

# ***Chiddingstone Nursery School CIO***

Chiddingstone Castle  
Hill Hoath Road  
Chiddingstone  
Kent  
TN8 7AD  
Tel: 01892 871315  
Email: [chiddnursery@btconnect.com](mailto:chiddnursery@btconnect.com)



## **TERMS AND CONDITIONS**

The term “parents” refers to all those persons who are named responsible for the care of the child.

We ask that all parents observe our Terms and Conditions. Chiddingstone Nursery School CIO is committed to providing a happy and stimulating environment for each child and parents are therefore required to give their full support and encouragement to the aims of the Nursery by adhering to the following:

### **Securing a Place**

Children cannot be allocated a place until an Application Form has been completed placing your child on the waiting list. An initial administration fee of £40 is payable with the Application Form which is non-refundable. This fee covers the cost of staffing requirements needed for your child’s pre-starting visit. Please note, whilst we try to accommodate all requests, you are not guaranteed an offer of sessions initially requested but will receive an offer of a place(s) on any available sessions. Under no circumstances will refunds be offered if we are unable to accommodate your requests. The trustees will consider, on a case by case basis, a partial refund of the administration fee if no place is offered within a year due to Government restrictions resulting in the Nursery having to close or operate on reduced numbers/hours or as a Covid-19 preventative measure, you decide not to take up a place. If you wish to cancel your secured place, please do so by calling Mrs Jill McCoy on 01892 871315 or emailing the nursery on [chiddnursery@btconnect.com](mailto:chiddnursery@btconnect.com).

The placement is subject to availability with the earliest date offered as appropriate to the age of the child and spaces available. Children aged two years and six months and residing within the Civil and Parochial Parish Boundary of Chiddingstone will be given priority. Further details can be found in the Admission Policy. If there are no immediate places available your child will remain on the waiting list and you will be contacted as sessions become available. If children are eligible for Free Early Education funding when they commence at the Nursery, the administration fee will be refunded by way of deduction from your first invoice.

During your pre-starting visit you will be given an Admission Form which must be completed and returned prior to your child’s first day. Children cannot start until the

completed Admission form has been received.

### **Free Early Education**

Free Early Education for three and four year olds provides funding for 15 hours a week from the term (not half term) after your child's 3<sup>rd</sup> birthday. You can claim the 15 hours entirely at Chiddingstone Nursery School (6 sessions\*) or you can split the funded hours between two settings. At Chiddingstone Nursery School CIO, we offer morning or afternoon places (sessions).

Chiddingstone Nursery School does not participate in the Government 30 hours free funding initiative, therefore children are not eligible to claim Government funding under this scheme at Chiddingstone Nursery School CIO.

### **Additional Session Charges**

The current fee of £18.50 will be charged per session:

- if you are not yet eligible for Government funding
- in receipt of Government funding but attend more than 15 hours (6 sessions) a week.

The government funding may be used in 2.5 hour blocks at Chiddingstone Nursery leaving 30 minutes per session (morning or afternoon) as chargeable at a rate of £6.50 per session or £13.00 a day for those doing full days.

There are very limited number of places available for funded hours in blocks of 3 hours, this would equate to 5 sessions a week. These spaces are available to those previously in receipt of Free For 2 Funding or Pupil Premium and, in the event of more than the very limited number of spaces being required, by postcode proximity. Please see our Pricing Policy for further information and speak to the Nursery Leader if you feel you meet these criteria.

An invoice for the Additional Session Charges will be emailed to you four weeks prior to the start of each term. The invoice will clearly state Funded Sessions, Additional Sessions and any other charges you may be liable for i.e. Late Pick Up. You have 14 days from the date of invoice to settle your account and you can pay in the following ways:

BACS - Account number: 42115418 Sort code: 524112

Cheque

Childcare Vouchers

Cash

PayPal Credit

Fees paid after the 14 days will carry a fixed charge of £50.00. **If fees are not settled before the start of each term, your child's place will be withdrawn until the account has been cleared.** Children in receipt of Funded Places will be unable to access any Additional Sessions until outstanding fees are settled.

If you require the facility to pay your invoice over a period of time, it can be settled using

PayPal either with PalPal credit or on an existing credit card.

The fees are reviewed in September each year, or in the event of any changes to the Code of Practice. Our charges are dependent on government support and therefore may be subject to change. We will give you a terms' notice in advance if such changes need to be implemented.

### **Late Pick Up**

Children **must** be collected promptly at the end of each session. A late collection fee of £10.00 will be charged for collections of more than 15 minutes over the stated collection time. The Nursery has an Uncollected Child Policy which will be observed in the event your child is not collected.

### **Closure**

Should the Nursery be unable to open due to bad weather or any other unforeseen circumstances, parents will be offered an additional session where there is space available. Where this is possible, no refund will be offered. If the Nursery is required to close half way through a session, a refund will not be given.

### **Notice of Leaving**

For parents of a child not in receipt of Free Early Education Funding, we require a full terms (e.g. 12 weeks) notice of leaving in writing or via e-mail addressed to the Nursery Leader and the Finance Administrator. For funded children, there is no obligation to provide notice of leaving the setting, however, for planning purposes, notice would be appreciated. Please note that no refund will be provided in these circumstances.

### **Amendments of Sessions During Term Time**

Children receiving Free Early Education Funding cannot change sessions after the Local Authority headcount week at the beginning of the academic term until the next academic term. Parents do have the right to appeal by contacting Kent Children and Families Information Service (CFIS).

If parents of a child not in receipt of Free Early Education Funding wish to amend any existing session for the child, this must be done a full term in advance by notifying Mrs Jill McCoy in writing or via email. In the event of a reduction in sessions, if the session can be filled, there will not be a charge.

### **Policies and Procedures**

Chiddingstone Nursery School CIO is required to follow statutory requirements of the Early Years Foundation Stage 2017, and other associated documents. Parents are requested to observe and comply with all the operating policies and procedures of the Nursery. We ask that parents co-operate with the staff, completing any documentation required pertaining to your child, their safety and progress. A copy of all the Nursery policies and procedures are available to view at any time in the Parent Policy File situated in the entrance hall.



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Chiddingstone Nursery School



**I have read and understood the March 2021 Terms and Conditions.**

**Signed:** .....

**Print Name:** .....

**Date:** .....