

Ladysmith Federation

Ladysmith Nursery Terms & Conditions

- To register your child at Ladysmith Nursery you need to complete an Application Form (or Pre-Registration Form) and return it to the School Office.
- The Nursery opens Monday to Friday from 9.00am - 3.15pm. Parents can select a total of 15 hours per week free. Some may be entitled to 30 hours per week free – an eligibility code must be produced to qualify for the 30 hours. If not eligible for free hours, additional hours can be secured through Ladysmith Nursery at a cost of £5.50 per hour and will be invoiced half termly accordingly. We ask that a minimum of 2 sessions per week. All hours are subject to availability and confirmation from the Nursery Administrator.
- The wrap-around care (7.30am-9.00am) and (3.15pm-6.00pm) is provided on site by **FISH** (Fun In School Holidays) in the Community Room. **FISH** (Telephone 08445 618847) accept children from 7.30am and drop them to Ladysmith Nursery for 9am. At the end of the nursery day, **FISH** will collect children and take them over to the Community Room until they are collected by their parents.
- Ladysmith Nursery is open 38 weeks per year – School Term Time Only.
- Hours must be booked termly IN ADVANCE in agreement with the School Office.
- All fees (*if applicable*) are invoiced half termly in advance and payment should be made promptly. Individual payment arrangements will be negotiated between the Nursery Administrator and parents/carers
- If the fees are not paid on time, the Nursery Administrator will notify the parent/carer with a formal warning, this may result in their child's place at the Nursery being forfeited.
- If at any stage a parent misses 2 weeks payments, their child's place at the Nursery will be withdrawn. Should the parent then wish to reinstate the placement they will need to meet with the Nursery Administrator to discuss availability. Similarly, for parents who pay termly or half termly, where payments are 2 weeks overdue the same process will apply.
- If you consider you have exceptional circumstances please speak to the Nursery Administrator in the School Office.
- If your child is absent due to sickness, the nursery should be notified. Unfortunately our costs do not diminish if your child is ill. Your booking and registration is for the place and not for attendance. Fees cannot be waived if illness prevents a child from attending
- If a child becomes ill whilst in our care, every effort will be made to contact the parent or carer, to arrange for the child to be collected. If the illness is of a more serious nature, we reserve the right to seek medical assistance. In extreme emergency, your child will be taken to hospital.

- You should not bring your child into the Nursery if they are suffering from any infectious illness. We reserve the right to refuse any child, who we believe is not well enough to attend on that day, or if they present a risk to any other child or member of staff. Exclusion periods are listed within the 'Spotty Book' available in the Nursery and on the school website.
- **Ladysmith Infant and Nursery School** staff will administer medication to children for whom it has been prescribed. If your child takes medication that needs/may need to be given at school (including a Ventolin inhaler), a separate form will need to be completed for each medication. Medication will only be given if it has been prescribed and a form has been completed and signed.
- Where this is the case, a long term care plan will be agreed between the school nurse/ health visitor and parents (see Health Care Plan)
- You should always notify a member of Nursery staff if your child has been administered with any medication outside of nursery hours.
- We expect all children starting the Nursery to be toilet trained.
- To ensure optimum safety and security for your child, children can only be collected by nominated adults (aged 16 and over). If a member of staff is not entirely satisfied with a "collectors" identity, your child will not be allowed to leave our care without further investigation.
- Ladysmith Nursery cannot take responsibility for any personal items children may bring into the Nursery. Children should not bring items of jewellery, watches, money, toys or other valuables into the Nursery.
- Your child will enjoy a full and active day of learning through play, and as a result, may get a little dirty. Whilst we aim to send home happy, healthy and clean children, we would ask you to dress your child appropriately for all weathers. Please DO NOT allow your child to wear flip-flops. Sensible shoes suitable for active play only please.
- Four weeks written notice is required if you wish to cancel your child's place at Ladysmith Nursery. We reserve the right to charge four weeks fees if you do not provide this notice.
- Occasionally, Ladysmith Nursery may arrange outings and trips for the children. Parent's written consent is required before your child can participate. Extra contributions may be requested.
- Children attending Ladysmith Nursery are covered by our Public Liability insurance policy. Full details are on display.
- We reserve the right to act in your child's best interest in the event of an emergency.
- We reserve the right to ask for a child to be withdrawn from Nursery if it is in the best interest of the child, other children or staff.
- We further reserve the right to alter or terminate this contract at any time.

++All parties acknowledge that Ladysmith Nursery will not be under liability or responsibility to the parent or child in respect of any temporary interruption, temporary failure or delay in providing the facilities. If such failure or delay is caused by temporary unavailability of staff, building or maintenance work, fire, abnormal weather conditions, government actions or by some other cause (whatever the description and not necessarily limited to the foregoing examples) beyond reasonable control of Ladysmith Nursery. This is with the provision that, if Ladysmith Nursery shall be totally unable to provide the facilities during opening hours for longer than one day, the client shall receive a credit of any appropriate proportion of their fee.

I / We understand that Ladysmith Nursery will care for my / our child in line with this document and consent to them caring for my / our child within this framework.

I /We have read and fully understood Ladysmith Nursery Terms and Conditions and have asked for further explanation on any detail that is unclear. I /we agree to accept and abide by these Terms and Conditions when registering my /our child with Ladysmith Nursery.

NB : Being in the Nursery is, unfortunately, not a criteria for Devon awarding a school place at Ladysmith. You MUST apply to Devon County Council's School Admissions Team separately in advance if you would like your child to come to full time school – it is not an automatic progression

Childs name

Date of Birth

Parent/Carers Name

Parent/Carers signature

Date of Birth

National Insurance Number

Relationship to Child

Date

Parent/Carers Name

Parent/Carers signature

Date of Birth

National Insurance Number

Relationship to Child

Date