



Evelyn Street Primary Academy & Nursery

Evelyn Street
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Part of Warrington Primary Academy Trust | Together We Forge Our Tomorrows

EVELYN STREET NURSERY SCHOOL CONTRACT /TERMS AND CONDITIONS

Age of Admittance

3 years (Places available from age 2 by arrangement)

Session Hours Term time only across 38 weeks

8.30am – 11.30am Morning Session – Monday to Friday

11.30am Lunchtime

12noon -3.00pm Afternoon Session – Monday to Friday

A standard full day is 6.5 hours

Fees

Sessional Fee:

- £19.50 per session for 3 year olds (3 hours) £6.50 per hour
- £27.00 per session for 2 year olds (3 hours) £9.00 per hour
- School lunch £3.05 per day chargeable if taken
- Snack 25p per session chargeable if taken
- Trips are chargeable on an adhoc basis to include transport costs, venue entry fee or ticket cost.

Further details:

- Invoices account for the actual days booked during each half term and will therefore vary from one half term to the next.
- Fees are paid in advance for the month or half term. Payment is accepted via Bacs
- You will be issued with a receipt for your payments.
- Fees can be increased on an annual basis

Securing a Place

A completed written application is required (booking form). Places will be allocated for one term at a time and priority will be given to those children who are eligible to receive free entitlement/funded three hour sessions/30 hours.

Booking

The Nursery will:

- On receipt of a completed booking form, reserve the required sessions, if available.
- Contact parents to confirm bookings and make arrangements for settling-in sessions as needed.



- Contact parents to discuss alternative sessions in the event that the sessions requested are not available.
- Place children on a waiting list for preferred sessions if parents wish.

It is parents' responsibility to:

- Provide all information requested on the booking form. If parents experience any difficulty completing the forms staff will be happy to help
- Return the booking form to the school office

Payment of Fees

The nursery will:

- Issue all parents with half termly invoices
- Provide parents with half term notice of any changes to the fee structure
- Issue 1 reminder for late payment of fees and reserve the right to cancel a child's place at a week's notice if the invoice is more than 4 weeks overdue.

It is parent's responsibility to:

- Fees are payable in advance, for a half term on the 1st day of each half term
- The monthly amount must be paid by the last weekday of each month
- Payment can be made by Bacs
- Fees will be reviewed each April but any increases will be kept to the minimum necessary
- Full fees will be charged for absence due to sickness and holidays
- Where parents have more than one child attending nursery, a 10% reduction in fees will be allowed for the eldest child
- A late collection fee will be charged if children are collected after their session finishes at a rate of £5.00 per 10 minutes or part of.
- A late payment charge will apply if invoices are not settled by the due date. The rate will be 5% of the outstanding balance to a maximum of £30.

Sickness

The nursery will:

- Be guided in our exclusion policy by the Public Health Laboratory Service and the DfES
- Only administer medicines with prior written consent from parents and only then if there is a health reason to do so
- Contact parents should a child become ill while attending nursery. Parents will be asked to collect their child as soon as possible
- Reserve the right to refuse to accept any child until they are satisfied that the child is not infectious in order to protect other children and members of staff from cross infection

It is parents' responsibility to:

- Keep your child at home until symptoms disappear if your child is suffering from any infectious disease e.g. a doubtful rash, sickness and/or diarrhea, discharge from the eyes or nose or a temperature which is above normal. Children are permitted to return to school 48hrs after the last bout of sickness or diarrhea.
- Keep children who have been prescribed antibiotics at home for the first 24 hours
- Inform the setting that your child will not be attending. Please note we are unable to refund missed sessions as staffing is arranged in advance.



Emergency Treatment

The nursery will:

- Give basic First Aid from a qualified Pediatric First Aider to any child who has an accident while attending nursery. All accidents will be recorded
- Take a child to the nearest hospital for emergency treatment in the event of a more serious accident or illness. The nursery will make every effort to contact parents or nominated emergency contacts

It is parents' responsibility to:

- Notify staff of any changes to contact details in order that our records can be amended

Delivery and Collection of Children

The nursery will:

- Only release children to the care of those named on the child's registration form unless authorised by the child's parent/carer
- Ensure that no person under 18, other than the child's parent/guardian, will be permitted to collect a child from our care

It is parents' responsibility to:

- Notify nursery as soon as possible if your child is to be absent

Clothing and Personal Property

The nursery will:

- Not accept responsibility for loss or damage to personal property brought on to the premises by children or parents.

It is parents' responsibility to:

- Send children in appropriate clothing (see uniform information on website) for their time in nursery, the clothing should be easily washable and clearly labeled
- For those children who may need a change of clothes (for example children who may be toilet training) please provide these clearly labeled and place in your child's storage drawer in the cloakroom.
- Ensure the used items (nappies, wipes and clothing etc.) are replenished/replaced.

Meals

The nursery will:

- Offer the children free healthy drinks and free fruit through the day, additional snacks can be purchased at a cost of 25p per day.

It is parents' responsibility to:

- Advise staff of any food allergies or preferences, these will be recorded on children's individual files
- Provide a packed lunch for their child or arrange a school lunch at a cost of £3.05 per day payable via Parentpay

Nappy Changes

It is parent's responsibility to provide a labelled supply of their preferred nappies and cream for nappy changes

Off Premises Visits

The nursery will:

- Arrange regular visits and outings. Trips are chargeable and includes transport and venue entry fee or ticket price.
- Carry out a full risk assessment for each outing

It is parents' responsibility to:

- Sign a consent form giving permission for staff to take children on visits if they wish their child to take part.

Child Protection

The nursery will:

- Designate a member of staff to co-ordinate child protection issues
- Ensure all staff have current enhanced DBS checks
- Ensure all staff recognize child abuse
- Record any concerns and act appropriately
- Deal with any allegations against staff in accordance with Warrington Safeguarding and Children's Board (WSCB).

It is parents' responsibility to:

- Inform staff of any relevant changes in family circumstances or home situations
- Make staff aware of any injuries sustained by your child when not at nursery.

Discipline

The nursery will:

- Have a written policy for behaviour management available on our website
- Not use any form of physical punishment, verbal humiliation, or aggressive handling of children to manage children's behaviour
- Work in partnership with parents in managing children's behavior

Complaints

The nursery will:

- Deal with any complaints in accordance with Warrington Primary Academy Trust Complaints procedure
- Respond to complaints within 20 days, giving an account of the investigation and any action taken
- Keep a record of complaints which parents can view on request

It is parents' responsibility to:

- Pass on any concerns to staff as soon as possible.



Termination of contract

The nursery will:

- Reserve the right to exclude a child from the nursery for any breach of contract of if a child displays persistent and inappropriate behaviour

It is parents' responsibility to:

- Give notice of one calendar month if a place is to be cancelled or if any changes are to be made to a child's schedule.
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(PARENT COPY)

I/we have read and understood these Terms and Conditions

Parent (s) signature.....Date.....

.....**Date.....**

Staff signatureDate.....

These Terms and conditions will be reviewed on a regular basis to ensure the delivery of the very best childcare for your child. You will be informed of any changes and we will issue a new copy of the Terms and Conditions which will require your signature.

(NURSEY/OFFICE COPY)

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