

St Mary's School Nursery

Terms and Conditions



Admission criteria

The Nursery must receive a signed and fully completed Nursery application form and completed Privacy Notice before a place can be considered. Parents will need to show their child's birth certificate before their child begins attending nursery.

Places will be allocated on a first come, first served basis, and provided the sessions are available in the term required. If this is not possible the child's name will be added to the waiting list. Parents will need to let the school know within two weeks of receiving the offer if they do not wish to take up the place.

Please be aware that a place within the Nursery does not automatically qualify your child to start school at St Mary's CE (A) First School. A separate application must be made via Staffordshire County Council.

Nursery Fees

Nursery fees for non-funded places need to be paid via Parent Pay in advance, on a weekly basis.

Any parents who have not paid on time will have their child's hours reduced to only the EEF funded hours until cleared. If parents are unable to pay in advance, we will continue to follow the Nursery's Non-Payment of Fees procedure.

On days when the Nursery is closed, parents will not be charged for the booked sessions that are outside of the EEF hours.

Paid nursery sessions are £18.75 for an additional morning or afternoon. The lunchtime session is charged at £3.13 for the half hour.

Lunch Fees

Nursery children are given the option of a school lunch at a cost of £2.60. Payments need to be paid via Parent Pay in full, in advance, on a weekly basis.

Any parents who have not paid on time will be reminded and given until the end of that week to make their payment. If payment is still not received, we will set up a meeting to arrange a payment plan. If the debt is not paid off as agreed the child will be required to bring a packed lunch. If parents are still unable to keep up the payment plan, we will continue to follow the Nursery's non-payment of fees procedure.

Opening times

St Mary's School Nursery is open from Monday to Friday from 9.00am to 3.30pm, during term time only. The school offers wraparound care from 7.30am to 8.45am, and 3.30pm to 5.30pm. Nursery children are accompanied by a member of the Breakfast club staff at 8.45am, over to our Nursery, ready for their 9.00am start. Places for the wraparound care are booked separately on Parentpay.

We offer flexible packages for the EEF hours:

- the claimed session can be for any length of time up to 10 hours (30 hours only)

A late collection from Nursery at 12noon will incur a late collection charge of £3.13 for every 30 minutes. A late collection from Nursery at 3.30pm, the child will be placed into the Afterschool Club where a minimum charge of £6.00 will apply.

Attendance

Once parents have accepted a place for their child, it is expected that the child will regularly attend the sessions. We are flexible during a child's first term allowing them to 'build up' their sessions. However, if a child has not attended an allocated session for more than 2 weeks, without a valid reason, a member of staff will talk to the parent concerned, checking if the session is still required.

If a child has not attended nursery for 3 weeks without any explanation, we reserve the right to offer their sessions to another child.

Termination and cancellation

We require 4 weeks' notice, in writing, should a parent wish to terminate a Nursery place for any reason. Parents will remain liable for fees throughout the notice period of 4 weeks. If a parent withdraws their child during this notice period, the fees will still remain payable.

We reserve the right to terminate a Nursery place with immediate effect if a parent or child attending nursery displays abusive, threatening or otherwise inappropriate behaviour. In all other circumstances we will give notice of one week, in writing, should we wish to terminate a Nursery place for any reason. Should the safety of children and/or staff be compromised, or injury be caused to a staff member within that week, termination will be immediate.

Insurance

We have extensive Insurance cover – A copy of the Insurance certificate can be found in the School Office area.

Personal property and belongings

Although every reasonable effort will be made by the Nursery staff to ensure children's belongings are not lost or damaged, we cannot be held responsible for any loss or damage to children's property.

Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Nursery being temporarily closed or the non-admittance of a child to the Nursery for any reason. This applies to absence due to sickness and holidays.

Accidents and illness

We will administer basic first aid treatment when necessary, by staff who have a qualification in Paediatric First Aid. Parents will be informed of all accidents/injuries and will receive a copy of the accident report filled in at school. If a child requires treatment in a clinic or hospital, all attempts will be made to contact the parents but failing this, we are hereby authorised to allow a medical professional to act in the best interest of the child. This is in line with school's working practice.

We will ask parents to collect a child if they require medical care or attention or if it is considered that the child is not well enough to attend Nursery. We will also ask parents to withdraw their child if we have reasonable cause to believe that they may be suffering from, or have suffered from, any contagious disease/infection and there remains a danger that other children at the Nursery may contract such a disease/infection. This includes sickness and diarrhoea for which we enforce our policy that children must be clear of symptoms for a full 48 hours before returning to Nursery.

Any accident or injury incurred at home will need to be reported when dropping a child off. A record will then be made of this.

Safer Sleep Policy

In line with the updated Government Early Years Foundation Stage (EYFS) safer sleep requirements, which came into effect from September 2026, our nursery is committed to ensuring that all children are cared for in a safe and appropriate environment when sleeping. The updated guidance places greater emphasis on safer sleep practices within early years settings. As part of our nursery procedures, if a child falls asleep while attending nursery, parents/carers will be contacted and asked to collect their child. This approach enables us to ensure that we are following the safer sleep requirements and maintaining the highest standards of safety and wellbeing for every child in our care. Parents/carers are asked to support us by ensuring that their child has had sufficient rest and sleep before attending nursery and by informing staff of any changes to their child's usual sleep routine.

Nursery Policies

Nursery policies are incorporated in the school's policies and procedures. The Nursery Terms and Conditions have been developed in consultation with the governor's committee for the nursery and by the full governing body.

Signed *Lesky J. White* (Chair of Committee)

Agreement

The Nursery Terms and Conditions represent the entire agreement and understanding between the parents/carers and the Nursery. We reserve the right to update/amend these Terms and Conditions at any time. One month's notice will be given of any changes made where possible.

I, the Parent/Carer of _____ accept and agree to the above terms and conditions of St Mary's School Nursery.

Parent Name (Please Print) _____

Parent Signature _____

Date _____

Please return a signed copy to:-

St Mary's School Nursery
St Mary's CE (A) First School,
The Heath,
Uttoxeter,
ST14 7LX

When St Mary's School Nursery has received the signed and completed forms, payments will be logged onto Parent Pay.