



**PROSPECTUS**  
&  
**REGISTRATION FORM**

Groves Close  
South Wonston (Nr Winchester)  
Hampshire  
SO21 3EP

Email: [staff@swons.co.uk](mailto:staff@swons.co.uk)  
[southwonstodaynursery@gmail.com](mailto:southwonstodaynursery@gmail.com)

Website: [www.southwonstonnursery.co.uk](http://www.southwonstonnursery.co.uk)

## **The Setting**

The nursery has been established for approximately 40 years and is privately owned and managed by Put team in a purpose built construction standing in its own secure garden in the village of South Wonston approximately 4 miles to the north of Winchester (accessible just off the A34)

The nursery offers day care for children from the ages 2 to 8 years, in a happy stimulating environment where children are encouraged to develop at their own pace through play.

The nursery follows the Early Years Foundation Stage. The staff ratio is 1:8 for 3+ year olds and 1:4 for 2 year olds with all the staff either fully qualified or working towards their qualification. All staff at the setting has experience of working with children in this age group.

We offer a nutritious breakfast, morning snack, cooked lunch, afternoon snack and tea. For those children who are Funded/subsidised, you have the option to have our nursery meals or bring a packed lunch.

Before a child starts at nursery we are happy to visit them at home, this builds a trust between the child and practitioner and can help the child to settle more quickly into the nursery setting. We are happy for you to visit the nursery and stay with your child if you feel this is beneficial. We recommend you bring your child and leave them for a short time, so they understand that you leave and return to them. If your child has a comforter of any sort (cuddly toy, blanket, etc.) we recommend your child to bring it with them. We recognise parents know their children best and will be guided by you for as long as it takes for your child to settle. We will assign each child a key person, information about this role is explained overleaf.

We support all children with additional needs and work with you and outside agencies to best support them.

## **Mobile phones and cameras**

If you are visiting the setting, all mobile phones must be signed in and placed into our box which remains in the office out of reach. No mobile phones are to be used whilst on nursery premises.

There is also a blanket ban of photographs being taken at the setting by parents, carers and visitors. The nursery will take photos of children at play for their Tapestry Journals.

## Safeguarding children

Please note that we have a statutory duty to safeguard all children's welfare. If we do have a concern about the safety and well-being, we have a duty of care to report our concerns to the relevant social care departments. As stated in our terms and conditions:

- It is understood that South Wonston Nursery School Limited is under an obligation to report to Social Services any incident where we consider a child may have been abused or neglected. This may be done without informing the parent or guardian. Our first concern will always be the child's safety.
- Confidential information may be shared about a child/family/person without your consent if staff feel that there is a matter of safeguarding a child or vulnerable adult.

## Additional Needs

Our nursery Special Educational Needs Coordinator (SENCo) is Sharon. An array of training has been undertaken and termly support meetings are attended to keep knowledge up to date.

Examples of training that Sharon has attended includes:

- SENCo induction and SENCo induction plus
- Makaton for Beginners
- Language Group
- Portage Initial Training
- The Hampshire outline for meeting the needs of the under-5s on the Autistic Spectrum (THOMAS)
- Positive Approaches to Challenging Behaviour

If you or the nursery SENCo has identified an area of need and gained your written consent to include the Area Inclusion Coordinator, together they will liaise with each other and she will advise referrals to other agencies if needed. At all times, you are included in the process and invited to meetings if you wish to attend. We will also arrange a meeting with you every 6 weeks to discuss your child's progress at home and at nursery. Any issues/concerns you may have are also discussed, offering advice where needed. Together we also come up with next steps to support your child's learning. A summary of the meeting is then given to you for your own records. We have access to a range of professionals as and when they are needed for the children attending the setting. These professionals currently include Speech and Language Therapist, Area Inclusion Co-ordinator, Family Outreach Worker, Educational Physiologist and our local children's centre. If further expertise are needed, we will make contact with the relevant professionals.

For further information, please have a look at our Hampshire Local Offer which can be found by typing the following into an internet search bar.

<https://fish.hants.gov.uk/kb5/hampshire/directory/service.page?id=xZf4Hq6c82s&familychannel=1-1>

## Nursery Essentials

Some essentials needed for a typical nursery day includes:

- Water bottle (Dishwasher Safe)
- Wellington boots
- Waterproofs (trousers or all in one suit)
- Spare clothes including t-shirts, trousers, jumpers, socks and pants/knickers.
- Nappies, wipes and nappy cream if applicable (until Funded/subsidised) (nappy cream to be signed in by member of staff).
- Warm coat, hat and gloves for the colder months.

**Please ensure all items are named.**

## Early Years Education Funding

### Two Year Old Funding

Government Funding is available for two year olds, the term after their second birthday, if the following criteria is met:

Children must meet either criterion A, B or C to be eligible for funding.

#### **Criterion A - Economic:**

**Children whose parents/guardians are in receipt of one or more of the following benefits:**

- Income Support
- Income based Job Seekers Allowance
- Income-related Employment and Support Allowance Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit and have an annual gross household income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs
- Working Tax Credits and have an annual household gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs

N.B. If receiving Working Tax Credits please enclose a copy of your TC602 Tax Credit Award Notice with your fully **completed** Request Form.

#### **Criterion B - Children looked after by the Local Authority:**

- Child in Care
- Child Leaving Care in Special Guardianship, adoption or residence order

N.B. Details of a Social Worker able to verify the above information is required

#### **Criterion C - Child with Special Educational Needs and / or Disability as defined by:**

- Children in receipt of Disability Living Allowance (DLA)
- Child with a Statement of Special Educational Needs (SEN)

- Child with an Education, Health and Care Plan (EHC Plan) - details to come

**(Taken from Services for Young Children, 2014)**

We offer a Standard Funding option and a Stretched Funding option. Please see the next page for more information.

## Three & Four Year Old Funding

All Children are entitled to 570 hours per year (Universal Entitlement) of Early Years Education Funding the term after their third birthday, until they start school. Government fund 38 weeks per year often term is 40 weeks extra weeks will be Funded/subsidised by parents or children will not attend. The table details the funding start dates on the next page:

Child Born Between:	Funding Begins:
1 <sup>st</sup> January and 31 <sup>st</sup> March	Summer Term (April)
1 <sup>st</sup> April and 31 <sup>st</sup> August	Autumn Term (September)
1 <sup>st</sup> September and 31 <sup>st</sup> December	Spring Term (January)

An 'Extended Entitlement' of a further 15 hours may be available for working parents, totalling 1170 hours for those who meet the following eligibility criteria:

- **Both parents** (or lone parent if you are a single parent family) work at least 16 hours per week/ earn at least £120 per week (£6000 per year).
- **Both parents** (or lone parent if you are a single parent family) earn less than £100,000 each, per year.

If you think you meet the above criteria please visit 'Childcare Choice' to find out what support is available to you. You can apply for the 'Extended Entitlement' by visiting: <https://www.childcarechoices.gov.uk/>

You will then be given an Eligibility Code which you will need to pass onto us along with your National Insurance Number and a copy of your child's ID, either their birth certificate or passport. This information will be collected on the Registration Form on page 16. **It is the parent's responsibility to check your eligibility with HMRC every 3 months so you can continue to receive the 'Extended Entitlement'.**

We offer two different options of funding known as the Standard Offer and the Stretched Offer.

### Standard Offer

This option entitles your child to 15 hours of Funded/subsidised care, a consumable charge of £1.20 per Funded/subsidised hour is payable (or up to 30 hours if eligible for the 'Extended Entitlement') during Term-Time only. If your child attends during the holidays too, full fees will apply during this time. Any hours taken outside of Funded/subsidised hours will be charged at £7.00 per hour.

### Stretched Offer

This option entitles you to 11 hours of Funded/subsidised care a consumable charge of £1.20 per Funded/subsidised hour is payable (or up to 22 hours if eligible for the 'Extended Entitlement') all year round (50 weeks of the year), including the school holidays. Any hours taken outside of Funded/subsidised hours will be charged at £7.00 per hour.

Declaration forms are distributed and you can either choose to claim for the upcoming term or the whole year ahead. For more information, please do not hesitate to ask one of the team.

## Food and Consumables Charge

Once your child is in receipt of funding, payment of £1.20 per every hour your child attends is due. You have the option to either pay for the food that we provide (currently £5.00 lunch or £6.00 per day) or bring in a packed lunch to cover all meals that your child is in nursery for. **Our consumable charge is to cover the shortfall in the funding that we receive from the government and cover all consumables used in the nursery this is payable unless you are in receipt of EYPP.** Please indicate your choice of food on the enclosed registration form.

## Parent's Copy

### Terms and Conditions

We believe these standard terms and conditions reflect the custom and practice of private nurseries providing full day care. The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper resourcing of the nursery. Nothing within these terms and conditions affects the parent/guardian's statutory rights. To enable us to provide and maintain the highest standards of care we require all parents to be aware of and abide by the following conditions:

- The nursery is open from 0800 - 1800 Monday to Friday. We are closed on all bank holidays and two weeks at Christmas time. You will not be charged for these days.

#### 1. Admission

- To register your child at the nursery, a non-refundable **registration fee of £50.00** is payable for each child registered
- In order to obtain your child's place at the nursery you must show their passport or birth certificate.
- Start dates and days required will be confirmed by email once the registration form and registration fee has been received.
- The main intakes for new children are September and January. If you would like your child to start at nursery outside of these months, places are subject to availability.
- In order to develop relationships between staff and children we only accept children who attend a minimum of two sessions on different days, per week.
- **Once a place is confirmed, one month's notice is required if you wish to withdraw your child from the setting or make any changes to the agreed booking pattern even if your child's booking pattern has not started. Fees are payable during the whole of this time. Fees are also payable if there is any delay on your part in taking up the place once accepted.**

#### 2. Fees

- All fees are charged monthly in advance and must be paid by bank transfer **by the first day of the month to which they relate.** Fees will be invoiced to the person(s) named on the registration form.

- Fees are payable during periods of absence from the nursery, including sickness and holidays. They are also payable during any period of closure due to reasons beyond our control such as extreme weather, loss of heating, lighting, fire, flood or pandemic.
- We always ensure that any unpaid fees for booked services (including failure to give the adequate one months' notice required to change a booking pattern or withdraw your child from the setting) are pursued. Any unpaid fees will always be taken through the courts.
- Fees are calculated on the basis of the number of eligible days booked within the month i.e. if Monday and Tuesday AMs are booked and there are 5 x Mondays and 4 x Tuesdays in the month, you will be charged for 9 x AMs. In the case of term-time only children, this will be split between 'Holiday Retainer Fee' during school holidays and term-time (full) fees.
- For those children who are eligible for government funding £1.20 per hour will be charged on all Funded/subsidised entitlement hours, hours outside of government funding will be charged at £7.00 per hour, if your child attended 18 hours term time only and they were only entitled to 'Universal Funding', 15 hours will be charged at £1.20 and 3 hours @ £7.00 per week.
- If you claim under your government funded/subsidised entitlement, for example 8 hours out of the possible 15 hours (Universal Offer), any extra hours above your claim will be charged accordingly. Changes to your child's funding hours can only be made termly (September, January and April) if you are claiming under your entitlement.
- Any extra sessions booked, dependent on availability, will be invoiced accordingly and payment is due immediately. If these extra sessions are no longer needed, 24 hours' notice is required. If notice is 24 hours or less, full fees will apply.
- South Wonston Nursery School Limited reserves the right to apply a surcharge of £25.00 on late payment of fees (greater than 7 days) for each occasion. Children may be excluded from the nursery if fees remain outstanding beyond 21 days from their due date and their registration may be terminated.

### 3. Notice

- One months' written notice is required if you wish to make any changes to your child's booking pattern before or after they have started their care with us.
- One months' notice is required if you wish to withdraw your child from the setting. Fees will be payable during the whole of this time.
- Any extra sessions booked, dependent on availability, will be invoiced accordingly and payment is due immediately. If these extra sessions are no longer needed, 24 hours' notice is required. If notice is 24 hours or less, full fees will apply.

### 4. Holidays

- Any holiday that is taken during the year will be charged at the full rate.
- The only exception to this will be two weeks over Christmas when the Nursery is closed. No fees are charged during this time.

### 5. Dropping off and Collection

- Children cannot be collected by anybody under the age of 16 years. Written confirmation is needed if anybody unknown to the nursery is collecting your child/ren. A password system is then put in place.
- Parents/guardians collecting children late from the nursery will be subject to a surcharge based on the hourly rate provided this collection is made within the opening hours of the nursery.
- Parents/ guardians should be aware that the nursery is to be vacated by the designated closing time, should children be collected outside of these opening hours **a charge will be made based upon £2.50 per minute late.**
- If you are late collecting your child then you will be required to sign our 'Late Collection' form. The fees will automatically be charged on your next bill.
- Anyone other than the recognised parent or carer will not be permitted to collect the child unless prior arrangements have been made.

## 6. Health and Safety

- South Wonston Nursery School Limited does not accept responsibility for accidental injury or loss of property. South Wonston Nursery School Limited does maintain those insurances required by law. Details of these are available from the nursery manager. Copies of the current Employer's Liability and Public Liability Insurance policies are displayed on the notice board at the nursery.
- Medicines should only be taken into the setting when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the setting 'day'. South Wonston Nursery will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber, or pharmacist prescriber. Medicines must be in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The administration of non-prescribed medicines is down to the discretion of the Manager but must have prior written permission from parents.
- If your child becomes ill during a nursery session the nursery manager will contact the parent/guardian or the emergency contact indicated on the registration form. If your child has a high temperature (NHS deems a high temperature to be 38 degrees and above), staff will contact the parent/guardian to seek permission to administer a dose of Calpol to prevent the temperature going any higher. The parent/guardian will then be asked to collect their child as soon as possible. If your child is suffering from a communicable illness they should not be brought to the nursery until such a time as the infection has cleared (48 hours minimum).
- Parents/guardians are requested to notify the nursery manager if your child is absent from the nursery through sickness. If parents/guardians have not notified the nursery, staff will contact parents/guardians if your child has not attended for more than 2 sessions.
- In the event of your child being injured at the nursery, staff are qualified to carry out basic first aid. In the case of an emergency, parents/guardians will be notified and an ambulance will be called. By signing these terms & conditions you are giving permission for emergency treatment to be sought. All accidents will be recorded in the relevant book and shown to the parent/guardian for signature.
- We aim to provide equal opportunity for all children and their families; this includes children with special educational needs we endeavour to make **ALL** welcome at the nursery. The only time there may be a delay in a child starting at the setting is if they require the use of any medicine that requires training by a qualified medical practitioner such as an epipen or midazolam. This is to ensure that all staff are trained by a qualified medical practitioner in the administration of the medicine and to enable South Wonston Nursery School Limited to inform their insurer.
- There will be a fire drill once a term to familiarise the children to the procedure.

## 7. Employing Staff

- Where a member of staff, within three months of leaving the employment of South Wonston Nursery School Limited, is employed by a parent/guardian to care for their child, who was previously registered at the nursery, then the parent/guardian will be liable to pay to South Wonston Nursery School Limited a sum equivalent to three month's salary for the employee at the time their employment with South Wonston Nursery School Limited terminated.
- If a member of staff babysits for your family, it is strictly a private agreement between the family and staff member. The nursery has no connection or liability with this agreement. If parents allow for staff members to take their child home from nursery then written permission must be given to nursery management.

## 8. Safeguarding and Child Protection

- It is understood that South Wonston Nursery School Limited is under an obligation to report to Social Services any incident where we consider a child may have been abused or neglected. This may be done without informing the parent or guardian. Our first concern will always be the child's safety.
- Confidential information may be shared about a child/family/person without your consent if staff feel that there is a matter of safeguarding a child or vulnerable adult.

## 9. Other



- Acceptance of the terms and conditions is also seen as your authority to allow unnamed photographs of your child to appear on our website, should you not wish your child to be featured, please put this in writing to the Nursery Manager.
- Please ensure that your child is sent to nursery with a full set of clothing with their name clearly marked. In winter please ensure that your child brings hat, gloves and either wellington boots or outdoor shoes for wet play in the garden. In summer please provide your child with a hat and named sun cream of a minimum of 30 SPF.
- When able, we like to take the children out of the Nursery setting on supervised walks, your acceptance of the terms and conditions is also acceptance to your child being included in these outings. Should you not wish your child to undertake such outings, please put this in writing to the Nursery Manager. The adult child ratio will be 1:4 on outings.
- South Wonston Nursery School Limited reserves the right to make changes to the terms and conditions and pricing as and when required. If changes are made, one months' notice will be given allowing the parents/guardians the opportunity to accept or terminate their child's registration prior to the new terms and conditions or pricing taking effect. Failure to sign into the new terms and conditions or pricing will be viewed as non-acceptance and the child's registration will be terminated.
- We expect all staff at the nursery to be treated with respect. We therefore do not tolerate verbal, physical, or emotional abuse towards our staff. If any incidents occur, your child's contract at South Wonston Nursery will be terminated.
- In line with the Early Years Foundation Stage we will contact other agencies or individuals involved with the child to share information about their learning and development and health and well-being.

## 10. Registration Fee

- I have paid my £50.00 (non-returnable) registration fee to secure my child's space
- **Online Banking- Account Number- 13546683**   
**Sort Code- 20-97-01**

I hereby give permission for my child to participate in local outings and visits and for their unnamed photographs to appear on the web site.

In order to obtain your child's place at the nursery you must show their passport or birth certificate.

**I receive and understand the terms and conditions of registration, and agree to comply with them. Please sign below.**

Parent/Carer 1		Print Name	
Parent/Carer 2		Print Name	

Signed on behalf of South Wonston Nursery Limited		Print Name	
		Date	

Registration Fee £50.00 Paid

ID verified by the Nursery

Copy of ID on file

Date.....

Date.....

South Wonston Day Nursery



# Registration Form



## 1. Child Details

Name of Child..... Age..... DOB.....

Name known as.....

Address.....

.....

..... Post Code.....

Home Telephone Number.....

## 2. Family Details

Parent 1 Name..... Mobile Number.....

Employers Name & Telephone Number.....

Department/Regiment.....

Home Telephone Number.....

E-mail.....

Does this Parent have parental responsibility? Yes/No (delete)

Parent 2 Name..... Mobile Number.....

Employers Name & Telephone Number.....

Department/Regiment.....

Home Telephone Number.....

E-mail.....

Does this Parent have parental responsibility? Yes/No (delete)

**Are there any other siblings in the family? Yes/No (If yes, please state name(s) and age below)**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Do both Parents have legal access to the child? Yes/No (delete)

**Emergency Contacts if neither parent/carer is available (e.g. family friend, neighbour, work colleague. These contacts must be someone other than child's parent/carer)**

1. Name & Relationship to child.....  
Contact Number..... (including std)

2. Name & Relationship to child.....  
Contact Number..... (including std)

**Persons Authorised to collect the child (must be over 16yrs old)**

1. Name & Relationship to child.....  
Contact Number..... (including std)  
Mobile.....

2. Name & Relationship to child.....  
Contact Number..... (including std)  
Mobile.....

Password for people who are unknown to us collecting.....

**3. Child's Medical Details**

Doctors Practice/ Name .....

**Only prescribed medication can be administered at the setting. It must be in-date and prescribed for the current condition. Children taking prescribed medication must be well enough to attend the setting. Children on medication will attend at the Nursery Staff discretion**

Medical Conditions.....

Medication.....

Vaccinations.....

Does your child have any allergies?.....

Does your child have any special dietary needs/preferences? Yes/No (delete)

.....  
.....

In the event of a cut/graze, do you consent to nursery staff applying a plaster? Yes/No (delete)

**4. Cultural Background**

How would you describe your child's ethnicity/cultural background?.....

What is the main religion of the family?.....

Are there any festivals/special occasions celebrated in your culture that your child will be taking part in & that you would like to see acknowledged & celebrated while he/she is in our setting?.....  
.....  
.....

What language(s) is/are spoken at home?.....

If English is not the main language spoken at home, will this be your child's first experience of being in an English speaking environment? Yes/No (delete)

Does your child have any special needs or disability? Yes/No (delete)

Details.....

What special support will he/she require in our setting?.....  
.....

Will your child need to sleep during their session at nursery? If so when is the preferred time, what times do you not want them to sleep?.....  
.....

**5. Names of Professionals involved with the child**

Has your child attended an Early Years setting before? (Yes/No) delete.

If you have answered 'Yes' please provide the details below:

Name of setting: .....

Address: .....

.....

Contact telephone number: ..... Email: .....

If your child is in receipt of *Government Funding*, have you/the setting made a claim in the last term?  
Yes/No (Delete)

In order for us to ensure continuity and coherence we will need to share relevant information with your child's other settings. Please provide us with contact details of these settings and other professionals involved with your child

Name..... Role.....

Agency..... Telephone.....

Name..... Role.....

Agency..... Telephone.....

Do you have a **Health Visitor**? Yes/No (delete)

Name..... Based at.....

Telephone..... Date of last visit.....

Does your family have a **Social Worker** for any reason? Yes/No (delete)

Name..... Based at.....

Telephone.....

If 'yes', what is the main reason for the involvement with Social Services with your family?

.....  
.....  
.....

## 6. Other information

What other information is important for us to know about your child? For example, what he/she likes, or what fears they may have, any special words they use?.....

.....  
.....

Does your child have a comforter? If so, please give details. ....

.....  
.....

How did you hear about South Wonston Nursery? .....

.....

**7. Required Nursery sessions**

Date you wish for your child to start at Nursery .....

Session		Monday	Tuesday	Wednesday	Thursday	Friday
Morning	0900-1300 £35.70					
Afternoon	1300-1700 £35.70					
School Day	0900-1500 £48.70					
Full Day	0800-1800 £59.70					
Short morning	0900-1200 £25.70					
Short afternoon	1300-1600 £25.70					
Funded/subsidised Hours Consumables	Any time £1.50 per hour					
Funded/subsidised child Food Morning	£5.70					
Funded/subsidised Child Food all day	£6.70					
Hours additional to Funded/subsidised hours	£7.70					

\*Fees are subject to an annual review\*

Please tick to state whether you require a **Full time** place or a **Term-time only** place below.

Full time  
(Attendance all year round)  
Or

Term-time only  
(Attends during school term time only and **does not** attend during the half term and summer holidays)

Hourly Rate = £7.70 per hour for times outside of those stated above. This hourly fee is automatically charged for late pickups or early starts.

**FOOD**

Funded/subsidised children are charged £5.70 lunch or £6.70 for food all day. If you choose to bring a packed lunch and not be charged, please see food guidance. Please tick which food option you will require for your child:

Nursery to supply morning snack and lunch £5.70 per day	
Nursery to supply all food £6.70 per day	
My child will have a packed food for the length of stay.	

**Early Years Education Funding-**

**Two Year Old Funding-** If you are eligible for the two year old funding, please fill in your eligibility code below:

<b>Eligibility Code</b>	
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**Up to 30 hours Extended Entitlement Eligibility** - To be filled in once you have applied for the 'extended entitlement' by visiting <https://childcare-support.tax.service.gov.uk/>

<b>Eligibility Code (12 digits)</b>				
<b>National Insurance Number</b>	<b>Parent 1</b>		<b>Parent 2</b>	
<b>Name of Parent who applied for the Extended Entitlement</b>				

## NURSERY COPY

### Terms and Conditions

We believe these standard terms and conditions reflect the custom and practice of private nurseries providing full day care. The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper resourcing of the nursery. Nothing within these terms and conditions affects the parent/guardian's statutory rights. To enable us to provide and maintain the highest standards of care we require all parents to be aware of and abide by the following conditions:

- The nursery is open from 0800 - 1800 Monday to Friday. We are closed on all bank holidays and two weeks at Christmas time. You will not be charged for these days.

#### 1. Admission

- To register your child at the nursery, a non-refundable **registration fee of £50.00** is payable for each child registered. Fully Funded/subsidised children a registration fee still applies but is refundable once your child starts.
- In order to obtain your child's place at the nursery you must show their passport or birth certificate.
- Start dates and days required will be confirmed by email once the registration form and registration fee has been received.
- In order to develop relationships between staff and children we only accept children who attend a minimum of two sessions on different days, per week.
- Once a place is confirmed, one month's notice is required if you wish to withdraw your child from the setting or make any changes to the agreed booking pattern even if your child's booking pattern has not started. Fees are payable during the whole of this time. Fees are also payable if there is any delay on your part in taking up the place once accepted.

#### 2. Fees

- All fees are charged monthly in advance and must be paid preferably by bank transfer **by the first day of the month to which they relate**. Fees will be invoiced to the person(s) named on the registration form. We do not accept cheques.
- Fees are payable during periods of absence from the nursery, including sickness and holidays. They are also payable during any period of closure due to reasons beyond our control such as extreme weather, loss of heating, lighting, fire, flood and pandemic.
- We always ensure that any unpaid fees for booked services (including failure to give the adequate one months' notice required to change a booking pattern or withdraw your child from the setting) are pursued. Any unpaid fees will always be taken through the courts.
- For non-Funded/subsidised children, fees are calculated on the basis of the number of eligible days booked within the month i.e. if Monday and Tuesday AMs are booked and there are 5 x Mondays and 4 x Tuesdays in the month, you will be charged for 9 x AMs. In the case of term-time only children, this will be split between 'Holiday Retainer Fee' during school holidays and term-time (full) fees.
- For those children who are eligible for government funding/subsidy and attend more than their 15/30 hour entitlement, fees are £1.20 per hour for Funded/subsidised hours and £7.00 per hour for extra hours. For example if your child attended 18 hours term time only and they were only entitled to 'Universal Funding', 15 hours will be charged at £1.20 per hour and you will be invoiced for an extra 3 hours per week @£7.00 per hour.
- If you claim under your government funding/subsidy entitlement, for example 8 hours out of the possible 15 hours (Universal Offer), any extra hours above your claim will be charged @£7.00. Changes



to your child's funding/subsidised hours can only be made termly (September, January and April) if you are claiming under your entitlement.

- Any extra sessions booked, dependent on availability, will be invoiced accordingly and payment is due immediately. If these extra sessions are no longer needed, 24 hours' notice is required. If notice is 24 hours or less, full fees will apply.
- South Wonston Nursery School Limited reserves the right to apply a surcharge of £25.00 on late payment of fees (greater than 7 days) for each occasion. Children may be excluded from the nursery if fees remain outstanding beyond 21 days from their due date and their registration may be terminated.

### 3. Notice

- One months' written notice is required if you wish to make any changes to your child's booking pattern before or after they have started their care with us.
- One months' notice is required if you wish to withdraw your child from the setting. Fees will be payable during the whole of this time.
- Any extra sessions booked, dependent on availability, will be invoiced accordingly and payment is due immediately. If these extra sessions are no longer needed, 24 hours' notice is required. If notice is 24 hours or less, full fees will apply.

### 4. Holidays

- Any holiday that is taken during the year will be charged at the full rate.
- The only exception to this will be two weeks over Christmas when the Nursery is closed. No fees are charged during this time. Bank holidays are not charged.

### 5. Dropping off and Collection

- Children cannot be collected by anybody under the age of 16 years. Written confirmation is needed if anybody unknown to the nursery is collecting your child/ren. A password system is then put in place.
- Parents/guardians collecting children late from the nursery will be subject to a surcharge based on the hourly rate provided this collection is made within the opening hours of the nursery.
- Parents/ guardians should be aware that the nursery is to be vacated by the designated closing time, should children be collected outside of these opening hours **a charge will be made based upon £2.50 per minute late.**
- If you are late collecting your child then you will be required to sign our 'Late Collection' form. The fees will automatically be charged on your next bill.
- Anyone other than the recognised parent or carer will not be permitted to collect the child unless prior arrangements have been made.

### 6. Health and Safety

- South Wonston Nursery School Limited does not accept responsibility for accidental injury or loss of property. South Wonston Nursery School Limited does maintain those insurances required by law. Details of these are available from the nursery manager. Copies of the current Employer's Liability and Public Liability Insurance policies are displayed on the notice board at the nursery.
- Medicines should only be taken into the setting when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the setting 'day'. South Wonston Nursery will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber, or pharmacist prescriber. Medicines must be in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The administration of non-prescribed medicines is down to the discretion of the Manager, we must have prior written permission from parents.
- If your child becomes ill during a nursery session the nursery manager will contact the parent/guardian or the emergency contact indicated on the registration form. If your child has a high temperature (NHS deems a high temperature to be 38 degrees and above), staff will contact the parent/guardian to seek permission to administer a dose of Calpol to prevent the temperature going any higher. The parent/guardian will then be asked to collect their child as soon as possible. If your child is suffering

from a communicable illness they should not be brought to the nursery until such a time as the infection has cleared (48 hours minimum).

- Parents/guardians are requested to notify the nursery manager if your child is absent from the nursery through sickness. If parents/guardians have not notified the nursery, staff will contact parents/guardians if your child has not attended for more than 2 sessions.
- In the event of your child being injured at the nursery, staff are qualified to carry out basic first aid. In the case of an emergency, parents/guardians will be informed and an ambulance will be called. By signing these terms & conditions you are giving permission for emergency treatment to be sought. All accidents will be recorded in the relevant book and shown to the parent/guardian for signature.
- We aim to provide equal opportunity for all children and their families; this includes children with special educational needs we endeavour to make **ALL** welcome at the nursery. The only time there may be a delay in a child starting at the setting is if they require the use of any medicine that requires training by a qualified medical practitioner such as an epipen or midazolam. This is to ensure that all staff are trained by a qualified medical practitioner in the administration of the medicine and to enable South Wonston Nursery School Limited to inform their insurer.
- There will be a fire drill once a term to familiarise the children to the procedure.

## 7. Employing Staff

- Where a member of staff, within three months of leaving the employment of South Wonston Nursery School Limited, is employed by a parent/guardian to care for their child, who was previously registered at the nursery, then the parent/guardian will be liable to pay to South Wonston Nursery School Limited a sum equivalent to three month's salary for the employee at the time their employment with South Wonston Nursery School Limited terminated.
- If a member of staff babysits for your family, it is strictly a private agreement between the family and staff member. The nursery has no connection or liability with this agreement. If parents allow for staff members to take their child home from nursery then written permission must be given to nursery management.

## 8. Safeguarding and Child Protection

- It is understood that South Wonston Nursery School Limited is under an obligation to report to Social Services any incident where we consider a child may have been abused or neglected. This may be done without informing the parent or guardian. Our first concern will always be the child's safety.
- Confidential information may be shared about a child/family/person without your consent if staff feel that there is a matter of safeguarding a child or vulnerable adult.

## 9. Other

- Acceptance of the terms and conditions is also seen as your authority to allow unnamed photographs of your child to appear on our website, should you not wish your child to be featured, please put this in writing to the Nursery Manager.
- Please ensure that your child is sent to nursery with a full set of clothing with their name clearly marked. In winter please ensure that your child brings hat, gloves and either wellington boots or outdoor shoes for wet play in the garden. In summer please provide your child with a hat.
- When able, we like to take the children out of the Nursery setting on supervised walks, your acceptance of the terms and conditions is also acceptance to your child being included in these outings. Should you not wish your child to undertake such outings, please put this in writing to the Nursery Manager. The adult child ratio will be approximately 1:4 on outings.
- South Wonston Nursery School Limited reserves the right to make changes to the terms and conditions and pricing as and when required. If changes are made, one month's notice will be given allowing the parents/guardians the opportunity to accept or terminate their child's registration prior to the new terms and conditions or pricing taking effect. Failure to sign into the new terms and conditions or pricing will be viewed as non-acceptance and the child's registration will be terminated.

- We expect all staff at the nursery to be treated with respect. We therefore do not tolerate verbal, physical, or emotional abuse towards our staff. If any incidents occur, your child's contract at South Wonston Nursery will be terminated.
- In line with the Early Years Foundation Stage we will contact other agencies or individuals involved with the child to share information about their learning and development and health and well-being.

**10. Registration Fee**

- I have paid my £50.00 (non-returnable) registration fee to secure my child's space.
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**Online Banking- Account Number- 13546683 Sort Code- 20-97-01**

I hereby give permission for my child to participate in local outings and visits and for their unnamed photographs to appear on the web site.

In order to obtain your child's place at the nursery you must show their passport or birth certificate.

**I receive and understand the terms and conditions of registration  
and agree to comply with them.  
Please sign below.**

Parent/Carer 1		Print Name	
Parent/Carer 2		Print Name	

Signed on behalf of South Wonston Nursery Limited		Print Name	
		Date	

Registration Fee £50.00 Paid

ID verified by the Nursery

Copy of ID on file

Date.....

Date.....