



## Underwood West Academy

Inspiring Exciting Futures

### **Parent Contract**

This document details the agreement between Underwood West Nursery and the parent or carer of a child. The contract must be agreed and signed prior to any nursery place commencing. The contract will outline the obligations and commitment, of both the Nursery and the parent/carer.

#### **Entitlement**

All children are entitled to 15 hours provision per week for 38 weeks per year, from the beginning of the school term following their 3<sup>rd</sup> birthday. An additional 15 hours paid sessions can be requested and will be offered subject to availability. Some working families may be entitled to 30 hours funding and this equates to 5 full days.

Some 2-year olds may be entitled to a supported place on the '2 Year Funding' scheme, subject to meeting criteria determined by the Local Authority. Parents will need to apply for this funding prior to applying for a place at our nursery as an eligibility code will be needed before any commencement date.

#### **Registration**

Underwood West Nursery is registered with the DFE and the ESFA to provide Nursery education. We offer places in the Nursery school for children aged 2-4 years, from 8.45am-3.15pm, during school term time.

#### **Charges**

Any care provided by the Nursery additional to the child's entitlement will be charged per session. Sessions are divided into:

- Morning session (8.45am – 11.45am)
- Afternoon session (12.15pm – 3.15pm)
- 30-hour provision (8.45pm – 3.15pm)

#### **Holidays**

Underwood West Nursery is closed during school holidays (including Inset days) and on public holidays. These holiday dates can be found on the school's main website.

#### **Application**

Once your place has been provisionally offered, an Application form and a Parental Declaration form with a copy of child's Birth Certificate with this Nursery contract must be completed and returned before a child can begin sessions at Underwood West Nursery.

## Changes

For paid sessions one month's notice in writing is required if you wish to change or decrease your child's sessions or no longer require a place. If insufficient notice is given, full charge of the cancelled sessions will be made. If you request an increase in your child's sessions or a change of days, this will be arranged as soon as a vacancy arises.

For funded sessions a terms notice is needed for termination of your child's place.

## Late Collection of Children

Please ensure you collect your child on time. If children are not collected by the time they are booked in for, it will be necessary to make an additional charge of £6

This is due to significant additional staffing overtime required to supervise children who remain uncollected. Late collection is also distressing for the children.

If children remain uncollected, we will attempt to contact parents and emergency contacts as soon as possible. If we are unable to make contact, we will contact Social Services Emergency Duty Team to request collection.

## Illness and Absence

Please advise the nursery prior to 8.30am if a child will not be attending nursery due to illness. Parents agree that a child who is ill (e.g. persistent fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the other children in our care as well as staff. The parents further agree should a child become ill while in our care that immediate arrangement will be made to remove the child from the nursery. The manager or deputy manager will contact parents if their child is unable to cope with the nursery day and parents will be expected to collect their child. Children will not be allowed to return to nursery until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases, a note from a doctor may be necessary. By signing this contract you are agreeing to staff seeking any necessary emergency medical advice or treatment during their time at Nursery. By signing this contract, you are agreeing to not bring your child into Nursery whilst unwell. If your child is absent from any additional (paid for) sessions for any reason, including illness, you will still be charged for sessions – this is because we will still need to pay staff for working.

## Nursery Fees and Payment Policy

All fees are invoiced in advance and are raised mid-month and are payable on or before the first of every month. Payment will be via the Parent Portal or via bank transfer (**if paying by bank transfer please let the nursery know once payment is made so we can update your account**). Any variations to charges and conditions are at the discretion of the Principal and Governors.

Bank Details:

Underwood West Academy

Sort code 30-98-12

Account: 15861368

If fees remain unpaid by 14 days after the invoice is raised, you will receive 7 days' notice to withdraw your child from their extra nursery paid sessions. If after this time your invoice still remains unpaid you will receive a late payment fee of 20% of your outstanding balance and your child's space at the nursery may be at risk. If you have difficulties paying, please talk to us as soon as possible to agree options. We want to accommodate parents, but unpaid bills threaten the viability of the provision as it receives no funding and we still need to pay staff wages.

### **Security**

Underwood West Nursery will need to have full details of any person that may collect your child from the nursery. Under no circumstances will a child be allowed to leave the nursery with anyone unknown to the nursery staff unless previously arranged by the parent or guardian. If parents make prior arrangements by telephone, the nursery will require proof of identity on arrival and a password which you will set during the admission process.

### **Termination of contract**

Should you wish to terminate this contract you should do so in writing providing us with a minimum of one month's notice.

This contract may be ended by Underwood West Nursery with immediate effect if any of the following apply:

- Verbal or physical abuse to any of Underwood West Nursery staff
- Failure to pay nursery fees
- Continual lateness (including pick-ups)
- If your child's behaviour is deemed unacceptable by us or could endanger other children or staff. In the event of this you will be offered support to try and address the situation to achieve a positive outcome for all concerned.

### **General information**

The registration of your child is not complete until certain documents have been completed:

- This contract
- Parental Declaration form
- Admissions form
- Copy of Birth Certificate received

We have an obligation to report any concerns we may have about your child in relation to suspected abuse or neglect. We may do so without your consent. General concerns will always be discussed with you first and support and advice will be given where appropriate.

***\*\*Please retain these pages for your records. The signature page will need to be returned to the Nursery.***





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### Agreement between Parent/Carer and Underwood West Nursery

Childs Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Start Date \_\_\_\_\_ Room \_\_\_\_\_

By signing this contract, you are agreeing to all the terms and conditions as detailed throughout this document

Name of Parent/carers \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_

Date \_\_\_\_\_

Signature on behalf of Underwood West Nursery \_\_\_\_\_

Date \_\_\_\_\_