

Terms & Conditions

Our nursery is open between 7.45am and 5.45pm – parents/carers are issued with a Registration Form and Parent Declaration which confirms a child's individual attendance pattern.

Signed agreement to these terms and conditions (via your Registration form/Parent Declaration) must be completed and signed in advance of your child starting at SHNS

Funded (core) hours must be taken between the hours of 8.45am and 2.45pm and during term time. Any hours required outside of these times are chargeable at a rate of £11 an hour.

The provision and the fees will be reviewed regularly and may be revised by the Governing Body. Four weeks' notice will be given for any revision.

FUNDED (CORE) HOURS

Funded hours are hours which are funded using government funding. There are 3 types of funding which can be used to fund hours at SHNS:

- 2 year old early entitlement funding – up to 15 hours of funding a week during term time (38 weeks of the year) for families receiving additional government support
- Universal entitlement funding – 15 hours of funding a week during term time (38 weeks of the year) for all 3 and 4 year olds (starting from the term after they turn 3)
- W Working families' entitlement funding – up to 30 hours of funding a week during term time (38 weeks of the year) for children of working parents (2, 3 and 4 year olds). For children with working families' entitlement funding on 49 week contracts (term time + school holidays), the 38 week funding will be stretched across the 49 week nursery year and equates to 23.26 funded hours per week.

There are three funded (core) options available:-

- 15 hours part time across five mornings
- 15 hours part time across two and a half days (beginning or end of week)
- 30 hours full time across 5 days

For part time (15 hours), morning or all day sessions can be extended before school by use of our breakfast club (which is a chargeable service). Afternoon or all day sessions can be extended after school by use of our after-school club (which is a chargeable service).

Full time 30 hours can be extended before and after school by use of our breakfast club and after school club (which is a chargeable service).

SHNS does not offer any core attendance patterns apart from those listed above (although breakfast and after school club which is a chargeable service can be booked for just the days you require).

A holiday club is available for parents who would like their child to attend for 49 weeks per year (during school holidays – excluding one week at Christmas and two weeks in August). This extended option is a chargeable service.

Parent Authorisation Form

In order for us to claim funding for your child, you must complete a parent authorisation form each year. This form allows you to state how many funded hours your child will access at our nursery (and other early years providers) and permits us to claim funding for your child. If there are any subsequent changes to the number of funded hours your child accesses at our school, you will be asked to complete a new parent authorisation form.

Working Family Eligibility Codes

Up to 30 hours of free childcare offer is available to eligible working parents of 2, 3- and 4-year-olds in England.

To access this, parents must **apply through HMRC** and receive a code **before the term starts**

The deadlines are:

31 August for Autumn term

31 December for Spring term

31 March for Summer term

Parents must provide us with a valid code which entitles us to claim funding for your child's nursery place. Parents are responsible for ensuring that codes are renewed by the above deadlines. HMRC and DfE rules do **not allow backdating**. If the code is late, the entitlement starts the **following term**.

If you do not renew your code in time, any hours that are not part of a universal offer will be charged to you at a cost of £11 per hour.

The parent/guardian will be liable for any shortfall if the nursery is unable to claim working families entitlement funding.

UNFUNDED HOURS

Unfunded hours will be charged at £11.00 per hour.

If your child does some funded and some unfunded hours, your invoice will clearly show the funded element and the chargeable element .

Fees in respect of chargeable hours are payable even if your child is absent e.g. through sickness or family holidays and are the responsibility of both parents/guardians irrespective of which parent /guardian has signed the Parent Declaration. Payment is not required for 5 school inset days and closures arising during the school holiday periods (one week at Christmas and New Year and two weeks Summer closure).

Any overpayments by childcare vouchers or HMRC payments will be refunded via the relevant organisation.

All fees are to be paid strictly one month in advance by the 5th working day of the month.

The August invoice will be combined with the July invoice and payment is required by 5th working day in July.

Deposit

- If your child's place includes unfunded hours, once a place has been offered, we require payment of £250.00 refundable deposit to secure and confirm the place.
- Termination of the contract before the school year has elapsed will result in a loss of the deposit.
- If you cancel your child's place before their starting date at Surbiton Hill Nursery School, your deposit will not be refunded.
- Deposits will be returned once all outstanding charges have been settled on the completion of the contract term via BACs transfer.

Special Payment Arrangements

Sickness

A reduction of 25% of the fees may be given after one week of notified absence due to sickness i.e. your child must be absent for over a week, and the discount is on the second and subsequent weeks.

Sibling discount

A reduction of 10% of the fees on the additional sibling.

Holidays: (Not Applicable to Term Time absences)

A reduction of 25% of the fees for the absence period may be given. Parents must claim this discount in writing at least 10 days before the start of the holiday.

No charge will be made for lunches where notice has been given.

No further reductions will be considered for absence as pre-arranged staffing and operational expenses still have to be met.

Extended Closures

Fees will be charged at 50% for any extended closures due to unforeseen circumstances (extended closures are those which are for more than 1 day), for example, enforced closure imposed by Government or Local Authority, environmental closures, loss of utilities within the school, e.g.: heating or hot water.

Late Payments

Parents/guardians are responsible for ensuring that their invoice is paid on time. For late payments the following steps will be taken:

- You will be notified in writing after 7 days of the monies owing to SHNS.
- A second reminder will be sent 7 days later. If you do not make payment following this reminder you will be invited into school to discuss the arrears with the Head Teacher.

Non-payment of fees

For continued non-payment and if contact from you has not been received 21 days after the invoice due date, the following steps will be taken:

- You will be notified again in writing and advised that your child's place may be terminated should full payment of arrears not be made.
- Your child's place will be reverted to funded hours only.

Please speak to the Head teacher if you are experiencing difficulty making your payments on time.

MEALS AND MEAL CHARGES

Lunches

During term time, if your child attends school **all day**, they will have the option to have a cooked meal (£2.50 per day) or you can provide a packed lunch. Your lunch choice must remain constant for a minimum period of one term. If you would like to alter your option you must request this in writing by emailing the school office (office@shn.kingston.sch.uk)

If you are in receipt of certain government benefits, and your child attends all day, they may be entitled to a free school meal. Please ensure that you complete sections 2 and 3 of your parent authorisation form so that we can check this on your behalf. Please also apply for free school meals via the local authority, as this may mean you are entitled to additional support such as free school meal vouchers during school holidays. The link below takes you to the local authority website to apply for free school meals:

[https://kingston-self.achieveservice.com/service/Apply for Free School Meals in Kingston](https://kingston-self.achieveservice.com/service/Apply%20for%20Free%20School%20Meals%20in%20Kingston)

A cooked lunch will only be offered during term time. All children attending during the school holidays will need to bring a packed lunch.

Other Meals

- Breakfast will be provided at no additional cost, if applicable, for children arriving at breakfast club before 8.15am. This applies during term time and during school holidays.
- Tea will be provided at no additional cost for children staying for after school club until 4.45pm or later. This applies during term time and during school holidays.

Bank details: Bank: Lloyds Bank PLC
Bank Account Name: Surbiton Children's Centre Nursery Main Account
Bank Sort Code: 30-94-77
Bank Account Number: 76528860

Notice periods relating to change of hours (for chargeable sessions)

Subject to availability and the Nursery's minimum session requirement, you may increase or decrease your child's sessions. To reduce the number of sessions, you must give us at least one calendar month's advance written notice. Any reduction in sessions will only commence from 1st of the month.

Four weeks written notice is required for the termination of chargeable sessions. Notice may be given by the parent/guardian or by the Head teacher/Governing Body. The Head teacher has the right to terminate a place at the nursery if the terms and conditions are not adhered to. The parent/guardian must also give four weeks written notice to transfer their childcare funding entitlement to another provider.

ABSENCES AND LATE COLLECTION

SHNS will close promptly at 5.45pm each evening.

If you know that your child will be absent from school due to illness or medical appointments, please let us know as soon as possible.

If you are unavoidably delayed in collecting your child, please contact us immediately so that we can reassure your child.

Our staff are employed based on adult to pupil ratios and contractual working patterns. If you are late collecting your child, we will make an additional charge as follows: -

First late pick up: A caution letter/email will be issued.

Further late collection, without prior arrangement, will result in fee being charged - Each period of up to 15 minutes late will incur a £10 charge.

These fees will be applied if collection is after the contracted pick up time by the school clock. It will be at the Head teacher's discretion to waive the late collection charge

CHANGE OF HOURS

If in the future you would like to change the hours your child attends nursery, please put your request in writing to office@shn.kingston.sch.uk.