



Welcome to Highfield South Farnham Nursery School
TERMS AND CONDITIONS

Highfield South Farnham Nursery
Weydon Lane
Farnham
Surrey
GU9 8QH
01252 721079

info.highfield@sfet.org.uk

DfE Number: 9362033

The aim of these terms and conditions is to ensure that our parents and carers fully understand the framework within which we operate. Please take time to read the following pages as it will help us provide and maintain the highest standards of care for your child.

The terms and conditions detailed in this document represent the key elements of our booking agreement. Parents/carers are also recommended to read our Nursery handbook, policies and procedures that you can obtain from the School Office or from our website: www.highfield-sf.surrey.sch.uk.

Your acceptance of our terms is initiated at the point of the booking and registration stage. We work in partnership with our parents and carers so please don't hesitate to let us know if you wish to discuss the terms further.

Highfield South Farnham Nursery School aims to:

Provide a secure, safe and happy environment where we can work together with parents to provide the best possible start for children.

Together we can make the children's experience a full and exciting one so that they can develop their personalities and talents to:

- Become happy and confident individuals with a secure foundation in learning that will last throughout their lives.
- Develop lively and enquiring minds by acquiring knowledge and understanding.
- Make sense of the world in which we live with respect for other individuals, groups and cultures.

The staff who work at our setting are:

Mr Gregory West	Headteacher
Nagham Yassine	Nursery Manager
Alice Merrick	Nursery Teacher
Louise Lavender	Nursery Nurse
Amy Ward	Nursery Nurse
Sherrie Matthews	Nursery Assistant
Gemma Chandler	Nursery Assistant

Highfield South Farnham Nursery Hours are:

Morning Session	9:00am - 12:00pm (Includes a Morning snack)
Afternoon Session	12:00pm - 3:00pm (Includes an afternoon snack)
Full Day	9:00am - 3:00pm (Includes both a morning and afternoon snack and children can either bring a home packed lunch or have school dinners at an additional cost.)

Additional Hours

Breakfast Club	7:45-9:00
After school club	3:00-6:00

Additional Hours are charged at £6.50 per hour

Booking & Registration

- To confirm a booking all parents/carers must complete a registration form which can be obtained from the school office.
- The Booking is not confirmed until the relevant registration form has been completed and signed and the School Office has a copy of your child's birth certificate.
- We do not charge a registration fee.
- *Changes to bookings after the start date:* Swapping or increasing sessions must be put in writing and if we are not able to accommodate these changes, we will put you on a waiting list.
- Nursery requires terms notice to cancel sessions and a month's notice to change any sessions.

Funding & Fees

- All children are entitled to 15 Nursery hours funded by the government each week; however, children will be required to attend a minimum of 18hrs a week at Highfield, at an additional charge of £6.50 per hour. This fee is non-negotiable. For children who stay for the whole day and over the lunch period, the charge for a cooked meal will be £2.70. Alternatively, children can bring a packed lunch.
- We are registered with many Childcare Voucher Scheme's; this is currently a tax free way of saving for childcare via your company of work. Please contact the school office should you require any further information on this scheme.
- Additional charges

School Dinner	£2.70
Additional Hours	£6.50 per hour

- The Government has now introduced 30hrs funding for children in Nursery for working families who meet the eligibility criteria. Highfield South Farnham Nursery will be offering a limited number of 30hr funded places at our Nursery to support this scheme.
- **Eligibility rules for 30 hours free childcare are as follows:**
 - Your child will be aged 3 or 4 when the scheme starts in your area.
 - Both parents must be working - or the sole parent is working in a lone parent family
 - Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
 - Each parent must have an annual income of less than £100,000.
 - You live in England.
- All fees are payable in advance via ParentPay, Cash or Cheque. Fees are calculated on a monthly basis and are due at the start of each month. Payment must be made on receipt of an invoice and prior to the first day of each month.
- If there are any outstanding fees at any time, the Nursery reserves the right to immediately suspend or terminate childcare services for the child until the position is rectified.
- The Nursery is term time only and is not open Bank holidays and public holidays.
- We are unable to refund fees for sessions missed due to illness, absence, or holidays. This is including booked lunches.
- There is a minimum booking commitment of 18hrs in the Nursery and all hours over and above the Government funded hours are charged at £6.50 per hour.
- Fees are reviewed annually, and parents/carers will be notified of any increase prior to the start of the academic term (from September).

Termination or suspension of childcare services

- The Nursery requires a terms notice when removing a child from Highfield South Farnham Nursery School or a term's fees in lieu of notice.

Health & Safety

- If your child has any infectious illness, then please keep them away from nursery for the relevant incubation period and let the Nursery Manager know. **Please do not bring your child to nursery if they have any of the following: Temperature, sickness and diarrhoea, conjunctivitis or untreated cases of head lice. Children with temperatures, sickness and diarrhoea must be clear of symptoms for at least 48 hours before they return.**
- The nursery cannot administer any medicine to a child unless prescribed by a doctor or in the case of an emergency if written consent by the parent has been given. Should the child be on prescribed medication, it is the responsibility of the parent or carer to notify the Nursery Manager or Key Worker and to sign the necessary form of consent. The prescribed medicine should be clearly labelled with your child's name, and we will require written instructions and authorisation for usage.
- Parents are requested to inform the Nursery of any allergies or special dietary requirements in writing on the form provided in your welcome pack.
- *Changes in collection:* If your child is going to be collected by someone other than yourself the Nursery Manager will require prior notification and a password will be issued to ensure the safeguarding of all children.
- Under no circumstances will the child be allowed to leave the Nursery with anyone other than the authorised person unless the parent/carers has previously arranged this.
- Copies of the current employer's liability and public liability insurance policies are displayed in the main entrance at the nursery.

Security and publicity

- As part of our EYFS curriculum we regularly photograph and sometimes video the children taking part in their activities. We may use the pictures in school publications, such as the prospectus, and on our website. Children and staff also take part in the official School Photograph. Occasionally, the school may be visited by the news media (usually local newspapers) to take photographs or film of an event at the school. Pupils will often appear in these images, which will be published in local newspapers or even broadcast on television. To comply with the General Data Protection Regulations 2018, we need your permission before we use any photographs we have taken. Please see our photograph policy attached then complete and return the permission form in the appendix.
- To enable parents/carers to keep track of your child's learning within the Early Years Foundation Stage and to record the activities your child has taken part in Highfield South Farnham Nursery uses a digital learning journal – Tapestry. This learning journal is stored digitally and gives parents/carers the opportunity to access their child's work and read about the activities and learning they have been taking part in, from home. For us to arrange this access we will use your email address. If you **do not** give permission for your email address to be used for this purpose, then please contact the Nursery Manager and a paper copy of the learning journal can be made available in your child's setting for you to look through when required.
- We observe the General Data Protection Regulations 2018. These regulations define what types of data are allowed to be collected, how they should be stored and what can and cannot be done with that information. In particular the law states that personal data relating to individuals must be stored securely and only used for legitimate purpose. Please see our GDPR Data Protection Policy for further information. Highfield South Farnham School has updated its policies and privacy notices in line with the introduction of the General Data Protection Regulations 2018 which means we will seek your specific consent to use any data for the purposes as detailed within the privacy policy on the school website. We request that you sign this form to confirm you are giving us your specific consent for the use of this data for the specific purposes outlines and that you accept our terms and conditions.

If you have any difficulty fulfilling any of the conditions of this agreement please contact the School Office as soon as possible on 01252 721079 or info.highfield@sfet.org.uk

Highfield South Farnham Nursery
Terms & Conditions & General Data Protection Regulation

Please return this section to the School Office



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Signed:

Name:.....

Date.....