

Templars Academy Nursery – Terms & Conditions

Updated March 2025

The following terms and conditions are incorporated into the agreement for the provision of early years care and education for your child at our school. Throughout this agreement the school may be referred to as 'we' and the parent(s)/ Legal Guardian(s) may be referred to as 'you'. Terms and conditions are subject to change and parents and carers will be notified accordingly.

Please read these terms and conditions carefully and then sign at the bottom of the document to confirm that you will adhere to them.

1.00 Registration

1.1 The Nursery reserves the right to make changes to the structure and length of the nursery day. Notice of any significant change will be given as soon as practicable but on occasions it may be less than one calendar months' notice.

1.2 We require a completed admission form and these terms and conditions signed and returned to us before we are able to offer your child a place in our Nursery.

1.3 Places will be given on a first come first served basis. We operate a waiting list when places are full and you will be contacted should a place become available.

1.4 Once a place is allocated and confirmed by letter, to then cancel the arrangement, you must write to the nursery to inform us, as soon as possible.

1.5 Prior to the enrolment of any siblings, all outstanding debts associated with existing family accounts must be cleared.

2.00 Opening times and Closure

2.1 The normal Nursery opening times are 8.30am – 3pm, Monday to Friday.

2.2 Templars Academy is a term time only Nursery, we are closed on bank holidays and during all school holidays.

2.3 Templars Academy may close for 5 days per academic year for staff training. A list of these staff training days are available on our academic calendar on the website.

3.00 Funding

3.1 Government funded 15 hour and 30-hour places are available at our Nursery for Two, Three and Four year olds, who are eligible under the scheme. The Government funding is subject to the current and applicable rules and regulations as set out by the Local Authority.

3.2 Parents who are eligible for the 15 hour or 30 hour funding are responsible for ensuring that they re-confirm their eligibility funding code on the childcare account every three months.

3.3 Parent funding declaration forms will be sent out termly and these must be completed and signed then returned to the Nursery by the deadline each term.

3.4 In the event that we are unable to claim FEEE for your child, then you will be liable for the payment of the nursery fees.

4.00 Fee's

4.1 Our fees are based on a daily charge which shall be notified to you in advance of your child starting at Templars Academy's Nursery. We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. Please see our Nursery charging and debt recovery policy for our fees.

4.2 The payment of the nursery invoice is the responsibility of both parents/ Guardians of the child irrespective of which parent/guardian has signed the terms and conditions or completed the admission paperwork.

4.3 Any agreement with a third party to pay the fees or any other sums due to Templars Academy does not release the parents/ Guardians from any liability under these terms and conditions.

4.4 Parents/ Carers will be invoiced on a termly basis, the nursery fees will be shown per month on the invoice. Each month must be paid by the 1st of the month, in advance of the sessions taking place. The Nursery fees can be paid through the Tax-Free childcare account, Parent pay or via Bacs using the information on the invoice.

4.5 If payments for the month are not received by the 1st of that month a letter will be issued to parents/carers.

4.6 If payment is not received after the reminder letter deadline a charge of 5% will be applied to the outstanding balance for that month. An additional invoice will be issued.

4.7 The Nursery sessions that you agree to, whether these are the morning sessions, afternoon sessions or full day sessions will remain in place for the term they can't be changed on an ad-Hoc basis.

4.8 We offer an extended afternoon session that runs from 2.30pm – 3pm for an additional charge. If you choose this session for your child then it will remain in place for the term, it can't be changed on an ad-Hoc basis. This session will be included on your Termly nursery invoice and must be paid in advance. This session will no longer be offered from September 2025.

4.9 From September 2025, we will offer an extended morning session that runs from 8.30am – 9.00am for an additional charge. If you choose this session for your child then it will remain in place for the term, it can't be changed on an ad-Hoc basis. This

session will be included on your Termly nursery invoice and must be paid in advance.

4.10 If you do wish to make a change and reduce your child's sessions then 4 weeks' written notice is required.

4.11 All Nursery sessions booked must be paid for regardless of whether the child attends. No refunds will be given for sessions missed.

4.12 Hot food can be provided at lunchtime upon request at the current school meal charge.

5.00 Late Collection Fee's

5.1 We reserve the right to charge a late collection fee in the event of a parent/ carer arriving late to collect their child after their session has ended. We understand that there may be extenuating circumstances – in these cases please ensure you contact the school.

5.2 We reserve the right to charge a late collection fee of £5.00 for every 10 minutes (or part of) the parent/carer is late.

5.3 Any late collection fees incurred require payment within 14 days of receipt of the invoice.

6.00 Notice and cancellations

6.1 The nursery requires four weeks written notice for the termination of a child's place or to change the child's nursery sessions.

6.2 Failure to provide one months' notice will result in one month's fees in lieu of notice being payable.

6.3 If your child receives funding and is taking up a place at an alternative nursery within the same funding period you will be unable to transfer their funding for the remaining time in that funding block.

6.4 The School reserves the right to terminate or suspend your child's place with immediate effect and without notice if you breach these terms and conditions, fail to pay fees when due or exhibit unacceptable behaviour; or if we, at our sole discretion, consider termination to be in the best interests of the School and/or the welfare of your child, other children at the School or staff. If the suspension continues for a period of more than 28 days this agreement will terminate automatically. Fees will continue to be payable during suspension.

7.00 Attendance

7.1 There is an expectation of regular attendance and if this is not met, we reserve the right to withdraw your child's place in accordance with the Local Authority funding agreement.

7.2 We ask that all parents notify Templars Academy if your child is absent due to illness, holiday's or medical appointments by telephoning the school office.

7.3 You must collect your child in person. If you arrange for someone else to collect your child, then you must contact the office prior to collection to inform us of the arrangements and obtain a password if appropriate.

7.4 In the event of adverse weather conditions parents/ carers must check the school's website; www.templarsacademy.com

7.5 If your child has suffered any vomiting or diarrhoea we require that they be kept away from nursery for at least 48 hours.

8.00 Property and belongings

8.1 Templars Academy cannot be held responsible for loss or damage to children's property. Every reasonable effort will be made to ensure the children's belongings are not lost or damaged.

9.00 Medical

9.1 In accordance with Ofsted requirements we have Paediatric trained staff members onsite.

9.2 Templars Academy reserve the right to administer basic first aid treatment when necessary. Parents will be informed of all accidents via first aid slips.

9.3 We require emergency contact details, medical information regarding any allergies, dietary requirements or medical conditions. Templars Academy may administer certain prescribed medication if a care plan has been put in place with our SENDCo.

Child's Name:

Parent/carer signature:

Date Signed: