



# Hordle Explorers Nursery

## TERMS & CONDITIONS

**Please keep this copy for your own records.**

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**You will be asked to complete a declaration as part of your child's application form to confirm you have read and understand these Terms and Conditions and agree to be bound by them.**

### **Securing a place at the nursery**

In order to secure a place for your child at Hordle Explorers Nursery you will be required to complete/provide the following:

- Online application form
- Online registration form to include consents and emergency contact information
- Proof of address
- Child's birth certificate or passport

### **Registration Fee**

A non-refundable registration fee of £30 will be charged upon completion of an Application Form and will secure a holding place for your child. This should be paid via BACS payment, details of which will be provided at the time of application.

### **Fees and Charges**

If your child is attending the nursery for hours in excess of EYE funded hours, an invoice for these hours will be raised and is payable half-termly in advance.

Fees are payable via the following methods:

- Via your child's Scopay account (set up for you upon completed registration)
- Tax Free Childcare Scheme (TFC)
- Childcare voucher schemes – please contact the nursery directly to confirm we are registered with your chosen provider.

### **Fees as of April 2024**

£7.50 per hour for all invoiceable hours.

Non payment of invoices may result in the child's nursery place being withdrawn.

**Late payments of nursery fees will incur a fee of £20**

No refunds are given for sessions missed due to sickness or holidays or unavoidable Nursery closure.

Please be aware that the number of days childcare provided each half term will vary. School holidays, bank holidays and staff training days will not be charged for. EYE Funding is provided to Hordle Explorers Nursery for 38 weeks per year with a maximum total of 570 Universal hours and 570 Extended hours over the academic year and parents will be expected to pay the standard hourly rate for any hours in excess of this.

Hordle Explorers Nursery is open for 39 weeks per year and therefore all funded families will incur an invoice for one week of fees during the academic year. Parents will be expected to pay the standard hourly rate for this additional week. Non-attendance at Nursery will not be accepted in lieu of payment.

### **Ad-hoc sessions**

Ad-hoc sessions are available, subject to availability. This must be paid for in advance via your child's Scopay account and cannot be claimed for in routine funding. If you make a booking for an ad-hoc session this is immediately a confirmed booking. If your child is unable to attend the session for any reason, no refund will be given.

If you wish to increase your weekly hours during the term please provide as much notice as possible.

If you expect to be late collecting your child please notify Hordle Explorers Nursery as soon as possible. If notified, the additional time will be charged at the standard hourly rate. Un-notified late collection will be charged at a rate of £10 per quarter hour to cover emergency staffing and other arrangements.

Hordle Explorers Nursery will give parents and carers half a term's notice of increase of fees which are reviewed annually.

### **EYE Funding**

The Nursery will issue EYE funding forms to parents annually, or termly if a change in hours has been requested by the parent. These should be completed and returned to the nursery by the specified deadline to enable us to make timely funding claims. Failure to do so may result in your child being underfunded, at which point an invoice will be issued.

### **Consumables fee**

A consumables fee of £1 per funded hour will be applied to invoices for children eligible for 2 year old funding from April 2024. This is extended to all funded children, including 3 and 4 year olds from September 2024. If your child meets the eligibility criteria for Disadvantage 2 year old funding, you will be exempt from this charge until your child turns 3.

### **Opening times**

Start times – 8am (Breakfast Club), 9am and 12.30pm  
Finishing times – 12 midday, 3pm and 3.30pm or 5pm and 5.30pm (with The Den After School Club)

### **Termination and cancellation of sessions**

The minimum period for any termination or cancellation of sessions is **6 weeks**. If parents choose to leave prior to the end of their notice, fees are non-refundable. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Registration form.

Hordle Explorers Nursery reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. In all other cases the standard notice period of 6 weeks will apply.

### **Insurance**

Hordle Explorers Nursery has extensive insurance cover for Nursery based activities and outings. Details of the insurance may be requested from Hordle Explorers Nursery. The Certificate is displayed in Hordle CE (VA) Primary School.

### **Personal property and belongings**

Hordle Explorers Nursery cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by Hordle Explorers Nursery staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing and any items in the day bag, are clearly named and we suggest that all toys, books and equipment are left at home.

### **Liability**

Hordle Explorers Nursery accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of Hordle Explorers Nursery being temporarily closed or the non-admittance of your child to Hordle Explorers Nursery for any reason. We accept no responsibility for children whilst in their parent's care on Nursery premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

### **Accidents and Illness**

Hordle Explorers Nursery will administer first aid and any emergency treatment as required in accordance with consent provided in the Registration Form. Parents will be informed of all accidents and will be asked to sign an accident record form. In the case of more serious accidents where the parent is asked to collect the child, the parent will be required to sign the Accident Form. If emergency treatment at hospital is required Hordle Explorers Nursery will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment. We will administer prescribed medicines only if parents have completed a Medicine Consent form.

We may require parents to withdraw their child from Nursery in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend Nursery. We may also ask parents to withdraw their child from Hordle Explorers Nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Parents must inform Hordle Explorers Nursery if the child is suffering from any illness, sickness or allergies before attending Hordle Explorers Nursery.

### **Keeping Your Child Safe**

At the time of registration, parents will provide a list of responsible adults who are authorised to collect the child. Parents are asked to notify the Nursery of any changes to the notified pick-up routines. If the change means that a person collecting your child is unknown to us, the parent should telephone the Nursery to advise the full name of the person collecting.

It is essential for the safeguarding of all children that we maintain accurate emergency contact and medical information for your child. If at any time these details change please inform the nursery in writing to [hen@hordleprimary.co.uk](mailto:hen@hordleprimary.co.uk)

If you move house please provide evidence (council tax or utility bill for example) and your child's record will be updated.

### **Admission Entry to Hordle CE (VA) Primary School**

Following a change to our school admissions criteria from September 2024, children who, at the time of application, attend Hordle Explorers Nursery for a minimum of 15 hours per week, will be considered for a place at Hordle CE (VA) Primary School above other children living outside the catchment area of the school. This will not affect children who meet higher priority admissions criteria listed on our admissions policy. Please see our school admissions policy for further information.

### **Safer Nursery**

As a Church of England Voluntary Aided School and Nursery, we embrace the Christian values and ethos as stated in our prospectus. We strive at all times to resolve disputes and disagreements amicably. However, violence, threatening behaviour and abuse against school and nursery staff or any member of the school community will not be tolerated. This includes psychological bullying and threats. All members of the school community have a right to expect that their school is a safe place in which to work and learn. There is no place for violence, threatening behaviour or abuse in our school. We aim to achieve a zero tolerance of violence, threatening behaviour or abuse in our school and nursery and ensure that all members of the school community and visitors can be confident that they are operating within a safe environment.

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### **Agreement**

It is understood that on completion of the Application and Registration documentation, you are in agreement with these terms and conditions and must abide by them as outlined. 6 weeks notice will be given of any changes made.

Hordle Explorers Nursery is managed by the governing body of Hordle CE (VA) Primary School and Nursery.

**I understand that Admission to Hordle Explorers Nursery does not mean automatic admission to Hordle CE (VA) Primary School.**

The logo for Hordle Explorers features the words "HORDLE" and "EXPLORERS" stacked vertically in a large, orange, hand-drawn, textured font. The letters have a sketchy, cross-hatched appearance. A small, stylized orange figure is positioned above the letter 'H' in "HORDLE", and another similar figure is at the bottom right of the word "EXPLORERS".