



Uplands Nursery Contract

(part of Uplands Primary School and Nursery)

1 General

- 1.1** As we are caring for very young children, we are naturally obligated to many rules and regulations. We take this responsibility very seriously and, in that regard, we have to be very clear to our parents/carers about the way we operate.
- 1.2** The rules about payment of fees are designed to promote stability, assist forward planning and support the proper resourcing of the nursery. Nothing within these terms and conditions affects the parent/carer's statutory rights.
- 1.3** Please take time to read the following terms and conditions, as it will help us provide and maintain the highest standards of care.
- 1.4** Uplands Nursery reserves the right to change any of these terms and conditions in this contract that are reasonably required.
- 1.5** Any change which may impact a parent, carer and/or child will be given as much notice as possible and Uplands Nursery will seek to keep changes to a minimum.
- 1.6** Please note that the admission to Uplands Nursery is a separate process to admission to Uplands Primary School (officially known as Uplands Primary School and Nursery but, for the purposes of clarity, is referred to here as 'Uplands Primary School'). You will need to make a separate application for a place at Uplands Primary School to Bracknell Forest Local Authority and follow their procedures.
- 1.7** Please do not hesitate to let us know if you wish to discuss any of these terms.
- 1.8** We require all parents/carers to be aware of and abide by the following terms and conditions:

2 Entitlement to free hours under the government scheme

- 2.1** From the term following your child's third birthday, your child is entitled to 570 hours per year **Universal Entitlement**. This equates to 15 hours each week for 38 weeks per year.
- 2.2** **Extended Entitlement** is also available for working parents or parents returning to work. To check if you are eligible, please visit www.childcarechoices.gov.uk, where you can register to receive an eligibility code which will need to be entered on the accompanying Parent Declaration Form for Entitlements. Those who are eligible for the Extended Entitlement will be able to claim an additional 15 hours of entitlement, per week, for 38



Uplands Primary School and Nursery

Inspired To Achieve

Uplands Nursery Contract Spring 2024

weeks of the year.

- 2.3** Please note that, in some years, the academic year has more than 38 weeks (often due to the timing of holidays such as Easter) and you will be charged for those additional hours in those weeks (often spread across the year e.g. a few days at the end of each term). This applies for all nursery places, including those using Universal Entitlement and Extended Entitlement.
- 2.4** If you are accessing the Universal Entitlement and Extended Entitlement over more than one setting, the hours claimed must not exceed 1140 hours per year.
- 2.5** Please note you must renew your claim for Extended Entitlement every 12 weeks. It is your responsibility to check and inform the Nursery of any changes. You can renew your claim here: <https://www.gov.uk/sign-in-childcare-account>

3 Payment for hours used over and above Free Entitlement

- 3.1** Any hours a child attends Uplands Nursery which are in addition to the child's Universal or Extended Entitlement are referred to as 'over and aboves'.
- 3.2** The payment schedule for 'over and aboves' is as follows:
- Autumn Term – Invoices raised and sent out on July 20th
 - Spring Term – Invoices raised and sent out on November 20th
 - Summer Term – Invoices raised and sent out on March 20th
- 3.3** Payment must be received within 30 days of date of invoice or prior to the term starting, whichever is the sooner.
- 3.4** Failure to pay within the stated timeframe in 3.3 may result in a child's place at Uplands Nursery being withdrawn. There is no requirement to provide notice to the parent/carer of a child in this instance.
- 3.5** Any invoices raised as a result of a change to a child's provision after a termly invoice has been raised will have a settlement/payment term of 7 days.
- 3.6** Uplands Primary School and Nursery will take all necessary steps to recoup outstanding amounts.

4 Places offered to children for the day after their third birthday

- 4.1** We may be able to offer places to children from the day after their third birthday (places permitting).
- 4.2** Decisions will be made on a case-by-case basis.



- 4.3 Uplands Nursery is under no obligation to explain its decision for accepting/rejecting a child's application for a place before the term after their third birthday.
- 4.4 These places are not funded by any Universal or Extended Entitlement, and therefore a charge will be made as set out in our policy.
- 4.5 Payment must be made termly in advance.

5 Early Years Pupil Premium Grant (EYPPG)

- 5.1 Early Years Pupil Premium Grant provides a school or nursery with additional funds to help support children. It can be used for educational purposes to raise the attainment and achievement of a child.
- 5.2 This Early Years Pupil Premium Grant information must be completed on the Parent Declaration Form in order for your Free School Meals application to be processed and claimed.
- 5.3 The Early Years Pupil Premium Grant criteria can be located here: <https://www.gov.uk/apply-free-school-meals>
- 5.4 Information provided on the Parent Declaration Form will be sent to the appropriate council department for checking.
- 5.5 If your family circumstances change in any way and you are no longer entitled to claim either Extended Entitlement or Early Years Pupil Premium Grant, you must inform the Nursery immediately, as you will be liable for any outstanding costs due to late notice.

6 Leaving Uplands Nursery early

- 6.1 These terms apply to any child leaving Uplands Nursery before the end of the academic year where the child leaves to join a primary school.
- 6.2 Six weeks written notice, addressed to the Headteacher, must be given before the departure of any child from Uplands Nursery, to be handed in at the beginning of the half term prior to departure.
- 6.3 Failure to provide Uplands Nursery with this notice of intention to leave will render you liable to pay six weeks' fees from the day your child leaves. The fees include **all** hours used, including Universal and/or Extended Entitlement hours for the six weeks as well as any 'over and aboves'.
- 6.4 If notice of intention to leave is not given, you will not be able to use your Universal and/or Extended Entitlement hours at an alternative provision.



- 6.5** Upland Nursery will actively pursue any debtors, by whatever means, so as to reduce the negative impact of funding gaps on other children attending Uplands Nursery.

7 Payments in General

- 7.1** Payments/fees in general will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that Uplands Nursery can properly budget for its own expenditure and to ensure that the cost of individual default does not impact on other parents and or carers. No compensation will be paid or refund given if the Uplands Nursery has to be closed due to any reason beyond the control of Uplands Nursery, such as sickness, power failures or weather conditions.
- 7.2** We reserve the right to charge interest on late payments / fees at the rate of £20 per week. For dishonoured cheques/payments a charge of £20 per occasion will be applied.
- 7.3** The offer of a place and its acceptance by the parents and or carers gives rise to a legally binding contract on the terms of these terms and conditions.
- 7.4** These terms and conditions are governed exclusively by English law.

8 Declaration

- 8.1** By signing below, you agree to the following statement:
I have read and understand the terms and conditions, as well as my responsibilities as a parent/carer, as set out above in this agreement and all other related documents that I have signed in conjunction with applying for a place for my child/ren at Uplands Nursery.

8.2 Signature of parent/carer: _____

Date: _____ Name: _____ Title: _____

Child's name (please print): _____

8.3 Signature of Headteacher: _____

Date: _____ Name: _____ Title: _____