

## Woodgate Primary Academy

### Nursery - Terms and Conditions



#### **Welcome to Woodgate Nursery**

##### **1. Age of Admittance:**

We provide care for children aged 2 ½ to 4 years of age.

##### **2. Opening Hours**

The nursery is **open during school term times** at the following times:

9.00am – 12.00 noon (3 hour morning session)

12.00 noon – 3.00pm (3 hour afternoon session)

9.00am - 3.00pm (full day)

The nursery closes for all Bank Holidays and INSET days.

**Please inform the nursery by 9.00am if your child will be absent.** We accept no responsibility for the closure of the nursery due to circumstances beyond our control, and we shall be under no obligation to provide alternative childcare facilities to you (e.g. extreme weather and loss of power). In such circumstances, no refund of fees will be offered and parents are to refer to the nursery website for updates. Where possible, funded sessions lost due to nursery closure will be offered at an alternative time. **If you are late collecting your child from nursery, a call to the school office is required, and a late charge at the rate of £10 per 30 minutes will be charged.**

##### **3. Bookings & Registration**

The following are required prior to your child being admitted to the nursery:

- **Registration Form** – to be completed for your child to be placed on our Waiting List - subject to availability of places. Where registration forms are a term or more in advance we will advise you of the term we will be able to confirm your child's place.
- **Enrolment Form** – Including proof of address and child's DOB, to be completed once a start date and hours have been accepted.
- **Parent Declaration Form** - if you are entitled to funded hours, you must include your child's unique reference number.
- **Terms and Conditions document** - signed

#### 4. Settling In

It is our aim to allow all children time for settling in, so that the child can form relationships with their carers and become familiar within the nursery surroundings. Each child and their needs differ so the length of time for settling in varies from child to child.

We will arrange settling in sessions which will take place within the first couple of weeks of the term your child is due to start at our setting. Settling in will consist of one or more 1 hour sessions. The parent will be invited to attend with the child on the first session. Additional settling in sessions will be arranged if Nursery practitioners think appropriate.

#### 5. Booking Patterns

To increase your booking pattern we require **half a terms'** notice subject to availability. To decrease your booking pattern you must provide us with half a terms notice in writing or by email to the nursery administrator. Should insufficient notice be given then you will be invoiced for the full childcare fees.

#### 6. Nursery Fees & Charges

The schedule of fees as of April 2026 are as follows:

- 2 ½ year olds £8.70/hour

A 3 hour morning session (09:00 - 12:00) £26.10

A 3 hour afternoon session (12:00 - 15:00) £26.10

Full day 9:00 - 15:00 - £52.20

- 3 year & 4 year olds £6.20/hour

A 3 hour morning session (09:00 - 12:00) £18.60

A 3 hour afternoon session (12:00 - 15:00) £18.60

Full day 9:00 - 15:00 - £37.20

Twins will receive a 15% discount on their hourly fees.

##### **Self funded hourly rates**

Self funded hourly rates will change the half term following the child's 3rd birthday.

##### **Meals and Snacks**

Fees include a healthy snack (fruit or vegetable) and a drink (milk or water)

To book a hot meal you will need to book by ParentPay through Chartwells online booking system or provide your child with a packed lunch. Only children coming in for afternoon sessions or staying all day will need lunch.

##### **Nappies**

Parents are required to supply nappies, wipes and cream for their child(ren). If necessary the nursery will supply nappies and charge at a rate of £1.00 per nappy used. The cost will be added to your half termly bill.

**Fees and charges will be reviewed each April in preparation for the next academic year.**

Your half-termly payment is based on the total number of sessions your child is registered to attend in each half term. This figure may vary on a half termly basis, taking into account school holidays and INSET days.

Any extra sessions or additional charges will be invoiced in arrears.

We are unable to offer “swaps” for sessions which fall on a Bank Holiday or inset day.

Other than if we are in breach of these Terms and Conditions, all sessions in your usual weekly pattern must be paid for, regardless of whether the child attends. No refunds or additional sessions will be given for sessions missed due to holidays, sickness, Bank Holidays or for the closure of the nursery due to circumstances beyond our control.

#### **7. Your First Invoice**

We will create your first invoice from your child’s first day of attendance until the end of the half term. This invoice must be paid within the first 2 weeks of your child’s first full session of attendance. Settling sessions will be charged by the hour.

#### **8. Your Final Invoice**

You will be required to pay the full fees for the half term notice. Your child may attend during this time unless you have breached the childcare contract terms and conditions.

#### **9. Payment of Childcare Fees**

We aim to issue invoices during the second week of a term/half term. Payment should be made within 2 weeks of the issued invoice.

#### **10. Childcare Vouchers**

Parents may arrange to pay part or all of the standard half termly fees by childcare voucher. We have arrangements with a number of childcare voucher companies. Parents will need to set up regular payment through the voucher company on 30th of each month in advance of the following half-term’s fees, irrespective of the date the voucher is prepared by the parent’s employer.

#### **11. Government Tax Free Childcare Scheme**

The government also provides additional support through schemes like Tax-Free Childcare, which can help cover the costs of childcare. Parents should email [nursery@woodgateprimary.school](mailto:nursery@woodgateprimary.school) each time they have made a payment through this scheme, if eligible.

#### **12. Early Years Education Funding**

All children are entitled to Early Years Funding from West Sussex County Council [WSCC] from the term after their 3rd birthday. They will fund up to 15 hours a week, for 38 weeks of the year, free nursery education, which is paid directly to the nursery.

#### **Universal Entitlement**

All children aged three and four in England are entitled to 15 hours of free childcare per week for 38 weeks of the year. Fully funded early education (FEE) which will be paid directly to the nursery from West Sussex County Council.

#### **Two-Year-Olds**

Families who meet specific criteria (such as receiving certain benefits) can get 15 hours of free childcare per week for their two-year-old. To have access to the two year old funding, parents will need to provide a copy of their child’s unique reference number to confirm they have been granted the funding. Eligibility for two year old funding can only be confirmed by WSCC after parents complete an online application and eligibility is based upon parent’s earnings and hours. If you are eligible you will be issued a code. All digital codes need to be submitted to us along with the child’s date of birth, which will enable us to confirm eligibility and the validity dates.

Working families funding for 2 year olds provides up to 15 hours of free childcare per week for 38 weeks of the year. The funding is available to working parents and those claiming certain benefits.

**Extended 30-Hour Entitlement:**

Working parents who meet certain income and hours requirements can get an additional 15 hours of free childcare, bringing the total to 30 hours per week. If you are eligible you will be issued a code which will need to be submitted to us along with the parents' NI number and the child's date of birth, which will enable us to confirm eligibility and the validity dates.

Only a valid Code will guarantee the funding of the extended 15hrs under this entitlement and it is the parent(s)/carer(s) responsibility to provide this. Parents will be asked to renew their 30 Hours Code every 3 months.

**Expansion to Younger Children:**

*From April 2024, eligible families of two-year-olds can access 15 hours of free childcare, and from September 2024, this is extended to children aged nine months to two years. From September 2025, all eligible families with children aged nine months to three years will be able to access 30 hours per week.*

The nursery will not hold a place for a child whose parent/carers is still 'applying' or 're-applying' or has lost their eligibility code.

HMRC will prompt parents by email or text 4 weeks and then 2 weeks before, to renew their 30 Hours Code if they have not reconfirmed their eligibility.

If a 30 Hours Code cannot be renewed, or the parent chooses not to renew the code, after 6 weeks the code will enter a 'grace period'. This is a short period of time in which extended 15 hours can still be offered by the nursery.

When the grace period lapses the place will revert to a universal 15 hour place. If the place is filled by the time the code is refreshed/renewed a further 30hr place can be refused.

During funded hours, the nursery will offer free nursery education, but this does not include food, which must be provided or ordered via our hot meal providers, Chartwells.

**Early Year Pupil Premium Funding** may be applied for. The following information will need to be provided to the nursery administrator:

- Parent/carers' full legal name
- Parent/carers' date of birth
- Parent/carers' National Insurance (NI) number or National Asylum Support Service (NASS) number
- Parent/carers has provided evidence that the child has been in local authority care for one day or more in England or Wales (if applicable)
- Parent/carers has provided evidence proving the child has been adopted from local authority care, left care through a special guardianship order or is subject to a child arrangements order (if applicable).

**Disability Access Funding** can be claimed if a child is eligible for Free Entitlement funding and the child is in receipt of child Disability Living Allowance (DLA).

Reports will be made on how EYPP and DAF income is spent.

**13. Arrears**

If more than 75% of the half term fees are unpaid by the end of the half term, the nursery place will be suspended until all of the debt has been paid. Please note that fees are still charged during any suspension period. Any costs incurred as a result of suspension or termination will be paid by the parent/guardian of the child. Failure to meet payments will unfortunately result in the termination of the nursery place and in such circumstances the parents will not be entitled to a refund of any fees. We are not liable for collections from third parties, e.g. colleges, grant funding, voucher provider and the parent remains responsible for all outstanding fees. If you leave the nursery with outstanding fees, details of your name, address and payment record will be given to a debt collecting agency, and debt recovery charges and legal costs will be added to your account.

#### **14. Cancellation/Termination/Change**

We require half a term's notice (or four weeks for a funded child), in writing, should you wish to terminate your place for any reason. Parents remain liable for fees throughout the notice period and all fees that are outstanding need to be cleared at the beginning of the notice period in order for the nursery to admit the child. If a parent withdraws their child during this notice period, the fees shall still remain payable. When families leave Woodgate Nursery, it is their responsibility to cancel any future payments to the nursery. Any overpayments that need to be refunded, will incur an admin fee of £25.00 per transaction. We reserve the right to terminate a place with immediate effect if parents fail to adhere to our terms and conditions, if any fees are not paid by the due date, or if a parent/guardian displays abusive, threatening or otherwise inappropriate behaviour. If a parent wishes to change their booking pattern, one half term's written notice must be given. Parents are requested to inform Woodgate Nursery of any changes to any information kept in the nursery. A child's place will automatically terminate on the last day of the summer term in the year in which they are due to start in Reception, unless we are otherwise informed in writing by April.

#### **15. Court order**

You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

#### **16. Off Premises Visits**

Staff will occasionally take the children for walks or visits off premises during the course of their sessions in accordance with statutory staffing requirements and parental consent being obtained - via the local visits consent form in the enrolment pack.

#### **17. Mobile Phones**

To ensure the safety and wellbeing of all children who attend our nurseries we enforce a no personal mobile phone usage within our setting. Should you be on your personal mobile phone as you arrive at the nursery can we please ask that you conclude your phone call before entering the premises and do not use this again until you have left the nursery.

#### **18. Personal Property & Belongings**

Woodgate Nursery cannot be held liable for the loss of, or damage to, any item belonging to the public on our premises. This particularly applies to children's clothing or toys. Please do not allow your child to bring items of value to the Nursery. Parents are requested to send children into the nursery wearing clothes that are appropriate to the weather conditions. Appropriate clothes are recommended as we encourage the children to engage in messy and art activities during which clothes will get dirty. Please provide a spare set of clothing for your child in case of an accident or the need for change of clothing. Parents are encouraged to provide their child with wellington boots at nursery at all times, as we will use the garden in all weather conditions. During the hotter months, parents are required to provide a sunhat for their child. Please do not send your child to nursery wearing jewellery, especially hooped earrings. It is the parent's responsibility to name all items of clothing, sheets, comforters, bottles and any other item sent to the nursery.

#### **19. Liability**

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the nursery being closed or the non-admittance of your child to Woodgate Nursery for any reason, this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst they are in their parents care on Nursery premises, i.e. prior to arrival or after pick up.

#### **20. Security**

Under no circumstances will a child be allowed to leave Woodgate Nursery with anyone unknown to the staff unless the parent has previously authorised this. In addition and where possible, a personal visit of introduction by the parents, of anyone who will be collecting the child on occasions is encouraged so we are

able to confirm their identity. We operate a password system, where any unknown person would need to provide on request. All collections must be by a person aged over 16 years of age.

## **21. Safeguarding, Equal Opportunities & Behaviour Management**

Woodgate Nursery fully recognises its responsibilities for Safeguarding children and ensures that we follow the procedures set out in our Safeguarding Policy. We have a duty of care to ensure that any significant concerns about the children in our care are reported to the local authority and where appropriate Ofsted. We may consider any incident or observation of a child where we deem the child may have been or may be in the future at risk either physically or emotionally. In some cases this may be done without the prior knowledge of the Parents / Guardian until we have sought external advice. Parents should read and ensure they understand this policy.

Woodgate Nursery is committed to valuing diversity and promoting equality for all children and families. Full details are available in our Equality and Diversity policy.

Full details on how we manage children's behaviour are given in our Behaviour Policy. These key policies are available to view on our website and are available in the nursery.

## **22. Sickness & Infections**

Woodgate Nursery cannot undertake the care of sick children. The nursery must be informed of any child sickness or problems before attempting to bring the child to the premises. In the interests of other children and staff it may be necessary to send home any child who has been diagnosed with certain contagious illnesses and diseases. This will remain in force until the child is no longer contagious and is well enough to return. Please contact the school office to confirm the dates when children can return after a contagious illness or disease. A child will be unable to return to nursery for 48 hours after any episode of vomiting or diarrhoea.

## **23. Medication**

We will administer prescribed medicines if parents complete a medicine consent form, however the first 24 hours of any medicine must be given at home to ensure that the child does not have a reaction to the medicine, as well as allowing the medication to start taking effect. Parents must take all medicines home at the end of each day. Non-prescriptive medication such as pain, fever and allergy relief will be administered, but only with prior written consent of the parent and only where there is a health reason to do so. It is the parent's responsibility to inform staff that the child has received any medication before starting their day at nursery, however children cannot attend nursery if they have been given medicine to control a fever.

## **24. Accidents and Emergencies**

We reserve the right to administer first aid and emergency treatment when necessary. Parents will be informed of all accidents/incidents that may occur at Woodgate Nursery and will be required to sign a form. If a child sustains an injury at home, parents must inform Nursery before they leave their child. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Woodgate Nursery to contact the parents but failing this, we are authorised to act on behalf of parents and authorise any necessary emergency dental, medical or surgical treatment, including aesthetic or blood transfusion, as considered necessary by the medical authorities present.

## **25. Allergies**

Parents are requested to inform Woodgate Nursery of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the nursery of any changes/progress to the condition, in writing, when they become aware.

## **26. Water**

Fresh drinking water is available to the children throughout the day. We ask that parents provide a water bottle for their child.

## **27. Meals & Snacks**

Children will be provided with drinks and snacks. Parents have the option to choose a hot meal or to provide their child with a packed lunch.

Chartwells provide the meals for our nursery and a local team is based at the Primary School. All dietary requirements can be catered for, but information must be provided to Chartwells directly. If you would like to discuss your child's dietary requirements, please talk to the nursery manager. Menus for hot meals will be shared with parents on a termly basis on the Chartwells website; these include age-applicable meals and vegetarian options.

## **28. Complaints and Concerns**

Parent satisfaction is of paramount importance to us and any concerns/complaints will be reported to the Nursery Manager and escalated to the Headteacher for investigation, if not resolved. If you have a concern or complaints, if possible, please initially speak to the Nursery Lead/Manager or alternatively you can email [nursery@woodgateprimary.school](mailto:nursery@woodgateprimary.school). Please also refer to our complaints policy.

## **29. Data Protection**

By signing acceptance of the Terms & Conditions you give Woodgate Nursery express consent to retain and process that information provided by the parent/guardian which relates to their child, for the sole purpose of childcare. Such information will remain with Woodgate Nursery in accordance with our policy on the retention of records.

## **30. Insurance**

We have extensive insurance cover and full details are available upon request.

## **31. Agreement**

Woodgate Nursery Terms & Conditions 2026/2027 - These terms and conditions represent the entire agreement and understanding between the parents and the nursery.

This document will be reviewed annually.

We reserve the right to update / amend these Terms and Conditions at any time.

I confirm that I have read and understand the updated Terms and Conditions.

(Please sign and return)

Signed: .....

Print Name: .....

Date: .....

Reviewed and updated April 2026