

Broadmere and New Monument Multi-Academy Trust
Nurseries
Broadmere Primary Academy

Terms and Conditions for September 2018/19

Nursery registration process

- Please complete the Registration form
- Read and sign these Terms and Conditions and return to the school office.

Welfare of children

We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care to your child.

Parents give their consent to such physical contact as may accord with good practice, and be appropriate for teaching and instruction and for providing comfort to a child in distress, or to maintain safety and good order, or in connection with the child's health and welfare.

Parents of children who are not potty trained must provide disposable nappies and wipes.

Health and Medical matters

Children should not attend Nursery if they are unwell and should not return to Nursery until they are fully recovered.

If your child becomes unwell during a Nursery session we will contact the parent/carer immediately.

You are asked to contact the school office if your child is absent from Nursery through sickness.

Any child who is sent home from Nursery due to sickness will not be allowed to attend for the next 48 hours. If a child is prescribed antibiotics a medical form needs to be signed at the school office to allow staff to administer medicines.

Security and collection

Parents/Carers must inform Nursery staff of who will be collecting your child from Nursery if arrangements are different from the norm. If you are not personally able to collect your child, either regularly or on a specific occasion, you must inform Nursery staff of the person collecting your child.

No child will be allowed to leave with anyone unknown or without prior notification.

Photography

We are very proud of our children and the activities in which they participate at school. From time to time, we are keen to share this news with others in the wider community. This sometimes

involves using photographs to illustrate articles for newsletters, the local press, the school brochure, website and other social media sites such as Twitter.

Things to consider:

- When photography is carried out by/for the news media, we will **not** use pupils' full names alongside their photographs in the school's own publications or on our website, however, pupils' first names may be used, and their full names may be given in group situations where they cannot be linked to individuals in the photograph.
- With regard to the press, the school **will** allow local newspapers to take photographs of pupils, when appropriate.
- On the school website we will not caption pictures with pupils' names, however if they are lucky enough to win a competition or achieve something as an individual, we will contact you to check if you agree to having their name to appear in the body of the article.
- We will always check that the pupil is happy to have his/her photograph taken.
- Amendments to your permission can be made in writing at any time.

Please inform us in writing **if you DO NOT wish** your child's photograph to be taken.

Cancellation Policy

- To cancel your place we require a half term's notice before your child leaves
- Cancellations will be charged for the following half term where less notice is received.
- A refund is not given for sickness.

Charges

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| • 3 – 5 year olds | £5.00 per hour |
| • 2 year olds | £6.00 per hour |

All prices are exclusive of VAT

Payment

Invoices will be raised at the end of the previous half term for payment before the start of the next half term period.

- Payments can be made via childcare vouchers or BACS using reference number given by school or cash or cheque.
- Payment must be made in advance.
- Failure to pay by the requested date will result in your child losing their place.
- If your payment is refused by the bank the charge incurred by the school will be forwarded to the parent/carer.

A review of charges and policies will take place in June each year with notice of changes being given in the half term prior to the change being implemented.

Signed on behalf of Broadmere and New Monument MAT _____

Date _____

Signed by parent/carer _____

Date _____