



PATCHWORK

Day Nursery & Pre School

Terms and Conditions

Places and Bookings

Patchwork Nursery and Pre-school must receive a signed and fully completed application form before a place can be considered. Proof of age is required for every child attending Patchwork Nursery and Pre-School in the form of a birth certificate or passport to confirm your child's date of birth.

Full and part time sessions must fit in to the session times detailed on the application form; however, we will attempt to meet individual needs where necessary.

Registration Fee

A £50.00 non-refundable registration fee is required upon booking a place for each child. This is payable at time of registration and this amount is not taken off the first invoice. Those children in receipt of EYE funding do not need to pay a registration fee.

Fees

Copies of the latest fees can be found on our website; <https://patchworknursery.net/sessions-fees/>
All invoices will be sent out via email on or around the first Friday of the month preceding your child's attendance (please ensure we hold a current email address for you). If you have not received your invoice by the second Friday of each month, please inform the Nursery Manager immediately.

Once invoices have been issued, if your child is booked in for an extra session which is additional to his/her normal sessions, this will be charged for on the next invoice. Other than if we are in breach of these Terms and Conditions, all sessions booked must be paid for, regardless of whether the child attends. No refunds will be given for sessions missed due to Inset Days, holidays, sickness or if the Nursery and/or Preschool are closed due to snow or other reasons beyond our control. This also applies to any fees charged for enrichment activities.

If you are late collecting your child from the Nursery, a late collection charge of £4.00 for every 5 minutes may be imposed – this is at the discretion of the Nursery Manager.

Fees are payable in advance by cash, bank transfer or workplace vouchers (bank details are shown on the invoice).

Termination / Cancellation

We require a minimum of 4 weeks' notice, in writing, should you wish to terminate or cancel a Nursery place for any reason. Parents remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall remain payable. In all other circumstances we will give you 4 weeks' notice, in writing, should we wish to terminate a Nursery place for any reason.

When a child changes from one age group to another, i.e. from 'under 3's' to '3-4 year olds', the reduced rate will apply from the month following his/her 3rd birthday.

Early Years Funding

All three and four year olds are entitled to fifteen hours of Early Years Education (EYE) funding per week up to 570 hours a year from the term after their third birthday, known as universal funding. These hours can be used in term time only.

Availability of EYE funding

Your child's date of birth	Availability of EYE funding from the Government
Children born between Sept 1st -Dec 31st	Funding starts the following January
Children born between Jan 1st -March 31st	Funding starts the following April
Children born between April 1st -Aug 31st	Funding starts the following September

30 Hours Free Childcare

Parents wishing to make use of this offer will need to provide a 30-hour eligibility code once they have registered via the Childcare Choices website. The funding codes must be in place the term before the funding is due to commence and be renewed every three months.

Parents will also need to supply their National Insurance Numbers to enable Patchwork to access the extended funding. Parents can see the eligibility criteria at:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

The term time dates covered by the funding comprise Hampshire County Council's published term dates 1st September to 31st August, see

<https://www.hants.gov.uk/educationandlearning/schoolholidays>. The funding periods are as follows;

Term	Dates
Autumn	September 1st -Dec 31st
Spring	January 1st -March 31st
Summer	April 1st -August 31st

Enrichment Activities

The purpose of government funding is to provide high-quality, flexible early education and childcare. The government guidelines state that funding should not be used for consumables (such as food and materials) or additional services (including enrichment opportunities) and that it is appropriate for providers to charge for these – see the DfE publication, Early Education and Childcare Statutory Guidance for Local Authorities – March 2018.

We believe that the educational opportunities offered by Patchwork are excellent and we want to be able to continue to offer these to all our children. To be able to offer a wide range of extra services and enrichment opportunities we ask all Pre-School parents to pay a fee based on the number of hours attended. These charges cover:

- ✓ Food: Breakfast, a morning and afternoon snack, tea, drink
- ✓ Activities delivered through The Perins MAT and external providers
- ✓ Trips offsite - visits to local Infant school, farm visits, visits to local community locations

Staff at the Perins MAT

Staff who are employed by the Perins MAT are entitled to a 20% discount in childcare fees, as well as the option of having a term-time only place both in the Nursery, and the Pre-school. For more information about charges please see our Admissions and Charging Policy found on our website. <https://patchworknursery.net/polices-procedures/>

Operating Hours

Patchwork Nursery & Pre-School is open all year EXCEPT Bank Holidays, five working days over Christmas and 3 INSET days for staff training and development.

Patchwork Nursery is open from 08.00 – 18:00 Monday -Friday.

Behaviour Management

We may require parents to withdraw or remove their child from Patchwork Nursery or Pre-School in the event that the Nursery Manager considers the child to be disruptive or displaying inappropriate behaviour.

We will not tolerate Nursery staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a Nursery place.

We reserve the right to terminate a Nursery place with immediate effect if a parent, carer or child displays abusive or otherwise inappropriate behaviour.

Insurance

Full details of our Insurance is available upon request, from the Nursery Manager.

Personal Property and Belongings

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the Nursery staff to ensure the children's belongings are not lost or damaged. Practical 'inexpensive' clothing is strongly recommended for children attending Patchwork Nursery and/or Pre School. It is the parent's responsibility to name and clearly label all items of clothing. We suggest that all toys, books or other equipment are left at home.

Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Nursery being temporarily closed (as mentioned above in the fees section.)

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We accept no responsibility for children whilst in their parents care on Nursery premises, i.e. prior to arrival or after pick up.

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

We reserve the right to administer basic first aid and treatment when necessary.

Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Nursery to contact the parents but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment. We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during Nursery hours.

Security

Under no circumstances will the child be allowed to leave Nursery with anyone unknown to Nursery staff unless the parent has previously arranged this. If the parent has made alternative arrangements the Nursery will need to be notified and the person permitted to collect the child will need to bring proof of identity. The Nursery does also use a password system.

General Information

Parents are required to complete the relevant documentation prior to their child starting at the Patchwork Nursery and Pre-school this includes medical forms, immunisation, parental permission forms and contact details.

Data Privacy

We collect personal and special category information about you and your child including but not limited to name, address and contact details, health and learning details in order to operate our contract with you. The information is collected and used to ensure among other things safety, development, reporting and billing and keeping you informed of our activities, news and events. We retain the information for 12 months after your child leaves us unless we inform you otherwise. Our records are stored securely on IT systems within the EEA and we have measures in place to prevent unauthorised access or disclosure of your data. You have the right to request: information about how your data is processed; that anything inaccurate in your personal data is corrected immediately and you may request a copy of the data we hold. Further information including our full data privacy policy is available on our website.

We must, by law, pass some information onto the Department for Education (DfE) and, in turn, this information will be made available for the use of the Local Authority (Hampshire County Council).

We have local arrangements with the Local Authority where some of the information transferred via the DfE is also passed directly onto them.

We are required to share information about our children with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

If you have any queries or requests please contact The Data Protection Officer, The Perins MAT, Pound Hill, Alresford SO24 9BS.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents and the Nursery. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update / amend these Terms and Conditions at any time. One months' notice will be given of any changes made.