

Moor First School

School Lane
Biddulph Moor
Stoke on Trent. ST8 7HR
Headteacher: Mrs V Atherton
Tel. No. 01782 512350

Moor First Nursery Terms and Conditions

A completed Childcare Agreement Form is required to secure your child's place.

Fees and Invoices for paid sessions

Childcare fees for paid nursery sessions are payable monthly. Accounts are payable via parent pay. Invoices will be issued in the week preceding the start of the month and will be due for payment on the last day of the month. Unless there is a prior arrangement, a charge of £20 will be made for fees outstanding after 5th of the month. Any parent or carer whose fees remain unpaid after 5th of the month, without prior agreement of Headteacher, risks their child's place at the nursery being withdrawn. Any payments that are cancelled or returned from the bank will incur a £25 administration charge. Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or holidays. Be aware that the number of day's childcare provided each month may vary. School holidays and staff training days will not be charged for. School Holidays will be deducted from the invoices accordingly. If you expect to be late collecting your child, please notify the nursery, via the school office, as soon as possible. In case of default on payment the school reserves the right to apply a £50 administration fee for preparation of court papers and interest will be charged at 8% above the bank's prevailing base rate. The school is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance. The school will give parents and carers two months' notice of increase of fees which will normally be reviewed in April.

Opening times

The school sessions run from 08.45 to 15.15. Term time only.

Termination, cancellation and change of sessions

One month notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Agreement form. The school reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

Insurance

The school has extensive insurance cover for nursery based activities and outings. Details of the insurance may be requested from the School Office. The Certificate is displayed in the school office.

Personal property and belongings

The school cannot be held responsible for any loss or damage to any parents, carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

Liability

The school accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the school being temporarily closed or the non-admittance of your child to the school for any reason. We accept no responsibility for children whilst in their parent's care on school premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

Accidents and illness

The school reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents. If emergency treatment at hospital is required the school will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment. We will administer prescribed medicines only if parents have completed a Medicine Consent form. We may require parents to withdraw their child from school in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend school nursery. We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery. The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at any time. One month notice will be given of any changes made.

I have read and understand these Terms and Conditions and agree to be bound by them.

Signed (parent)

Print name:Date:

Staffordshire County Council

