Oakhill School and Nursery

Independent Catholic Day School and Nursery
Oakhill, Wiswell Lane, Whalley, Lancashire, BB7 9AF
01254 823546 enquiries@oakhillschool.co.uk
www.oakhillschool.co.uk
Principal: Jane Buttery BA (Hons) NPQH

Oakhill Nursery Terms & Conditions

Registration / Bookings / Notice Periods & Fees

1. To register your child for a place at the nursery you must complete The Oakhill Nursery Admissions Form. We require a minimum of three session's attendance for under three year olds, a minimum of four sessions for over three year olds in Nursery and a minimum of six session's for over three year olds in Pre-School and Pre-Prep.

2. A place will be guaranteed at the nursery when we are in receipt of a completed registration form, completed Direct Debit form and the deposit, (equal to the first month's fees at full price before any funded hours are applied). The deposit will be offset against invoices raised once the child has started at nursery. The deposit is non-refundable if the place is not taken or cancelled at any time prior to the start date, regardless of the amount of notice given.

3. For bookings made prior to the birth of a child you are required to inform nursery immediately following the birth to confirm the child's name and date of birth.

4. You are required to inform the nursery immediately if any of the information on the registration form changes. This includes but is not exclusive to: address, telephone numbers, email address, GP, emergency contacts and who is allowed to collect.

5. We require a minimum of 3 months' notice to delay the start date. The nursery can only delay a start date for a maximum of 4 weeks, and invoicing will commence from the delayed start date. Failure to give this notice will result in the nursery deposit being forfeited to cover the period of non-attendance. If you wish to bring a child's start date forward, this may be done if the nursery deem it possible.

6. If the child does not start with us on the agreed date (either original, delayed or brought forward) then the deposit payment will be forfeited and your child's place will be terminated.

7. Prior to your child starting at nursery, we require a minimum of 3 months' notice if you wish to reduce your sessions. Failure to give this notice will result in the sessions you booked on sign up for the first month being invoiced.

8. Once your child starts at nursery we require one month's notice in writing if you wish to cancel or amend your booking. Sessions will be charged in lieu of this notice. Sessions are not interchangeable.

9. Any amendment to bookings made either prior to starting or once your child has started at nursery are subject to availability.

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10. When your child is eligible for a funded place you will be required to sign the related terms and conditions which also set out our wrap around fees relating to services used outside of the free entitlement hours.

11. Funded hours will be supplied during our term time only, and cannot be utilised during our holiday periods. Term time dates will allow for the full use of available funded hours. Term time dates and holiday periods are published on the website.

12. We require all parents to have an active Direct Debit instruction set up. All fees are invoiced monthly in advance and will be collected by Direct Debit on, or the nearest working day after, the fifteenth of the month. We must be in receipt of funds by payments of an alternative means on or before the fifth of the month.

13. Voucher payments will be deducted from invoices but advance notice must be given by completing a 'Voucher Payment Notice Form'.

14. Childcare vouchers are required to be set up to ensure we are in receipt of the funds during the month to which they relate.

15. Tax-Free Childcare payments are required to be paid to ensure we are in receipt of the funds on or before the fifth of the month to which they relate.

16. Full fees are payable during periods of non-attendance including sickness, absence and holidays. However sessions which fall on or during ordinary, annual, public and bank holidays will not be charged. Exceptional bank holidays will be charged.

17. Oakhill reserves the right to charge interest on late fees at the rate of three percent per month on an accumulative basis. For re-presented payments (cheques, Direct Debits or card payments), a minimum charge of £25 per occasion will be applied. Children may be excluded from the nursery if fees remain outstanding more than twenty one days beyond the first of the month and the registration terminated.

18. All children under three years old will be full-time for the fifty weeks Nursery is open. When a child becomes three years old we require notification of intention to remain full-time or to become term-time only. Children will remain full-time until we receive at least one month's notification to change to term-time only.

19. Children over three years old that have requested to remain full-time will be allowed to take days off free of charge with one months' notice during the published holiday dates.

20. Term-time only children that require extra days or sessions during the holiday periods must book their holiday requirements four weeks before the start of the holiday in order to secure their availability. Holiday dates are available upon request.

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21. Extra days, sessions and hours outside that of your core booking are often available and can be obtained on an ad hoc basis. These are booked directly with the nursery management team and must be requested in writing via email. All extra sessions will be charged at their individual session rate. These sessions are subject to availability of spaces and staffing requirements.

22. When a child starts, leaves or changes their booking pattern mid-month, a prorata calculation of fees applies.

23. When a sibling of an existing child starts, the eldest child will be entitled to a sibling discount of 10%. The 10% sibling discount will be applied to the eldest child's session fees. The discount will not be applied to any other items, e.g. food, late collection fees, dance, etc.

24. Parents/guardians collecting children late from the nursery will be subject to a late collection fee. Charges are made every fifteen minutes or part thereof. Parents/guardians should be aware that the nursery has to be vacated by the designated session end time

25. Nursery Fees are reviewed annually. We aim to give at least one month's notice of any changes.

Uniform

26. Children attending Infant Room, Baby Room and Toddler Room are not required to wear uniform.

27. For all children attending Nursery, Pre School and Pre-Prep uniform must be worn at all times and in a manner that adheres to our dress code. All uniforms are available from our official uniform supplier. Uniform lists will be supplied upon request.

Safety and Well Being

28. We will work with parents to cater for specific dietary and medical requirements of individual children. Parents have a duty of care to notify the Nursery Manager in writing if there are changes to a special diet or medical condition so that we can ensure all paperwork is updated in line with these changes. Any information by a third party in relation to the medical or dietary condition must also be shared with the nursery.

29. We have a duty of care to ensure that any significant concerns about the children in our care are reported to the local authority designated officer (LADO) and where appropriate Ofsted. We may consider any incident or observation of a child where we deem the child may have been or may be in the future at risk either

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physically or emotionally. In exceptional cases this may be done without the prior knowledge of the Parents / Guardian until we have sought external advice.

30. In exceptional circumstances there may be an event that triggers the closure of the nursery for example severe adverse weather conditions, loss of utilities, risk to personal health or acts of terrorism. Oakhill in these circumstances will not be held responsible and will not issue refunds for such forced closures.

31. Oakhill will not tolerate under any circumstances, behaviour towards any member of Oakhill staff which is deemed to be threatening, abusive or violent. Any such behaviour may result in termination of the nursery place or a refusal to allow a person back on the premises in the future.

Photographs and Learning Journals

32. Oakhill may take photographs for a number of reasons whilst your child is in our care. This may include, but no be limited to; document learning and development progress; document what they enjoy doing; include in newsletters and displays, evidence for learning journals; record special events and achievements; marketing and publicity purposes.

33. Due to the confidentiality and safeguarding aspects of protecting children who attend our Nursery you consent to treat all photographs containing images of other children, received from Oakhill or any related updating service, for your own personal use and that you will not share them publically. Any parent not adhering to this code of conduct will no longer be able to be sent digital updates of their child.

34. You consent for Oakhill Nursery to create on online learning journal for your child or children.

35. You consent to photographs of your child or children being taken by authorised persons representing Oakhill Nursery.

36. You consent to photographs containing images of your child or children being included in other children's learning journals.

37. You can withdraw your consent in writing, or request to see photos at any time.

Illness and Accidents

38. If a child is unwell or unable to attend you must contact the Nursery Manager to inform them of the reason for absence. This is to ensure we are able to effectively communicate to all parents any communicable diseases in the nursery. A copy of our infection control policy is available from the nursery office.

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39. We have a realistic attitude to the needs of working parents but we reserve the right if a child becomes unwell whilst in our care to contact the Parent / Guardian or the emergency contact detailed on the registration form. If the Manager deems that the child is not well enough to remain at Nursery you may be required to arrange collection of your child.

40. 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.

41. We will administer prescribed medicines if parents complete a 'Medicine Consent' form and if medication is prescribed and clearly labelled with chemist prescribed amounts, directions and Child's name. However, the first dose of medicine must be given at home and parents must take all medicines home at the end of each day. We reserve the right to refuse responsibility to administer and may require a parent to come in to nursery to administer medication to their child. All medication will have to be booked in and a medication consent form must be filled out and signed. Any child needing antibiotics will need to have taken them for twenty four hours before returning to Nursery.

42. We reserve the right to require children do not attend Nursery, in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend Nursery.

43. We reserve the right to require children do not attend Nursery if we have reasonable cause to believe that they are or maybe suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the Nursery may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections.

44. Oakhill will provide the Administration of Medicines Policy and Guidance for Illness document on request or for further information contact the Nursery Manager.

General

45. Oakhill provide an email messaging service to keep our parents up to date with snow closures, photo days, holiday care bookings, room transition dates etc. All new parents will automatically be signed up to the service using details provided.

46. Oakhill does not accept responsibility for accidental injury or loss of property.

47. Oakhill does not accept responsibility for children’s property or clothing.

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48. Whilst Oakhill provides parking, all persons must use this at their own risk. We do not accept responsibility for any loss or damage to persons, vehicles or property.

49. Oakhill maintain insurances required by law, details of which are available from the Nursery Manager. Copies of the current Employer's Liability and Public Liability Insurance policies are displayed in the manager's office.

50. Where a member of staff, within six months of leaving the employment of Oakhill, is employed by a parent/guardian to care for their child, who was previously registered at the nursery, then the parent/guardian will be liable to pay Oakhill a sum equivalent to ten percent of their annual salary for the employee at the time their employment with Oakhill terminated.

51. We reserve the right to amend these Terms and Conditions at any time.

- 'Full Time' - refers to children attending Oakhill Nursery for at least the minimum number of sessions required for the 50 weeks that Nursery is open and includes attendance during the published holiday periods.

- 'Term-Time' – refers to children attending Oakhill Nursery for at least the minimum number of sessions required for the weeks that Nursery is open and excludes attendance during the published holiday periods.