

GARSTANG ST THOMAS NURSERY

TERMS & CONDITIONS

NURSERY ADMISSION AND APPLICATIONS

For our current available sessions please contact the nursery office by email nursery@garstang-st-thomas.lancs.sch.uk or 01995 603454. Subject to our available sessions, the nursery office will provide, by email, our online registration form link. Once completed we request a £100 non-refundable by bank transfer to secure your child's nursery place. A place is not confirmed until we have received registration payment in full.

Children are required to attend the nursery for a minimum of two school days (8.50am - 3.20pm) within the week across two days.

Before your child starts at nursery, we will send you a number of additional forms including a data collection form, tapestry account consent form and any funding forms. Once returned, an online Tapestry account will be activated. On Tapestry, we ask that parents/carers complete the 'All About Me' section before any stay and play or settling in sessions can be arranged so that we are ready to welcome your child.

We operate on a first come, first served basis for applications. In the event that a place or sessions cannot be offered, we will ask if you would like your child to be added to a waiting list.

REGISTRATION FEE

Our registration fee is £100. This payment is non-refundable and payable by bank transfer to secure your child's nursery place. A place is not confirmed until we have received registration payment in full.

FEES

Are you entitled to free childcare hours? Please visit [Childcare Choices](#) to find out more about funding. We welcome families using free funded hours, tax-free childcare, bank transfers and vouchers.

Costs for paid sessions effective from September 2024:

2 year old fees (hourly rate £5.45): <ul style="list-style-type: none">Fees for a full day 7.30am- 5.45pm: £55.86Fees for a school day 8.50am - 3.20pm: £35.43
Individual session costs: -Early morning session (7.30am - 8.50am): £7.25 -Late afternoon session (3.20pm - 5.45pm): £13.19
3 and 4 year old fees (hourly rate £5.15): <ul style="list-style-type: none">Fees for a full day (7.30am- 5.45pm) - £52.79Fees for a school day (8.50am - 3.20pm) - £33.48
Individual sessions: -Early morning session (7.30am - 8.50am): £6.85 -Late afternoon session (3.20pm - 5.45pm): £12.46

Hot school meals can be provided for children at an additional cost of £2:70.

Included in our prices:

- Snacks, breakfast and milk
- Nappies and wipes (as required)

N.B. If your child has any special requirements or requires specific brands, we ask you to provide these for your child.

SETTLING IN SESSIONS

Making sure your child is happy and settled at nursery is our first priority. To get to know your child, we ask that you complete our 'All About Me' document before any transition sessions.

Our settling in sessions start the term or half term your child starts with us.

Settling in requirements are:

- Stay and play with a parent/carer (up to an hour)
- Child left for a session by themselves (up to an hour)

Following this, the majority of children start accessing their full booked in sessions. Occasionally children may take a little longer to settle in and our experienced team will discuss this with parents during the initial sessions.

BOOKING CHANGES & ONE-OFF BOOKINGS

Requests to amend booking/attendance patterns may only be made in writing in advance on a termly basis and days/sessions booked may not be exchanged before this notice period. Any additional one-off sessions may be booked, subject to availability. Payment for additional sessions will be required to be made in advance.

Fees will be reviewed annually and any increases will be made implemented with a full terms notice period.

Our provision will operate term-time only (38 weeks per year) and will run in line with [school term times](#).

PAYMENT OF FEES

- I. Invoicing of fees will be provided by the nursery office monthly. All invoices will be sent by email to the child's main contact email address we hold. If required, hard copies can be issued on request.
- II. Fees are payable in advance of each calendar month for all booked sessions.
- III. We accept a variety of childcare vouchers and tax-free childcare schemes. Please speak to the nursery office in advance if you require to use these options.
- IV. All children are entitled to 15 hours of Government funded early years education the term after their second and third birthday. Some children may also be entitled to extended funding (30 hours). The Government funding offer of 15 or 30 hours is based on term time attendance only (38 weeks).
- V. A signed funding agreement must be completed and validated with the relevant documents by the nursery office. The funding agreement will be required to be updated by parents at least annually.
- VI. Where the nursery has not been able to claim government funded hours stated on the funding agreement, the parent/carer will be responsible for payment of all fees in full at the given fee rate at the time.

NON-PAYMENT OF FEES

- I. In the event of non-payment of fees within 7 days of date requested to be credited, an additional charge of £20.00 will be added to the next calendar invoice.
- II. Payments via tax-free childcare or other voucher schemes may take time to be credit our relevant bank accounts, proof of payment may be required if your child's account becomes in debt.
- III. Any non-payment of fees information will be shared with the headteacher of the school. A nursery place may be withdrawn if there is non-payment.

LATE COLLECTION CHARGES

- IV. Late collection charges are applied to any child who is not collected by the agreed sessions end time. Charges are automatically added to the next invoice. For sessions before 4pm a charge of £5 for every 15 minutes will be made. If a child is not collected by the end of the final session at 5:45pm, a charge of £10 for every 15 minutes will be charged.

ATTENDANCE AND ABSENCE

- I. Children will be expected to attend booked sessions each day.
- II. Attendance will be recorded and monitored daily. Parents/carers will be required to report child absent for any reason.
- III. Session fees will be still chargeable if your child is absent from nursery due to illness or holiday.
- IV. If child absence from nursery is not reported, contact will be made to the parent/carer by the nursery office. If contact is unable to be made and where we feel the child may be at risk, this information will be shared with the school DSL.

COLLECTION OF CHILD

- I. When you complete our data collection forms, parents will be asked to fill out information about who will be collecting their child. This information will be used by our staff to identify designated person(s) with permission to collect from nursery.
- II. Please be aware it is our school policy that we will not allow anyone under the age of 16 years of age to collect from nursery.

MEALS, SNACKS AND DRINKS

Our nursery will promote a healthy, balanced and nutritious diet. Parents are welcome to provide their child with a healthy packed lunch or alternatively our school kitchen can offer a cooked meal and dessert at the charge of £2.70 per day. Meals need to be booked and paid for in advance.

Included in fees:

- Milk/water throughout the day
- Breakfast
- Healthy snacks

Any dietary requirements must be shared and discussed at the time of admission with the nursery office.

SPECIAL EDUCATION NEEDS AND DISABILITY

If your child has any confirmed or suspected additional needs, the headteacher / SENCo will invite you to meet them in advance to discuss how we can best meet your child's needs in our provision.

DATA PROTECTION

The school has registered with the Information Commissioner's Office on Data Protection and all office staff have completed data protection training. The school has updated all policies and privacy notices in advance of the General Data Protection Regulations (GDPR) May 2018.

POLICIES AND PROCEDURES

Safeguarding and other policies for the nursery will fit under main school policies. Please see the statutory school information on our [school website](#) for information.

ADMISSION TO RECEPTION CLASS

Admission to Garstang St Thomas Nursery does not give an automatic entry to the Reception class of Garstang St Thomas Church of England School. Parents/carers must apply for the main school on the Lancashire County Council website in the usual way. Please find further information about main school admissions on our school website: www.garstangstthomas.com.

IF YOU NO LONGER REQUIRE A PLACE

If at any time you wish to cancel your child's nursery place, we request at least four weeks' written notice period to be made. This can be by email to nursery@garstang-st-thomas.lancs.sch.uk. Please note that in the absence of notice, payment will still be required during the four weeks' notice period.

WITHDRAWAL OF PLACE/ OFFER OF PLACE

We reserve the right, in an unlikely event, to withdraw a place or the offer of a place. The reasons for withdrawal may include: non-payment of fees, repeated late collection or if it is felt that the nursery cannot meet your child's needs. Acting responsibly, we would hope to resolve any issues to avoid withdrawal.

GARSTANG ST THOMAS NURSERY ADDRESS

Address: Garstang St Thomas Church of England School, Kepple Lane, Garstang, Lancashire. PR3 1PB.

If you would like a hardcopy of any of our documents or forms, please get in touch with us.