



Information regarding Nursery fees, terms and conditions

Thank you for your enquiry about a place at Compton Valley Nursery.

We have set out below some information about the fees and payments structure at the nursery, together with the nursery terms and conditions. Please read these carefully prior to your child starting at the nursery.

Fees

- For 2014 our charges are as follows: Daily fees - £39.00, Mornings - £24.00 Afternoons - £23.00 Fees are subject to review in April 2015.
- Once your child has joined the nursery, fees are payable whether or not your child attends (including sickness). Fees are also payable should the nursery be forced to close for reasons beyond its control, such as extreme weather.
- **We require four weeks written notice of the following:**
 - Termination of your child's place or of a request to change their pattern of attendance. Please note we cannot guarantee acceptance of a request to change your attendance pattern at nursery.
 - Family holidays, which will be charged at half the normal fee rate (up to a maximum of two weeks per calendar year)
 - A request to take up our scheme offering half fees for children not attending for the duration of the school summer holiday period. This offer applies to the Devon School holiday periods only.
- We do not charge for bank holidays or nursery holidays
- Payment of invoices is due on the first of each month for the month ahead.
- We accept payment by cheque (payable to 'Compton Valley Nursery Limited'), cash, by e-payments, or by salary sacrifice payments
- If a payment is missed you will receive one or more reminder letters asking for immediate settlement and a late fee charge will be imposed. If any further payments are missed your child's place at the nursery may be withdrawn and further action taken to recover outstanding payments.
- Once a place has been reserved at nursery, we require **at least six weeks** written notice to request a change to the attendance pattern agreed. We reserve the right to refuse such requests.
- Agreement to your child attending nursery applies to the specific sessions reserved at enrolment, only. Once your child has started at nursery, you may request a change to their attendance at any time. At least four weeks written notice is required for any requests to increase, reduce or change nursery attendance. As the nursery has limited term time places available, this includes requests to change to term time only attendance on receipt of government funding for 2, 3 and 4 year olds. We reserve the right to decline such requests.

Salary sacrifice

- We welcome payment or partial payment via a 'salary sacrifice' system and already work with a number of companies who administer these payments.

Payments are deducted from one or both parent's gross salary, resulting in savings on tax and national insurance payments. You will need to ask your employer to set up payments and then contact us for any information you might need - such as account numbers/reference numbers. Self employed people can also take advantage of this benefit and should contact Revenue and Customs to find out how to go about this. Please be aware the scheme does not operate retrospectively and payments will need to continue by your present method until we receive the first salary sacrifice payment.

Early Years Funding and 2Gether Funding

- From the term **after** your child's third birthday you will be eligible to receive up to 15 hours free nursery care per week for the 38 weeks of the school year. The scheme is quite detailed and more information will be sent to you at the appropriate time. We administer all aspects of the scheme so do not worry that you should be taking any action as your child's third birthday approaches.
- Some children may be eligible to receive funding from the term after their child's second birthday. This funding is means tested and you will need to contact Devon County Council to confirm your eligibility prior to making your first funding claim. Please ask staff if you would like more information about eligibility criteria and how to apply for funding.
- Once your child becomes eligible for any government funding you have the right to request a change of attendance to term time only. This request will be accepted, subject to a term time only place being available at the time. Please note that as we are primarily a full day care nursery, we only have a limited number of term time places available.

Further Terms and Conditions

- For legal reasons children cannot be accepted into nursery before 8.00a.m and must be collected by 1.00p.m. for morning children and by 6.00p.m. in the evening. We are not registered or insured to care for children after 6.00p.m. and are required by OFSTED to take action in cases of late collection. If a parent is more than 15 minutes late a 'late fee' of £20.00 is imposed and this is increased by £5.00 for each additional 10 minutes after this time. If you are likely to be late, please contact the nursery immediately. Please consider having 'backup' arrangements in place for any unforeseen situations.
- Parents must make sure that the nursery has up to date information about your child, including contact details, medical and dietary details. You will be asked on a regular basis to fill in an update form, however it is extremely important that you let us know immediately should there be changes to any of the information we hold.
- Parents should not bring their child to nursery if they are unwell. In cases of sickness and diarrhoea, children should not return for at least 48 hours after all symptoms have finished. We reserve the right to require you to take your child home from nursery or to refuse admittance to nursery, if we do not consider your child is well enough to attend. We recommend that you contact the nursery and seek guidance on whether your child is able to attend if they have been unwell in any way.
- If your child is prescribed medicine by a doctor, this must be administered by you at home, for at least 24 hours before bringing your child to nursery. This is

to ensure your child is well enough to attend and that he/she can tolerate the medication without any adverse reaction. After the initial 24 hour period, prescribed medicine (which must be clearly labelled with a prescription label) can be administered at nursery. You will be asked to sign a form each time giving all necessary details of the medicine which is to be administered, including details of the medical condition, the doctor prescribing the medicine, dosage, dosage intervals and storage instructions. A further signature will be required at the end of each day confirming details of the medicine administered that day. In some limited instances such as teething, we are able to administer a proprietary analgesic such as Calpol. Similar forms and approvals will be required for the use of this medicine and administration of such medicines are strictly at the discretion of the nursery.

- Parents must ensure that arrangements have been made for your child to be collected without delay should they become unwell whilst at nursery.
- If your child chooses to bring toys or other items from home staff will take every care to keep these safe, however the nursery cannot be responsible for such items
- Should a parent /carer picking up children from the nursery present themselves as being under the influence of alcohol or drugs the following procedures will be followed. We will ask that someone comes with the parent/ carer to take responsibility for the child before the nursery gives up responsibility of the child. Should this not happen, although we have no legal right to withhold a child from a parent/ carer, we reserve the right to contact any relevant authorities that we may feel appropriate i.e the police, partner, etc. Your child's safety is our main concern and as such this will determine the course of action taken.
- The nursery is registered with OFSTED who inspect us regularly to ensure compliance with all regulations and standards for childcare. In accordance with these regulations we have a set of policies and procedures to cover every aspect of the operation of the nursery. These are always available in the lobby, in each play room and on our Facebook page. We are very happy to supply you with a full copy at your request.
- As part of our equal opportunities policy we take every care to ensure that all users of the nursery are equally valued and welcome. We do not accept behaviour that discriminates on grounds of race, sex or other forms of discrimination and will take action whenever such behaviour occurs, whether this is by the staff, children, parents and families or other people coming into the nursery.

If you have any queries or require further information in relation to nursery fees, terms or conditions, please do not hesitate to contact us.