



LEARNING BEYOND THE CLASSROOM



# Terms & Conditions

## REGISTRATION

To reserve a place for your child to start during the academic year will need to complete and return an admission form and funding declaration form. Please return forms by email to - [sky@kernowlearning.co.uk](mailto:sky@kernowlearning.co.uk) or by post to Sky Primary and Eden Project Nursery, Cherry Zone Car Park, Little Carne Farm, The Eden Project, Bodelva, Par PL24 2SG

## OPENING HOURS (Monday to Friday term time only)

Wrap-around care	- 8am - 9am
(morning) Morning Session	- 9am - 12pm
Afternoon Session	- 12pm - 3pm
Wrap-around care (afternoon)	- 3pm - 5.30pm

We are legally obliged by Ofsted to close for 5 inset training days each year. We will notify you in advance of these closure days.

If you know you are going to be late, please arrange for somebody else to collect your child and telephone the nursery to update the record card in advance. Your child will not be released into the care of anyone other than those named on the record card. You must **always sign the register on arrival and when leaving** and **your child must always be handed** into the care of nursery staff.

Children must be collected on time, particularly during the overlap of morning and afternoon sessions.

## FEES (For wrap-around care sessions only)

8am – 9am morning session = £4.00 (inc Drink and toast / cereal)

3pm – 5.30pm afternoon session = £8.50 (inc Drink and Toast or Biscuit/Cake/Fruit)

## DRESS

Children should come to school in their school uniform which needs to be ordered in advance from the supplier (more information will be provided in the induction pack). **Please label your child's clothes** to help avoid items going missing or being misplaced.

Puddle suits and wellies will be provided by the nursery free of charge, however you are welcome to provide your own.

## MEALS

Our cooked school meals will be prepared off site at Charlestown Primary School, using fresh, local produce where possible and careful attention is given to provide a varied and well- balanced diet. A copy of the menu will be displayed on the school website. Meals will be charged at £2.50 per day.

**Parents must inform the school reception in writing of any special dietary requirement prior to starting or immediately as they arise.** The nursery must also be informed in writing of all allergies and any known causes of adverse reactions to foods, medication or activities.

There is also the option to bring in a packed lunch from home.

## SECURITY

If your child is going to be collected by someone other than you, you must telephone the nursery in advance and make sure the record card is updated to include the name of the person. **Without prior notification your child will not be released.**

## PAYMENT PROCESS

We use a secure online payment method to make payments for meals and wraparound care hours. More information on this process will be provided in the induction pack.

## CHILDREN'S BELONGINGS

We cannot be held responsible for any loss or damage to clothing or property. All clothes, shoes, drink cups/bottles and other items should be clearly marked with your name using a permanent marker or labels. We suggest all toys; books or other items are left at home.

## ACCIDENTS, HEALTH, SAFETY AND SICKNESS

If your child is unable to attend the nursery due to illness, please telephone the school office as soon as possible. If children fall ill during the day parents will be contacted to arrange to collect them. If the parents are unavailable other authorised contacts will be called.

Children who are unwell must not attend the nursery. Children who have suffered from sickness or diarrhoea will not be admitted back to nursery within 48 hours after the last episode to exclude infection. **Parents must inform the Nursery immediately if their child is suffering from any contagious illness including vomiting, diarrhoea.** For the benefit of the other children in the nursery, we cannot allow children to attend the nursery if they are suffering from a contagious disease, which could easily be passed on to another child during normal daily activities of the nursery.

We reserve the right to administer basic first aid treatment when necessary. Parents are informed of all accidents and you will be required to sign your child's accident form.

Medication is only given when prescribed by an appropriate person and with parental permission. Full written details must be provided and the medication clearly marked with the child's name and dosage instructions along with details of any medication given in the last 24hours.

## EMERGENCY CONTACT

Please ensure that you keep us informed of any changes in contact numbers, to ensure your contact record is up to date at all times.

## PUBLICITY

From time to time we photograph the children taking part in their learning activities. These are shown at Parent's Evening and photographs are kept as evidence of work, displayed on walls and also on the nursery website. You will be asked to complete an Image Permission Form as part of your induction pack.

## NOTICE OF TERMINATION

All parents are required to give 1 months' notice in writing to withdraw their child or reduce their sessions.

## TERMINATION

You may end this Agreement at any time, giving us at least 1 months' notice in writing and clearing any outstanding balances. No refunds will be given.

We may immediately end this Agreement if:

- You have failed to pay your fees.
- You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time of us asking you to.
- You behave unacceptably, as we will not tolerate any physical or verbal abuse towards staff.

**We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you.**

If you have any concerns regarding the services we provide, please discuss these with the Nursery staff. The safety of our children is of paramount importance to us and any concerns/complaints will be taken seriously.

As the number of children with nut allergies is increasing, with the support of parents **we aim to keep the Nursery NUT FREE**. Parents are asked to remember this when sending any food item to the nursery. **Parents are also requested not to use creams, sun creams, oils, or other products on their child that may contain nut oil** as this may have severe consequences to another child.

I/ we have also completed and signed the admission form, which forms a part of this contract . I/we are also aware that the nursery will be pleased to arrange meetings to discuss challenges, children's work and records at any mutual agreeable time.

Signed:\_\_\_\_\_ (Parents/Guardians) Date: / / \_

Signed:\_\_\_\_\_ (Headteacher) Date: / / \_