

3. Terms & Conditions Updated April 2017



First Steps
Day Nursery/School

44 Compton Road
Shepton Mallet
Somerset
BA4 5QT
Tel 01749346733
Email: fsdaynursery@btconnect.com

Name of parent/carer:

Name of child:

Commencement date:

Fees

Fees are payable monthly in advance, by standing order. Extra sessions are payable in advance by cheque or cash.

Fees not collected by s/o could be subject to a £50.00 administration charge.

Fees are reviewed annually in April but may be revised with one months written notice.

The 2-5 year old rate applies from the month following your child's second birthday.

Full fees are payable for all booked sessions even if these should fall on bank holidays or inset days over the Christmas period when the nursery is closed, the dates of closure will be displayed on the notice board.

In the case of late payments/cheques being returned unpaid, an administration fee of £25 plus **bank charges may be charged.**

For further information regarding fees please see our fees policy.

Enrolment

Parents/guardians wishing to secure a place for their child can do so by completing an enrolment form. Where the nursery is full your child's name will be placed on a waiting list. It is the responsibility of the parent /carer to supply and update the information required of the parent/carer to supply and update the information required on the enrolment form. First Steps cannot be held responsible for any incidents resulting from inaccurate or incomplete details supplied on the form. This includes a change of job, moving house, new mobile phone or landline phone numbers.

In the term following your child's Second birthday you may be entitled to two year old funding, please ask for a funding application form. Following your child's third birthday, they will be entitled to Early Years Funding, to access this funding Somerset Early years require a copy of your child's birth certificate. It is therefore a condition of registration that that you provide us with a copy.

Advanced bookings -To secure nursery place a non-returnable administration fee of £50.00 is payable upon registration. Unless your child is only claiming EYE sessions. To secure a place for more than one month in advance and in addition to the registration fee, one months expected income will be required this will constitute your first months payment. This amount will be forfeit if you fail to take up the place as per the agreement. If you decide to decrease or terminate your child's attendance we require one months notice in writing. Setting opening times Monday-Friday 8.30am-5.30pm.(Limited places from 8-8.30am -5.30-6.00pm). Children will not be admitted before 8.30am and must be collected by 5.30pm unless prior arrangements have been agreed. We do not allow any swapping of sessions but we do provide extra sessions on an ad-hoc basis if we have availability within the room. Failure to collect your child on time will incur a charge of £5.00 per 15min. Please ensure you have read the fees policy.

Dress

We recommend that you dress your child to take into account the wide and varied activities of the day. Please clearly label your child's clothing, toys etc. We regret that 'First Steps' and its staff or other children cannot be held responsible for the loss or damage to your child's belongings however caused.

Illness and Exclusion

For the welfare and health of the other children who attend the setting we request that you do not send your child if they are ill or may have an infectious disease. 'First Steps' reserves the right not to accept any child(ren) it considers unfit to attend the setting. Fees are still payable in full. If your child is on medication which has to be administered whilst attending the setting you must complete a medical consent form giving instructions on times and dosage for each course. Written consent must also be given for the application of creams and lotions. We can only act 'in loco parentis' in your absence. For further information please see our medical guidelines policies.

Special Circumstances

First Steps reserves the right to refuse admission, cancel sessions and alter opening times without notice should events occur beyond its control. In these circumstances fees are non-returnable for up to a maximum of five consecutive days.

Staff

All our staff are checked for criminal offences under the Disclosure and Barring Service prior to appointment.

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Children's Welfare

It is the responsibility of the parents/carers to provide the following items for your child. For babies clearly labelled bottles, and a sufficient change of nappies. Failure to provide nappies may result in you being charged for ones provided by the nursery. If necessary clearly labelled barrier/nappy rash cream should be provided and a permission slip signed to enable 'First Steps' to apply it as per parent wishes.

Parents and carers should be aware that the nursery has a duty to take reasonable action to ensure the welfare and safety of the children in its care. In cases where the staff have a cause to be concerned that a child in their care may be subject to ill treatment, neglect or other forms of abuse, a senior member of staff will follow the Child Protection/Safeguarding Children policy and may inform social services of their concerns.

We will only release children to parents/guardians or provide information to authorised persons stated on enrolment forms unless we have been given permission from the 'main' parent/carer and that person is in possession of the correct password. The person with legal responsibility for: (child's name)_____

is _____(print and sign)

Out of Hours Care

First Steps undertakes that staff outside normal working hours may undertake childcare for clients of 'First Steps' if this involves transport of the child 'First Steps' would bring to your attention that this is a purely private arrangement and 'First Steps' will not accept responsibility for the child out of hours and away from the setting.

Policies and Procedures

All company policies and procedures will be on display in reception areas. Please help yourself if you would like a copy. I can confirm that I accept the terms and conditions of the setting and have read the fees policy.

Parents/Guardian Signature

Dated: _____

Notice

One months written notification is required should you wish to terminate this agreement ,change or cancel any sessions.

Holidays

Children that are not receiving Early Years Funding are entitled to two weeks holiday a year, at half fees. For absence above this level fees are charged in full.

Office use	
Checked by Key Person	
Entered in system	

The term after a child's third birthday they are entitled to 570 hours of funded per year annum. Early years funding is only paid for 38 weeks of the year, however First Steps is a setting that is open all year therefore all invoices will be shown over 52 weeks this is to comply with the entitlement that is split evenly throughout the year. (i.e. no discount for holidays).

To claim the EYE funding the following information is needed:

- birth certificate, passport (on registration, a copy needs to be sent to EYE funding team)

EYE funding parent declaration form - completed every term by parents these will be issued by First Steps. It is the parents'/carers responsibility to provide this documentation, if child's legal documentation is not produced then parents'/carers will be charged the settings normal fees as they will be unable to claim EYE funding. Funded hours are between 8.30-12:30 and 13:30-5.30, therefore 8.00-8.30, 12:30-13:30 and 5.30-6.00 will be charged at an hourly rate. All fees charged relate to hours or addition charges identified overleaf that are not funded by the EYE funding. **Funded hours are subject to our ARS charge see blow for full details.**

30 hours childcare

Parent of three and four year old will need to meet the government criteria in order to be eligible for 30 hours entitlement. This can be found at www.gov.uk/childcare-calculator once you have confirmed your eligibility please provide the setting with the eleven digit eligibility code in order for us to access your funding when you receive your 11 digit code you will need to bring this into First Steps, and fill out a consent form for all of the information required for HMRC. This means a total of 1,140 hours will be spread over a maximum of 52 weeks which includes five inset days. There is a charge for ARS (additional services & resources) per session. Our charges include (but is not limited to) snacks and drinks, breakfast, mid-morning snack, wet wipes, seasonal sun tan lotion as required. This ARS charge will also guarantee your child's place at the nursery until he or she leaves for school. As First Steps is open throughout the year, the funded hours for the whole year would be spread over 52 weeks which equals to 21.92 funded hours per week. The 2 course lunch meal will be invoiced separately at £3.50 per lunch session. If your child's session includes lunch this is invoiced regardless of your child attending as the food is budgeted for the number of children attending on each day and the employment of a cook.