

Green Park Village Primary Academy Nursery



Working Together: Our Terms and Conditions



Introduction:

- These Terms and Conditions govern the relationship between Green Park Village Primary Academy Nursery (“the Nursery”) and the parent(s)/carer(s) of any child enrolled.

A parent is classified as: “All natural (biological) parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility for a child or young person: and any person who, although not a natural parent, has care of a child or young person”.

A Carer refers to: someone who has care of the child, meaning they live with and look after the child on a day-to-day basis.

- By enrolling your child at the Nursery, you agree to abide by these Terms and Conditions.
- This contract will outline the obligations and commitment of both Green Park Village Primary Academy Nursery and the Parent(s)/Carer(s).
- Green Park Village Primary Academy Nursery is part of REAch2 Multi Academy a charitable company. Our registered office address is:

Henhurst Ridge Primary Academy,
Henhurst Ridge,
Branston,
Burton on Trent
DE13 9SZ

- Green Park Village Primary Academy Nursery is registered with Ofsted and operates within their regulations, guidelines and rules. Their inspectors regularly visit the setting to ensure appropriate standards of care and education are being provided.



Operation Times

- Monday to Friday 8.30 to 15.30.
- Our Nursery will be closed all school holidays alongside school training/INSET days.

	Nursery Opens	Last Day of Term
Autumn Term (1) 2026	Monday 7 th September 2026	Thursday 22 nd October 2026
Autumn Term (2) 2026	Monday 2 nd November 2026	Friday 18 th December 2026
Spring Term (1) 2027	Monday 4 th January 2027	Thursday 11 th February 2027
Spring Term (2) 2027	Monday 22 nd February 2027	Thursday 25 th March 2027
Summer Term (1) 2027	Monday 12 th April 2027	Thursday 27 th May 2027
Summer Term (2) 2027	Monday 7 th June 2027	Tuesday 20 th July 2027

- Nursery sessions are available as follows:

30 hours	30 hours plus additional charged hours	15 hours Option 1	15 hours Option 2
08.30-15.30 Monday to Thursday Friday 8.30-11.30	08.30-15.30 Monday to Thursday Friday 8.30-15.30* *additional charge for	Monday and Tuesday 8.30-15.30 Wednesday 8.30-11.30	Wednesday 12.30-15.30 Thursday and Friday 8.30-15.30

	Friday 11.30- 15.30		
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- *Please note - Additional wraparound (breakfast club and after school club) may be available through the school's designated provider Go Beanies. This is separate arrangement between parents and Go Beanies.*



Registration and Admissions

- To secure a place we need you to complete a Registration Form. Codes will be required for those requesting 30 hours. Confirmation of a place will be shared once codes are validated for 30 hours. No code is required for those wanting 15 hours per week.
- All relevant documentation, (including emergency contacts, medical history and permissions), must be submitted before the child's start date.
- The school's admission criteria will be applied before places are offered.
- In line with our safeguarding policy, we ask for a minimum of two emergency contacts for each child.



Attendance and Punctuality

- For children accessing government-funded hours, we are required to monitor attendance to ensure funding is used appropriately therefore, accurate daily attendance records are maintained for all children, noting arrival and departure times. The local authority may remove funding for any child who misses 20 sessions or more within one term. A session is calculated as either a morning or afternoon therefore, the child's place will be withdrawn or parents/carers will be expected to book and pay in advance subject to availability.
- Registers are completed immediately upon a child's arrival and on departure. If a child is attending all day, i.e. morning session and afternoon session, the register will be taken for both sessions.
- Children must attend on the agreed days and times.
- Parents/carers must inform us of any planned absences in advance.
- Parents must inform the Nursery of any absences or late arrivals as soon as possible.
- Late pick-ups will incur additional charges if a child is collected beyond the end of their allocated session. This charge is **£10** per child per **15 minutes** or part of.



Sickness/Absence procedure

- If your child is poorly, and unable to attend Nursery, please advise the school office prior to 8.30.
- If your child is ill e.g. fever, infection, diarrhoea, communicable disease or any other type of illness that may be passed on to others, (with the exception of a common cold), they need to be kept at home to protect the well-being of staff and other children in our care.
- Should a child become ill whilst in our care, we will contact parents/carers and request you collect your child. We will communicate with the first point of contact (in the first instance) as stated on your registration form.
- Parents must not bring a child to the Nursery if they are unwell or showing symptoms of a contagious illness. The Nursery reserves the right to refuse entry to a child arriving at the Nursery unwell.
- Any prescribed and non-prescribed medication to be administered during the day must be handed to a staff member with written instructions and permissions, in line with our medicines policy.

Collection Arrangements



- On the registration form we will ask you to give us the names of up to 4 people who will be regularly picking up your child from Nursery.
- Please notify the school if an unauthorised person will be collecting your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form.
- The person collecting will be asked to provide the unique password agreed with school as part of the admissions process.
- It is essential that you pick up your child by the end of the session as staff's working hours will be affected by late pick-ups. As stated before, late pick-ups will be charged at **£10** per **15 minutes** or part of.

Government Funding



From September 2025, working parents may be able to get free childcare for a child aged 9 months to 4 years old. Eligible working parents can now apply for 30 hours of childcare from the term after their child turns 9 months, until they start school.

Some 3 to 4-year-olds are eligible for 30 hours of free childcare a week,

To be [eligible for free childcare](#), you (and your partner, if you have one) need to be in work or about to start a new job and earn over a certain amount.

You'll need a National Insurance number to apply.

- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

[If you're not eligible for free education and childcare for parents getting benefits](#)

You may be able to get [free childcare if you're working](#) under a separate scheme.

Government Funding for 3/4 year olds

All 3 & 4-year-olds are entitled to Free Early Education Entitlement automatically. You do not need to apply for the universal 15 hours of free childcare for your child. We will claim the funding on your behalf directly from the local authority.

All 3 and 4-year-olds are entitled to **570 hours** of free early education per year. It's usually taken as 15 hours a week over **38 weeks** of the year (split into three terms).



Fees and Payment

- Sessions are allocated based on each child's eligibility (15 or 30 hours funded).
- Fees for additional hours (outside of those funded) are clearly structured based on the sessions and days of childcare required.
- Parents/carers will receive a detailed invoice breaking down any additional charges.
- Any additional sessions which are **not funded** should be booked and paid termly in **advance**. Fees must be paid in advance by the due date stated on the invoice. Payment due dates will be clearly communicated and consistently enforced.
- Additional charges such as consumables and late pick up charges will be invoiced in arrears and clearly detailed on the following month's invoice. Please see separate charges sheet for a full list of additional charges.
- Late or non-payment of fees may result in immediate suspension or termination of your child's place. Late payments will incur an additional fee as outlined in the charges list.
- Funded hours cannot be banked and transferred after a period of absence.
- Session fees for unfunded hours are payable during illness, holidays, or unexpected Nursery closures beyond our control (e.g. severe weather, public health guidance). You will not be required to pay for school holidays and INSET days.

- Refunds and credits will not be given for days where your child does not attend due to sickness or holidays.
- We are unable to allow swapping of days unless it is permanent and there is availability.
- Payment Methods – The school uses ParentPay. Invoices will be sent before payment is due (exception Autumn term joiners).
- The setting reserves the right to increase fees at any time, giving one term's notice of the proposed increase to parents/carers.

Additional Charges

Item	Cost
Additional session Friday afternoon 11.30-15.30 (4 hours)	£30
Nappies (price per nappy)	Provided by parent Toilet training to have commenced prior to starting Nursery
School meals	£2.60 as of 2025 2026 Communicated in line with school communications
Trips and Visits	TBC (costed on an individual basis)

Termination and Notice Period



- **Notice Period** - Due to the long-term commitment we make when reserving a child's place, we must ask you make a similar commitment to us. We, therefore, require a minimum of **a term's written** notice (aligning with published school term dates), to reduce or cancel your child's booking for both funded and additional hours.
- It is the parent's/carer's responsibility to ensure that notice has been received by the school office.
- The Nursery reserves the right to terminate a place immediately in the case of a serious breach of these Terms and Conditions.
- Increasing your booking is subject to availability.

Health and Safety



- We want your child to be happy and safe at our Nursery.
- We would ask all parents to make sure doors are closed when entering or leaving the building and they are mindful of little fingers.
- All REAch2 schools operate a 'No Smoking' policy anywhere on the school property or grounds. This includes vapes and e-cigarettes. Please adhere to this.
- The name of the designated Health and Safety Officer is displayed in the school entrance.

Communication and Conduct



- We see the relationship between home and school key to a child's success and therefore throughout Nursery, parents/carers will receive regular updates on their child's care and welfare as well as learning development.
- We expect staff and parents/carers to communicate respectfully.
- For safeguarding reasons, parents may only enter designated areas and must be accompanied or supervised.
- Parents must follow all Nursery policies while on site, including refraining from using mobile phones and not taking any photographs.
- Parents/Carers will be expected to follow drop-off and pick-up procedures.

Safeguarding and Confidentiality



- The Nursery adheres to strict safeguarding policies to protect all children.
- Any concerns regarding child welfare should be reported to the Nursery Teacher or follow school Complaints Policy.
- All personal information is treated confidentially in line with data protection laws.

The Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Child Protection and Safeguarding Children Policy available for parents to view at any time.

Data Protection



We are committed to protecting the personal data of you and your child in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We collect and use personal information solely for the purpose of providing high-quality childcare and ensuring the safety and wellbeing of your child.

All data is stored securely and only shared with relevant authorities or professionals when necessary and lawful. Full details of how we manage personal data can be found in our Privacy Notice, available on request.

Details of how to exercise your/your child's personal data rights are available on our website or you are able to contact our Data Protection Officer at dataprotectionofficer@reach2.org.

Terms & Conditions

I have read and understand each of the following sections:

Information	I have read (✓)
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Data Protection Disclaimer

This document will be kept in the school’s archives for 6 years following the child’s departure from the Nursery.

I have read and understand the Nursery’s Terms and Conditions and I agree to be bound by them and any other relevant booking terms and conditions that are issued from time to time.

Signed: Print Name:

(Parent/Legal Guardian) Date:

Signed: Print Name:

(Parent/Legal Guardian) Date: