admission to our Nursery does not in any way constitute a promise of a place in our Infant School or any other local Primary School.

Payment of invoices

- Invoices are calculated on the number of booked sessions each month.
- Invoices for paid sessions will be sent out monthly and must be paid in full within 7 days of the date of the invoice. There is an automatic charge of £10 levied if payment is not received by the end of that month
- Invoice payment should be made through the schools' parent mail system.
- We are able to take payments made through the Childcare Tax Scheme.

Please note that if a parent/carer fails to pay an invoice within 14 days of the due date, the school has the right to refuse to accept further bookings for additional paid for sessions. Should you experience any difficulties in paying Nursery fees, please arrange to see the School Business Manager in confidence at the earliest opportunity.

- All fees for sessions which have been booked are non-refundable
- Cancellations or changes to bookings will only be accepted with appropriate prior notice (4 weeks) and at the discretion of the school
- Holidays taken during term time are payable at the full rate.
- No refunds will be give due to illness, except in exceptional circumstances and at the discretion of the school
- No refunds to be given in the case of school closure.

Collection

You must provide us with the names and contact details of any adults authorised to collect your child/ren. We cannot release children to anyone under the age of 18 unless there are exceptional circumstances. If this situation should arise please let the school know. If a situation arises in which your child/ren have to be collected by an adult who is not on your authorised adult list **a password system will operate**. **To ensure the safety of all children, Fairfield Nursery staff will not release children into the care of anyone who is not on your authorised adult list without the correct password without gaining confirmation from you first.**

Frequent late collection could impact on access to attend agreed sessions.

Conditions of Admission

1) Fairfield Nursery reserves the right to require the removal of a child/ren from the Nursery due to breach of these terms and conditions
2) All Federation of Fairfield Infant and Colneis Junior School policies apply

Contacts

Email: **fairfieldoffice@fairfieldandcolneis.co.uk**

For all Nursery bookings or invoice enquiries please contact 01394 283206.