



Fairisle Infant and Nursery School

Fairisle Road
Lordshill
Southampton
SO16 8BY

Telephone: (023) 8073 1199

E-mail: info@fairisle-inf.co.uk

Headteacher: Miss J. Owens BA(Hons) QTS NPQSL

Nursery Terms and Conditions

Please complete the Nursery Contract Acceptance overleaf to acknowledge that you understand and agree to the following terms and conditions. Please note that your child's continuing placement in the Fairisle Nursery is subject to meeting this agreement.

- On admission to Fairisle Nursery the following paperwork is required to be completed:
 - Registration Form
 - Parental Declaration Form
 - Nursery Contract Acceptance
 - Copy of your child's Birth Certificate
- If you are eligible to 30 hours of funding under the Working Parents Entitlement you are required to inform the School Office of the following so that we can claim the funding:
 - 30 Hour Working Parents Entitlement code
 - Full name, date of birth, address and NI or NASS number of the claimant
- In line with Government regulation, you are required to regularly confirm any entitlement to the Working Parents funding. You will be sent an email by HMRC when required and will need to follow the instructions to re-confirm. **If you do not re-confirm within the given timescale we will no longer be able to claim the associated funding. We will then only be able to offer either 15 hours in morning only or afternoon only sessions from the term following your child's third birthday or sessions will be chargeable. You can reconfirm your code later but it will remain invalid for at least one term.**
- If your circumstances change and you are no longer entitled to the Working Parents Funding you will be able to continue until the end of your grace period. Please contact us to discuss future sessions.
- Please note your child's placement at Nursery is dependent upon the funding the School claims from the Local Authority. **Regular and consistent attendance is therefore required. Funding may be withdrawn if your child does not attend regularly.**
- The Local Authority needs to be informed if your child starts to attend another Nursery setting or additional childcare arrangements are made whilst your child is attending at Fairisle Nursery. Please ensure to inform the School Office immediately if this situation occurs.
- Your child's attendance pattern is as per your confirmation letter. **Any change of hours will require one month's notice in writing.** Please note that any increase in hours is subject to availability.

Payments

- **All chargeable provisions (chargeable sessions and hot meals) must be paid for in full in advance. Your child's continuing placement depends on all monies owed being paid in full and on time.**
- **Please note that if you remain in arrears for one type of additional provision we will be unable to provide any other further additional provisions.**

- Payment should be made online using Scopay or by Childcare Vouchers. We will provide you with details of how to set up a Scopay account.
- If you are paying by Childcare Vouchers please arrange an initial payment in advance to ensure that you are not in arrears. Please email us with evidence of payments made.
- **The current cost of sessions can be found on our website:**
<https://www.fairisle-inf.co.uk/page/?title=Nursery&pid=166>
- **All payable sessions must be paid for in full, even if your child does not attend through illness, holiday etc.** We will **not** charge if the Nursery is closed.
- You are responsible for making payments as required. You can make payments of any amount on Scopay at any time. **We will inform you of the cost of your child's chargeable provision but we will not invoice you.**
- If you do not make payment in advance of provision taken we will:
 - Remind you of any outstanding amounts in the first instance.
 - If amounts remain outstanding after one week, you will be sent a letter requesting full payment by a specified date.
 - If the debt continues to remain outstanding after this date your child will not be able to attend any payable sessions at Nursery until payment is made.
 - **If the debt is not paid within a further week your child's payable provision in Nursery will be permanently removed.**
 - If you are experiencing difficulties making payment please contact the School Business Manager.
- If you are unable to collect your child at the expected end of session time please ensure that you contact the School to let us know. **Regular Late Collection will result in an escalating Late Collection Charge.**

You are welcome to discuss any queries with the Business Manager.

Acceptance

An adult with parental responsibility should read and complete the acceptance of these terms below. A copy of the signed document will be returned to you. Your child cannot start at Nursery until this Acceptance is returned.

I _____
 (Adult with Parental Responsibility – Please Print Name)

confirm that I have read and understood these Terms and Conditions.

I understand that my child's placement in the Nursery could be withdrawn should I not adhere to the Terms and Conditions, with particular regard to Payment of Charges due and regular, consistent Attendance.

Child's Name _____ Date of Birth _____

Parent /Carers signature _____
 (Adult with Parental Responsibility)

Date _____