

## Nursery Placement Terms and Conditions

We are pleased that you have decided to place your child with us in our nursery. Please read the points below and sign to accept our terms of placement.

1. If you are entitled to 30 hours funded childcare, you **MUST** remember to renew your eligibility access code every 3 months and notify us of any changes. Failure to reconfirm your eligibility may result in session charges to cover sessions over and above a 15-hour entitlement.
2. If you are no longer eligible for 30 hours due to a change in circumstances then you will revert to 15 hours entitlement. You would need to inform us if your circumstances change and you will be charged for any sessions over the 15 hours entitlement.
3. Please complete the accompanying session requests form and sign your agreement. We will ask you to confirm termly. We will do our best to facilitate any request for changes but reserve the right to refuse if places are not available.
4. You must provide your child with a drink each day and a packed lunch if staying for the lunch session. Lunch session charges cover staffing only and do not include a meal.
5. The daily lunchtime charge of £3.50 is payable for every lunch session you have requested on your session preferences form. You have the option to take your child home over the lunch break if you wish (lunchtime is 11:45am – 12:30pm).
6. Any outstanding balances (including nursery sessions and lunch sessions) must be cleared at the end of each term.
7. If you decide to move settings and access your provision from a different provider you must give us at least 4 term time weeks' notice of this intention. Any nursery session and / or lunch session charges will be payable for the 4 weeks' notice period.
8. Once your child commences their placement we will automatically claim the appropriate amount of funding to cover the number of hours your child is at our setting.
9. We reserve the right to review charges and amend our terms and conditions periodically.
10. Sessions cannot be moved or swapped due to student absence and any session charges will still be applicable should your child be absent.