



TRINITY COLLEGE DAY NURSERY

Day Care Times, Fees, Terms and Conditions (September 2014)

Opening Hours

The nursery is open from 8.00 am to 5.30 pm Monday to Friday all year round, except for a week at Christmas, a week the end of August, public holidays and Good Friday.

Morning:	8.00 am, 8.30 am or 9.00 am - 12.00 noon or 1.00 pm
Afternoon:	12.00 noon or 2.00 pm - 5.00 pm or 5.30 pm

There is a minimum booking period of two sessions per week.

Fees

3 & 4 yrs	£ 6.99 per hour
2 yrs	£ 7.36 per hour
Under 2s	£ 7.55 per hour

There are subsidised rates available for college families

10% = 6 sessions, min 24 hours

12.5% = 8 sessions min 30 hours

15% = 10 sessions, min 45 hours

(discount is not given when your child is also receiving the free early education entitlement)

Any child collected after 5.30pm will be charged at £10.00 per half hour.

On acceptance of your application a registration fee of £50.00 (non refundable) and a deposit of £100 (refundable upon leaving the nursery).

Payable to "Trinity College Enterprises Ltd"

The first payment is payable on your child's first day in nursery and will cover the first complete 4 week month or the first complete 4 week month plus part of a month, whichever is appropriate.

Thereafter invoices will be issued during the last complete week of each month and will be payable within 5 working days of the date of the invoice.

If there is non payment of nursery fees for a period of 2 months or more the nursery manager will request the withdrawal of the child until payment is made of outstanding fees. Upon payment the child will then be able to return to nursery and resume their normal hours of attendance at nursery.

If payment is not made the child's place will be withdrawn fully.

Please arrange to meet with the nursery manager to discuss this further if you are experiencing difficulty with payments.

The fee is payable for any periods of unexpected absences, such as sickness.

A retainer fee of 50% of the normal fee payable for notified holidays, for which at least 8 weeks notice is required.

Fees are reviewed each annually.

FREE EARLY EDUCATION ENTITLEMENT (FEEE)

From the term after your child's third birthday you are entitled to claim free early education entitlement.

It is for the maximum of 15 hours in a week (term time only) or 11.5 hours (all year round).

Any additional costs – meals or extra hours will be charged at the normal rate.

This is deducted from your monthly invoice.

MEALS AND SNACKS

Breakfast is available at 8.00 am

Lunch at 12.15 pm (£1.91)

Tea at 4.00 pm (£1.08)

No additional charge is made for meals unless claiming for FEEE (see above).

Additional booking

Any additional hours you require will be considered – this will be charged at the normal rate.

Hours cannot be swapped in exchange for another time in the week.

Cancellations

Advance notice of 4 weeks is required in the event of cancelled bookings and withdrawal of your child/children from the Nursery.

Closure

In the event of circumstances beyond our control giving for example weather conditions, widespread illness, health and safety risk to premises etc we may need to close the nursery at short notice.

In such circumstances fees will normally continue to be payable, but alternative sessions will be offered free of charge if possible.

Complaints

In the event of a complaint not being resolved you may contact OFSTED.

OFSTED, National Business Unit, Piccadilly Gate, Store Street, MANCHESTER M1 2WD

Telephone : 03001231231

(Please see our policies and procedures for full details)

Illness and Medication

For full details please read our Illness Policy.

We do not undertake the care of sick children. Children who have been prescribed antibiotics will not be expected to return to the Nursery until they are well, at least for 48 hours, when a medication form is to be completed by the parent/carer.

If your child is on regularly prescribed medication, we rely on you to inform us and to complete the necessary form, consenting to the administering of such.

An uncollected child

If a child is not collected at the end of a booked session:

1 Phone the parents/carer (phone numbers in the register or child's record in the office)

2 If no response, phone the named persons on the Authority to collect.

Remember you need to have insurance to take a child anywhere in your own motor vehicle.

3 If it is not possible to contact the parents/carers or any of the emergency contacts then

First Response 0117 9036444 or if out of hours Emergency Duty Care team 01454 615165
should be informed that we have an uncollected child. Also contact OFSTED.

A lost child policy (in nursery)

In the unlikely event of a child being lost:

- 1 Search the nursery inside and outside, upstairs and downstairs
- 2 Phone police Tel: 999
- 3 Phone the parents/carer
- 4 Phone College – 0117 9682803 – ask them to help with search.
- 5 Assess the situation - which staff remain with the children or continue to search.
- 6 Inform OFSTED Tel: 0300 1231231
- 7 Ensure an accurate account has been made in writing

A lost child policy (on an outing)

In the unlikely event of a child being lost:

- 1 Search the immediate area.
- 2 Phone police Tel: 999
- 3 Phone Nursery – 0117 9684493
- 4 Phone the parents/carer
- 5 Phone College – 0117 9682803
- 6 Find the “lost child collection point” and inform them of the situation
- 7 Assess the situation - which staff remain with the children or continue to search.
- 8 Inform OFSTED Tel: 0300 1231231
- 9 Ensure an accurate account has been made in writing

I have read and understood the terms and conditions set out above, including the terms of the Illness Policy, and agree to abide by them.

I sign both for myself and behalf of any others to whom I delegate responsibility for bringing my child/children to or collecting from nursery.

Name:

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Relationship to child:

Child's name: Date.....

Signature:

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