

**Burmantofts Community Nursery**  
**Terms and Conditions for Funded Childcare Places September 2019**

Your child has been offered a place at Nursery. It is important for the quality of service to be provided for our children that parents/carers read and agree to the terms and conditions below.

1. Nursery provides places for children aged from 6 months to 4 years inclusive.
2. Nursery operates between 8.00am and 6.00pm.
3. Funded hours will be either, 9:00am -12.00pm or 1:00pm – 4:00pm for 5 sessions (Monday-Friday)

Nursery opens Monday to Friday for 51 weeks a year. However, you will only attend for 38 weeks in line with your funding criteria. Your holidays are as follows: -

- 1 week – February half term Holiday
- 2 weeks – Easter Holiday
- 1 week – Spring Bank Holiday
- 6 weeks – Summer Holidays
- 2 week – October half term Holiday (1 additional non funded week, stipulated by LCC)
- 2 weeks – Christmas Holiday

In addition to the above holidays, nursery will also close for the following reasons: -

- All 8 Public Bank Holidays
- Once every month at 4pm for Early Closures/Staff Training

4. During your sessions your child will receive a snack and a drink of milk/water.
5. You are required to bring your own nappies; however, wipes will be provided.
6. For insurance reasons children must be dropped off and collected between the agreed hours
7. A late charge will be incurred if your child has not been collected by your agreed time.  
£15.00 fixed charge for any where within the first 15 minutes and an additional £1 for every minute after that, i.e. 10 minutes after your collection time will be a charged at £15.00, 18 minutes = £18...
8. For security reasons, if someone other than a parent/carer is to be collecting your child, then you must notify the Nursery staff beforehand and give a description of the person and a password.
9. To minimise risk of spreading illness to children and staff in the Nursery, parents/carers are expected to keep children who are unwell away from Nursery i.e. In the case of diarrhoea or sickness you are to keep your child off nursery for 2 full clear days, before they can return.
10. Nursery staff can administer only those medicines prescribed or labelled by a doctor or pharmacists. Medicines must be clearly marked with the child's name, prescribed dosage and date of prescription. A medicine request form must be filled in and signed before it can be administered.
11. Parents/carers are requested to notify nursery as soon as possible if their child will not be attending
12. Parents/carers are required to give **2 weeks' notice** prior to removing their child from the nursery.