



# Parental Contract

Our objectives are to provide a setting where children are safe, happy and learn through play. To develop excellent relationships with parents and deliver a broad and challenging curriculum that encompasses the acquisition and development of skills, understanding and knowledge.

To help us to meet these objectives, parents or carers are required to sign the contract below to show their shared commitment and understanding of terms.

## **Session Times:**

You will have been notified of your child's sessions times for this term.

Session times for FEET children are Monday- Friday 9-12pm

Universal Funded 15 hour sessions are Monday 9-3pm, Tuesday 9-3pm, Wednesday 9-12pm

OR: Wednesday 12:30-3:30pm, Thursday 9-3pm, Friday 9-3pm

Extended 30 hour children Monday- Friday 9-3pm

Children need to attend on time. Children arriving late can cause disruption to other children and will find it harder to settle.

Children need to be collected on time. If children are collected more than 5 minutes after the end of a session Ongar Place Nursery reserve the right to charge a £10 penalty fee.

## **Absence and sickness:**

Parents must inform nursery if their child is unable to attend due to illness by 9am on the first day of illness. (Contact 01932 851744)

Fees are due for any sessions not attended through illness. Parents should contact Mrs Tracy Good 01932 842785 if there are extenuating circumstances for non-attendance.

In the case of diarrhoea and/or vomiting, children need to be away from nursery for 48 hours after the last episode.

## **Funding**

We accept the Universal Funded Early Education - 15 hours government funding for children the term after they have their third birthday.

We accept the Extended Funded Early Education – 30 hours government funding for children the term after they have their third birthday, for those children who are entitled to this.

If parents are allocated over 15 funded hours and lose their entitlement to this, they will be invoiced for additional sessions as outlined below.

## **Fees – for sessions outside of the Funded Early Education**

£24 per 3 hour session (9-12pm or 12-3pm)

## **Fees - for all children:**

£3 voluntary contribution per half day session.

£5 voluntary contribution per full day session. This is to cover additional resources such as craft materials and snacks.

Fees are payable half termly and are due on the first session of each half term.

Fees are agreed annually for the start of a new academic year in September.

A parental Scopay online payment account will be set up.

Payment is preferred via Scopay, or via cash/ cheque at Ongar Place School Office.

Late payment penalties are as follows: £5 per week.

If payment in full is not received (for self-funded sessions) within 4 weeks of the first self-funded session, then that contract will be automatically terminated. Should parents/carers be faced with financial difficulties then payment plans can be arranged in confidence at the discretion of Mrs Tracy Good, Ongar Place School Governor (Headteacher).

### **Termination of Placement**

A full term's notice in writing is required to withdraw your child otherwise a full term's fees will be payable in full. Parents/carers of children in receipt of EYFE funding at Nursery will be liable in FULL for the termly fees as Nursery will not receive the EYFE from Surrey County Council under these circumstances.

Children moving onto full time education at the end of the summer term are exempt from having to give notice.

### **School Uniform**

Nursery uniform consists of burgundy cardigan/jumper, white polo shirt, black/grey/burgundy joggers or grey pinafore/ skirt/ trousers/ pink gingham dress and drawstring burgundy bag. These can be purchased without logos online or on the high street, however items with logos can be purchased from Sports of Addlestone (near Tesco).

Any Addlestone Preschool items will be acceptable to wear until September 2023.

Children should wear appropriate footwear, sturdy shoes or trainers.

Children are required to provide a change of clothes (including underwear) at nursery. This should be labelled with the child's name.

### **Unforeseen Closure**

Should Nursery have to close unexpectedly (for example due to fire or flooding) and be unable to reopen (in current location or an alternative) after more than two weeks then the remainder of the terms fees will be refunded in due course.

Full fees are due in the event of the Nursery having to close for a short-period of up to two weeks.

The reasons this may occur are: -

- Snow/adverse weather
- In very exceptional circumstances, if there is a lack of staff (i.e. due to sickness)

### **Use of children's images:**

During the school year it is essential for staff to take photographs or record the children for use in promoting and assessing learning across the curriculum. Photographs are also used for displays and presentations on curriculum evenings and for marketing the school.

To comply with the Data Protection Act 2018, we need your permission to photograph or make any recording of your child.

The table below shows the different ways your child's image/name may be used. Please tick to confirm your consent for each medium, sign and date and return it to your school office as soon as

possible.

What	Where
Your child's image and name. <i>To show learning and to keep your child safe</i>	In school <i>e.g. display boards, interactive white boards, medical room, kitchen</i>
Your child's name or image <i>first name and image possibly combined</i>	School Headlines and Learning letters, on school website and on PTFA Facebook Group
Your child's image and school name ( <i>not child's name</i> )	On school website, in unlisted video on YouTube. ( <i>unlisted means it cannot be found searching on YouTube, anyone with the link can view the video, and anyone that views our website can view the video</i> )
Your child's image being used by the media <i>News media may publish pictures along with the child's name, but the school will seek an undertaking that a child's name will not be used if their image is put on the newspaper's own website.</i>	External press/media <i>e.g. newspapers, television images</i>

*Signing of the contract gives consent to the above. If you wish to discuss this further please contact Mrs Tracy Good 01932 842785*

#### **Email communications:**

To comply with the Data Protection Act 2018, we need your permission to contact you electronically.

At Ongar Place Nursery we send out emails and text messages. These include learning letters, trip details, clubs, occasional local events, reminders, emergency closures.

*Signing of the contract gives consent to the above. If you wish to discuss this further, please contact Mrs Tracy Good 01932 842785.*

#### **Transition to School**

On transition to school all relevant information will be shared with the receiving setting.

Parents are reminded that acceptance to Ongar Place Nursery does not give automatic admission to Ongar Place Primary School. The school's admissions are managed through Surrey County Council.

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>

Please sign below to show your shared commitment and understanding and agreement of terms.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Carer of: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_