

Oaks Nursery terms and conditions

Funded hours contract

This contract is for families claiming free Early Years Education Grant and the additional entitlement for working parents of 3 and 4 year olds

1.0 Admissions

- 1.1 Admissions criteria is outlined in the admissions policy
- 1.2 Places subject to availability following receipt of a registration form or email confirmation of eligibility for the additional entitlement
- 1.3 2,3, or 4 year old children joining nursery to access their free entitlement will be offered a place by email once one becomes available, indicating a time period for acceptance. Failure to respond within the time period may result in the offer being withdrawn
- 1.4 Parents are not guaranteed their initial session choices due to high demand; however, you may request session changes after the first term subject to availability.

2.0 Funding criteria

- 2.1 Oaks Nursery is registered with Kent County Council to provide free early education sessions for children aged 2,3, and 4 years (explained in our leaflets; Nursery Education Grant Information for parents, and 'You could get 30 free hours')
- 2.2 Oaks Nursery is a department of Kent Union and as such all financial references should be identified as Kent Union
- 2.3 We do not charge an administration fee, or apply charges for goods or services for children accessing only their free education sessions
- 2.4 Funding is for 48 weeks of the year (stretched funding model); September – August annually
- 2.5 Children receive a maximum of 12 hours per week (3x4 hour sessions), or if eligible for the extended entitlement, 24 hours a week (6x4 hour sessions)
- 2.6 Parents will receive a monthly statement (invoice) listing the free education sessions as £0 charge
- 2.7 A late collection charge of £25 per fifteen minutes may be applied for any children who exceed their session time of 1pm, or uncollected children after 5pm

3.0 Sessions and attendance

- 3.1 **Your place is contracted for 48 weeks with sessions between the hours of 9am-5pm, Monday to Friday**
- 3.2 Parents are offered a minimum of two sessions a week as we feel this is in the best interests of the child's emotional wellbeing
- 3.3 Sessions are arranged prior to the proposed start date, after the preliminary documentation has been returned
- 3.4 New children are to attend two free settling in sessions of approximately one hour, prior to their start date, although this is flexible as we understand that individual children's needs differ
- 4.0 Termination, cancellation and session changes**
- 4.1 Notice to terminate a place must be given in writing, either by letter or email addressed to; Oaks Nursery Manager, Oaksnursery@kent.ac.uk
- 4.2 A minimum three calendar months' notice in writing is required
- 4.3 To increase or decrease existing session the above point applies, and is subject to availability
- 4.4 Parents agree at the point of returning the parent declaration form each term to accepting the sessions offered and therefore are bound by the notice period
- 4.5 Session patterns cannot be changed without due notice, or temporarily exchanged for a different session
- 4.6 Parents requesting an increase in sessions exceeding the 30 hours' free entitlement will automatically transfer to a regular childcare contract where additional service charges may be applied
- 5.0 Sickness**
- 5.1 If your child is not well enough to attend nursery you are asked to notify us by phone or email as this helps monitor sickness trends enabling us to pass on important information to vulnerable children and parents
- 5.2 Exclusion periods apply for most childhood illnesses, sickness and diarrhoea
- 5.3 We may ask parents to withdraw a child from nursery if we have reasonable cause to believe that they may be suffering from, or have a communicable disease or infection that may be contracted by other children or adults
- 5.4 We are mindful of the need of working parents, and students, and will endeavor to provide continuity of care whilst working within the guidelines for childcare settings and schools

issued by the Health Protection Agency, by which the nursery is bound

6.0 Personal property and belongings

- 6.1 The nursery cannot be held responsible for any loss or damage to parents/ carer's or children's property or belongings
- 6.2 Every reasonable effort is made by staff to ensure belongings are kept in a named location within the nursery building; however, it remains the responsibility of the parent to clearly label clothing and personal items
- 6.3 Lost property clothing boxes are located throughout the nursery; any uncollected items at the end of each academic term will be re-cycled via the 'Recycle Michael' charity clothing bank
- 6.4 Parents are advised that large equipment such as buggy's, car seats and bicycles/ scooters are to remain outside the building for health and safety reasons. Parents must make their own provision to prevent theft or damage

7.0 Liability

- 7.1 The nursery accepts no liability for losses suffered by parents arising directly or indirectly, from unplanned nursery closures such as extreme weather conditions or disruptions to utility supplies, and including non-admittance of your child for any reason
- 7.2 We will not be liable to parents or children for any economic loss, damage to property, or loss resulting from a claim made by a third party
- 7.3 We accept no responsibility for children whilst in their parents or authorised persons care, on nursery grounds or premises

Acceptance

The above terms and conditions for the provision of childcare at Oaks Nursery, by Kent Union are considered to be fair and reasonable. This agreement shall be considered as a contract made in England and shall be governed by and subject to the laws of England and Wales. The parties hereby submit irrevocably to the exclusive jurisdiction of the English courts.

Full name of child

Parent/guardian signature

(on entry)

Date:

NB: T & C revision updates will be circulated periodically to existing parents, where no further signature is required