



Dishforth Airfield Community Primary School Nursery

Nursery Terms and Conditions

Our Nursery

In September 2016 we opened a brand-new Early Years Unit providing high quality education for children aged 3-5 in a purpose-built setting. Our nursery class (FS1) is taught by an experienced Early Years teacher and supported by qualified Early Years Teaching Assistants. We are able to offer up to 48 places and children may attend our setting for morning or afternoon sessions (or a combination of morning and afternoons if sessions are available).

Definitions

Early Years Entitlement (also known as Funded Hours) - this is the entitlement of all children to access 15 hours of early learning and care-based provision from their third birthday over a minimum of 38 weeks a year funded by the government.

30 Hours Childcare- for families where both parents are working at least 16 hours (or meet additional criteria) we are able to offer 30 hours. The conditions are detailed at the end of this document.

Extended Provision – parents can pay for extra sessions in our nursery class (if applied for as part of the application procedure and if spaces are available)

Nursery Times

The nursery is open during school term time only and will be closed on school teacher training (inset) days.

Morning 08.45am-11.45am

Afternoon 11.45am-2.45pm

Whilst we would encourage parents to register for 5 morning or 5 afternoon sessions we may be able to offer some flexibility and you may wish to choose to have 2 full and one half day. This is dependent on availability at the time of application.

Part sessions are not permitted.

The child will arrive and collected on time by the parent or nominated person.

Prices

The Early Years Entitlement (currently 15 funded hours) incurs no cost to the parent.

For working parents (or those meeting the additional criteria) there is no charge for up to 30 hours

Additional sessions can be purchased at **£15** per session. Part sessions are not available.

Any cancellation will be subject to fees.

If school is closed (either for a planned or unplanned closure) then the parent will **not** receive a refund of Early Years Entitlement for that day either in the form of hours to use at a later date or in monetary form.

Wrap Around Care

We offer 2 elements of after school care for our youngest children.

Nursery extended day 2.45pm - 3.15pm

For parents who have older children we are able to offer 30 minutes additional childcare so that children are able to stay on site until school finishes at 3.15pm. This is charged at **£2.50** per session.

Dandelion Club

Dandelion club provide wrap around care on site and is open to all pupils at Dishforth Airfield. Care is available 07.45am - 08.45am and 3.15pm - 5.15pm

This is not part of the funded 15 (30) hours we offer and sessions are chargeable at **£3.95** per hour.

Lunches

Children who attend the afternoon session or whole day will need to bring a packed lunch or they can order a school meal at a cost of £2.10. Please ensure that you follow our healthy eating policy. We also operate a **NO NUTS** policy in school.

Parents must inform the school office in writing of any particular dietary needs / allergies / intolerances for their child.

Payment Method/Invoices

Parents will be invoiced via Parent Pay. You will be issued log in details when you child starts attending our school and payments can be made online or using the Parent Pay app. Invoices must be settled within 14 days of the date of the invoice.

Failure to pay for invoiced hours will result in the child's extended provision being withdrawn so that they will only be able to attend the nursery for those hours for which the nursery receives government funding for the child's Early Years Entitlement.

We do not accept any cash/cheque payments.

Late payment / debt collection

Any difficulty in paying fees should be discussed with school at the earliest opportunity in order to establish a re-payment plan.

Outstanding debts will be referred to the Local Authority Credit Control Department for recovery.

Notice of increase in fees

Fees are reviewed by the Governing Body of the school annually in April. A notice period of 4 weeks will be given of any fee increase.

Additional costs / voluntary contributions

Occasionally we may request a voluntary contribution towards the cost of trips out of school, workshops or events in school such as a visiting theatre company etc.

Change of sessions

Sessions can only be changed termly.

If parents wish to change their child's sessions then a change of hours form is available from the school office. This form must be returned to the office by the deadline for nursery applications for the following term as detailed in the Nursery Admissions Policy. This form will then be processed with the nursery admissions applications for the next term.

Additional sessions

Additional sessions can be requested and may be offered if there is availability. This is at the school's discretion.

Absence

An unwell child should be kept at home. If a child has suffered from vomiting or diarrhoea then the child will not be permitted to return to nursery until a full 48 hours has passed from the last episode of illness.

All fees for nursery hours are still payable during periods of absence from nursery, whether due to illness, holiday or other reasons and these will not be cancelled or refunded.

If the child will be absent for a session the school must be **informed by telephone on 01423 322556 no later than 9am on every day of the child's absence.**

Cancellation of place / Notice period

If the parent needs to relinquish the child's place in nursery the parent must give at least 4 weeks' notice in writing. All payments for extended provision and school lunches due up to the end of the notice period must be paid in full by the end of notice period. Any payments for extended provision made up to the end of the notice period will not be refunded even if the child is no longer at the nursery during the notice period – see the section on Absence above.

Unavoidable Closure of school

If school is closed for reasons beyond school's control eg snow, flood etc. then the parent will not be charged for any Extended Provision hours.

If school is closed for reasons beyond school's control then the parent will not receive a refund of Early Years Entitlement for that day either in the form of hours to use at a later date or in monetary form

Late collection

Children must be collected on time at the end of their session. Children who are not picked up on time at the end of the afternoon session will remain in the classroom and parents will be invoiced for £5.

Any children who are not collected by 3.15pm will be sent to Dandelions afterschool club and parents will be charged an hour's supervision costs for the part-hour that they are in Dandelions.

Children who are not collected at the end of the morning session will be charged a £5 late collection fee. Anyone not collected by 12.15 will be charged for the full session.

Uniform

Children are encouraged to wear a nursery uniform which consists of blue jogging bottoms, a red polo shirt with the Dishforth Airfield embroidered logo and a blue cardigan/sweatshirt with the Dishforth Airfield logo. Please see the school website for further details.

30 Hours entitlement

The national eligibility criteria which families need to meet are:

- Both parents must be working (or the sole parent if in a lone parent family);
- Each parent must have a weekly minimum income equivalent to 16 hours at national minimum wage or national living wage; and
- Each parent must have an income less than £100,000 per year.

You would also fit the criteria if:

- Both parents are employed but one (or both) is temporarily away from the workplace on maternity, paternity, parental or adoption leave, or on statutory sick pay;
 - One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or
 - One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefit
- Please note that it is not a school decision to allocate 30 hours.
 - Parents must submit an application form to HMRC for the additional hours and have their claim verified. The school cannot do this, nor is it the school's decision to allocate additional hours. It is a parental responsibility to ensure that all claims are submitted in a timely fashion.
 - Parent who have requested 30 hours and whose application is delayed or unsuccessful will be invoiced for any sessions over their allocated 15 hours.

Further information can be found

<http://www.northyorks.gov.uk/article/33505/Extended-30-hours-childcare-entitlement-for-three-and-four-year-olds>

Parents must apply every term for this funding. It is not automatic. If you have not applied or if your application is unsuccessful any additional sessions will be chargeable at the rate of £15 per session.

If you have any question please do not hesitate to phone or call in at the school.



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This section must be signed and returned to school prior to your child starting nursery

I _____ (parent/parent's name/s)
confirm that I have read and agree to be bound by Dishforth Airfield Community Primary School's
Nursery Terms and Conditions.

Signed: _____

Date: _____

This signed acceptance must be returned to the school office prior to your child's start date in nursery.