

## Terms of Business Nursery

### 1. Introduction

These Terms of Business outline the policies and procedures for the nursery operating Blackawton Primary School. By enrolling your child, you agree to abide by these terms.

### 2. Admissions & Registration

- Places are offered subject to availability and in line with our admissions policy.
- A completed registration form, including medical details and emergency contacts, must be provided before attendance.
- Priority may be given to siblings of children already attending the primary school.

### 3. Fees & Payments

- Fees are charged on a half termly basis and, from September 2025, are payable in advance.
- Payment must be made via bank transfer, (details on your invoice).
- Late payments may incur a charge.
- Government-funded hours are available in line with national funding entitlements.
- Additional sessions beyond funded hours will be charged at the standard rate.

### 4. Attendance & Absences

- Regular attendance is expected. If a child will be absent, parents must inform the nursery as soon as possible.
- No refunds or reductions are available for absences due to illness or holidays unless agreed under exceptional circumstances.

### 5. Authorised collection of your child

- At the end of every session, your child will only be handed over to an authorised adult. A list of authorised adults must be provided as well as an agreed password.

### 6. Opening Hours & Late Collection

- The nursery operates from 9am to 3pm, Monday to Friday, term time only.
- A late collection fee of £5 per 15 minutes applies for collections after the agreed time.

### 7. Health & Safety

- Parents must inform the nursery of any medical conditions, allergies, or additional needs their child has.
- Children who are unwell should not attend, and those with infectious diseases must follow exclusion periods set by Public Health England.
- Medication can only be administered with prior written consent.

## 8. Safeguarding & Wellbeing

- The nursery follows the safeguarding policies of Blackawton Primary School and all staff are DBS-checked.
- Any safeguarding concerns will be reported in line with local authority procedures.

## 9. Behaviour & Discipline

- Positive behaviour reinforcement is used. Any persistent behavioural concerns will be discussed with parents / carers.
- The nursery reserves the right to withdraw a place if a child's behaviour poses a risk to others.

## 10. Termination of Place

- Nursery fees are payable half-term in advance. If you plan for your child to leave at the end of a half-term, we respectfully ask for four weeks' written notice. This allows us to manage places effectively and ensure a smooth transition for all children.
- The nursery reserves the right to terminate a child's place for non-payment of fees, repeated late collection, or other breaches of these terms.

## 11. Complaints Procedure

- Parents are encouraged to raise any concerns with the nursery manager in the first instance.
- If the matter is not resolved, it can be escalated in line with the school's complaints procedure.

For new families: please refer to the nursery application pack for required documents, further information and guidance.

By enrolling your child, you acknowledge and accept these terms.

**Signed:** \_\_\_\_\_  
**Parent / carer**

**Signed:** \_\_\_\_\_  
**Nursery staff**

**Print name:** \_\_\_\_\_  
**Parent / carer**

**Print name:** \_\_\_\_\_  
**Nursery staff**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_