



Fairisle Infant and Nursery School

Nursery Contract

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:
 - Nursery Registration Form
 - Parental Declaration Form
 - Nursery Contract Acceptance
 - Copy of your child's Birth Certificate / Passport
- If you are entitled to Government Funding for nursery education and childcare on the basis of your personal circumstances, you must comply with the Government requirements and information requirements of the school.
- **Where funding codes have to be re-confirmed, you must do so within the dates specified by your code. If you have not re-confirmed your code by the end of the grace period allowed we would not be able to offer you the hours at no cost to yourself. You can then take universally funded hours where applicable and/or pay for the sessions.**
- Please note your child's placement at Nursery is dependent upon the funding the School claims from the Local Authority. **This funding is based on regular and consistent attendance and therefore funding may be withdrawn if your child does not attend regularly, resulting in you becoming responsible for funding your child's placement.**
- The Local Authority must be informed if your child starts to attend another Nursery setting or additional childcare arrangements are made whilst your child is attending Fairisle Nursery. Please ensure you inform Mrs James, Nursery Teacher in Charge, if your child attends another Nursery and complete a new Parental Declaration Form.
- Your child's Allocated Hours in the Nursery are as per your confirmation letter. Any changes will require agreement by Mrs James, Nursery Teacher in Charge, and would usually be on a half termly basis Please note that any changes are subject to availability.

Payments

- All chargeable sessions must be paid for in full. Your weekly payment will be noted on your Confirmation Letter.
- **Payments must be made in advance.**
- **Your child's continuing placement in the Nursery is dependent on all monies owed being paid in full.**
- Payment should be made using the school's online payment system Scopay. **We will not invoice you.** We are able to accept Tax-Free Childcare Vouchers and Work Placed Childcare Vouchers, which must be received in advance, rather than arrears.
- The current cost of sessions as at September 2023 are as follows:
 - Sunshine Room £19.70 for a 3 hour session plus lunchtime
£7 per week (for the additional 1 hour, 15 minutes) if you are taking 5 full days per week under the 30 Hour Offer
 - Rainbow Room £20 per 3 hour session for 2 year olds
£23.80 per 3 hour session plus lunchtime for 2 year olds
£20.70 per 3 hour session plus lunchtime for 3 year olds
£7.80 per week (for the additional 1 hour, 25 minutes) if you are taking 5 full days per week under the 30 Hour Offer
- 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.
- If your child has Hot Dinners or attends Breakfast Club or After School Club all monies owed must be paid in full and promptly.
- **Debt Recovery Process:**
 - If you do not make payment for session in advance, we will contact you to remind you to settle the amount outstanding.
 - If the amount remains outstanding after two weeks, you will be sent a letter requesting full payment by a specified date.
 - If the debt continues to remain outstanding after this specified date your child will not be able to attend any payable sessions at Nursery until payment is made.
 - **If the debt continues to remain outstanding, we reserve the right to terminate your child's placement in Nursery. You will be informed of a final date by which payment should be made and your child's placement will be ended if payment is not made.**
- 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 of a minimum of £5 per 15 minutes.**

You are welcome to discuss any queries with the Nursery Teacher in Charge or School Business Manager.