

# Blanford Mere Nursery and Primary School

## NURSERY TERMS AND CONDITIONS



All parents must observe our basic terms and conditions. Blanford Mere Nursery is committed to providing a safe and stimulating environment. Parents are therefore expected to give their support and encouragement to the aims of the Nursery and to also comply with the following:

### **Registration**

Parents who wish to secure a place for their child MUST complete the attached contract and return them to the School Office as soon as possible. The child will be allocated a place subject to availability with the earliest date offered as appropriate to the age of the child. A confirmation letter will be sent stating your child's start date. If there is no immediate availability the name of the child will be held on a waiting list until a suitable place can be offered.

### **Cancellation of Place Offered**

Once a place is allocated and confirmed by letter as stated above, to cancel the arrangement, the parent must write to Mrs K Crook at Blanford Mere Primary School giving 4 weeks' notice.

### **Non-Attendance**

If a child is off sick or taking holidays during term time, the Nursery kindly request that parents inform the School Office by ringing 01384 818365.

### **Nursery Education Funding**

Blanford Mere Nursery operates the Funding Scheme for 3 and 4 year olds in line with Dudley Metropolitan Borough Council. All children are currently entitled to funding from the term after their 3<sup>rd</sup> birthday within the dates outlined below for up to 15 hours childcare per week.

- Children born in the period 1st April to 31st August are eligible to start Nursery in the term beginning on or following **1st September** after the child's third birthday.
- Children born in the period 1st September to 31st December are eligible to start Nursery in the term beginning on or following **1st January** after the child's third birthday.
- Children born in the period 1st January to 31st March are eligible to start Nursery in the term beginning on or following **1st April** after the child's third birthday.

Once your child is eligible for funding the Nursery will provide you with the necessary paperwork to fill in & return.

### **Allocation of places**

Nursery parents apply directly to the school for a place in our nursery. At present we only take children who are three years of age and older. Priority will be given to those parents requesting the full entitlement in our setting, e.g. 5 mornings or 5 afternoons. When allocating morning places priority will be given, where possible, to children, who will enter primary school in the following academic year – i.e. the older children in the setting. When we have more applications than places available, we cannot guarantee that a morning place will be allocated. In these circumstances, we will prioritise children who are eligible for 30 hours childcare. Therefore, there may be some children who are due to start Reception in the following academic year with afternoon places. Should a morning place subsequently become available, then we will offer it to the next eligible child. **Initially we offer afternoon places to the children who will spend more than 3 terms in Nursery before entering primary school - i.e. the younger children in the setting.**

Please note that a place in our nursery setting does not guarantee a place in Reception class. The local authority administers Reception places - please click on the link below for Admission criteria.

<http://www.dudley.gov.uk/resident/learning-school/parental-support/school-admissions/>

### **30 hour free - Child Care Entitlement**

There are a limited number of free 30 hour places. Please ask at the school office for details of current availability. These extra hours are being allocated on a 'first come, first served' basis. Priority will be given to those parents requesting the full entitlement in our setting, e.g. 5 mornings and 5 afternoons. We **may** also be able to accommodate some part-time additional places within your 30 hour entitlement – (E.g. More than 15 hours but less than 30 hours per week).

The free 30 hour offer at Blanford Mere Nursery will be as follows:

- 8.30 am – 11.30 am – morning session
- 12.10pm – 15.10pm – afternoon session

**Parents requiring 'wraparound care' at lunchtime between the morning and afternoon nursery sessions, need to be aware that there is a charge of £4.00 per session, for this service. Children will need to bring a packed lunch to eat on the premises and they will be fully supervised. If you prefer to take your child home between sessions then you may also do this. Lunchtimes are NOT included in our free 30 hour childcare.**

The HMRC "Childcare Choices" parent portal is now available for parents to check their eligibility for a 30 hour place- <https://www.childcarechoices.gov.uk/>;

**IMPORTANT** – May I remind parents that they need to apply in the term before they wish to take up a 30 hour place. Please remember that in order to secure your free place, you need to log onto the HMRC Portal and if you meet the criteria, you be allocated an 11 digit code. You need to bring this code into the school office at the earliest convenience. We will then notify you whether or not you have been allocated the additional afternoon place.

#### **Afternoon Wraparound Care**

If you are not entitled to the '30 hour free child care', you may still wish to pay for an afternoon Nursery session in addition to our morning sessions. These will be allocated on a 'first come, first served' basis and charged at £16.00 per session. We also provide 'Wraparound care' at lunchtime between sessions (£4.00 per session).

#### **Late Collection**

All children MUST be collected on time. On time means collected by the end of the session. Any parent collecting later than this, will incur a charge of £5.00. It should also be noted that Nursery are not insured to have children on the premises after the morning and afternoon sessions have finished. Late non collection procedures will also be followed.

#### **Leaving Notice**

A written notice period of 4 weeks is required if you wish to withdraw your child from Nursery for any reason. As your child receives funding, the nursery manager will inform the Early Education Funding officer for Dudley MBC.

#### **Amendment of Sessions**

Blanford Mere Nursery will endeavour to accommodate all session requests. However, the Nursery asks that if a parent wishes to amend or add to any existing sessions that they do so in writing or by contacting the school office. All such requests are subject to availability and Nursery will endeavour to accommodate where possible but cannot guarantee any session amendments especially if Nursery is full. Where possible the Nursery ask that parents do not enquire about sessions when dropping off or collecting their children but are advised to check availability by calling the School office.

#### **Use of mobile phones in Nursery & School**

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staff room.
- Do not take photos or recordings of pupils or staff

#### **Policies & Procedures**

Blanford Mere Nursery will follow the Early Years Foundation Stage Guidance and comply with OFSTED regulations, parents are requested to read, observe and comply with all policies and procedures for the nursery and to cooperate with staff in completions of any forms, incident/accident records and any other documentation required pertaining to your child and his/her progress in Nursery. Failure to do so may lead to the Nursery taking necessary steps to withdraw the child if any policy or procedure is not followed.

Please note: For the purpose of these Terms & conditions the term 'Parent' refers to all those who are named responsible for the day to day care of the child.