



Glebe Farm School, Burney Drive, Glebe Farm
Wavendon, Milton Keynes, MK17 8XY
enquiries@glebefarmschool.co.uk
Headteacher: Mr Matthew Shotton
www.glebefarmschool.co.uk

Glebe Farm Nursery Terms and Conditions

All parents must observe our basic terms and conditions. Glebe Farm Nursery is committed to providing a happy and stimulating environment, which is delivered cost effectively as part of developing children in the local community. Parents are therefore expected to give their support and encouragement to the aims of the Nursery and to also comply with the following:

Registration

Children cannot be allocated a place at the Nursery without completing the online registration form. The child will be allocated a place subject to availability with the earliest date offered as appropriate to the age of the child. If there is no immediate availability the name of the child will be held on a waiting list until a suitable place can be offered. Parents interested in securing a place are advised to send the registration forms to the Nursery as soon as possible. Upon receipt a confirmation letter will then be sent with the earliest starting date as practical or the name held on a waiting list if there is no place available.

Cancellation of Place Offered

Once a place is allocated and confirmed by letter as stated above, to cancel the arrangement the parent must put this in writing to the school office.

Settling In (Subject to Government Guidelines)

We offer up to four one hour settling in sessions. One hour where a parent stays with the child and one hour when the parent goes. Most children will settle in with us very quickly however, if a child is having difficulty in settling in, it may be necessary to increase their sessions rather than reduce them. It is for that reason that we would ask a child to attend at least 5 sessions a week on separate days.





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Payment of Fees

Parents and/or guardians are jointly responsible for the payment of fees on time. All fees are to be paid in advance and will be invoiced via the My Child At School app at the beginning of each month. The calculation of fees is based on the relevant session rate multiplied by the number of sessions contracted each week. Fees need to be paid within 7 days of receiving the invoice.

All invoices will take into account any training days or public holidays on which the Nursery will be closed. Fees however will not be refunded or waived for term time absence through sickness or holidays or any other cause during term time or if the Nursery is forced to close in extreme bad weather conditions or any circumstances which are beyond its control or where the safety of children is at risk. The fee structure is reviewed every Summer and any tariff increases for the September term are made in line with other costs and where possible kept stable or with minimum increase.

Childcare Vouchers

Childcare vouchers are provided by some employers to help parents offset the cost of childcare against your pre-tax income. Parents are advised that Glebe Farm Nursery administer Childcare Voucher Scheme using various providers. Parents can find out further information by visiting their respective websites, speaking to your employer or visit www.moneysavingexpert.com which outlines how the scheme operates.

Late Payment of Fees

Glebe Farm Nursery operates within a budget to meet all staff costs, rent and other overheads. Parents are therefore kindly requested to ensure prompt payment. In the event that fees are not paid on time a charge of 10% of the outstanding balance will be payable for administration costs and will be included on the next invoice raised. The Nursery reserves the right to withdraw the child from attending.

BELONGING





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Uniform

Glebe Farm has a uniform, which your child is expected to wear to all sessions.

- sweatshirt or cardigan with school logo
- polo shirt with or without school logo
- Black joggers (with or without logo)/black leggings or black skirt

Non-Attendance

If a child is off sick or taking holidays during term time, the Nursery kindly request that parents inform the Manager by ringing the Glebe Farm School number, [01908 794400](tel:01908794400)

Please be advised that any term-time absence is chargeable, and no refunds will be given.

Nursery Education Funding

Glebe Farm Nursery operates the Funding Scheme for 2-, 3- and 4-year-olds in line with the Early Years at Milton Keynes Council. Funding is specifically for Pupil Premium children. Children are currently entitled to funding the term after their 3rd birthday within the dates outlined below:

Birthday between 1st January – 31st March – Funding will be given for Summer term onwards

Birthday between 1st April – 31st August – Funding will be given for Autumn term onwards

Birthday between 1st September – 31st December – Funding will be given for Spring term onwards

Once your child is eligible for funding the Nursery will provide you with the necessary paperwork to fill in & return. PLEASE NOTE: WITHOUT THIS PAPERWOK CORRECTLY FILLED IN, ANY NECESSARY ACCOMPANYING DOCUMENTATION BEING PROVIDED AND YOUR FUNDING CODE BEING VALIDATED BY THE DEADLINES SET, YOUR FUNDING WILL BE FORFEITED. ANY SHORTFALL WILL NEED TO BE MET BY YOURSELF.

Funding entitles you to either 15- or 30-hours childcare each week.





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Late Collection

All children MUST be collected on time. On time means collected by the end of session at the very latest. Any parent collecting later than 11.30am for morning sessions or 12.30pm from lunch club will incur a charge of £5.00 or if later than 3.30pm for all day/afternoon sessions will incur a charge of £10.00 per late collection. If a child is consistently picked up late, Nursery reserve the right to withdraw that child from attending.

Leaving Notice

A written notice period of 4 weeks is required if you wish to withdraw your child from Nursery for any reason. 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.

Amendment of Sessions

Glebe Farm Nursery endeavours to accommodate all session requests, however the Nursery kindly request that if a parent wishes to amend or add to any existing sessions that they do so in writing or by e-mail to the School Office. All such requests are subject to availability and Glebe Farm Nursery will endeavour to accommodate where possible but cannot guarantee any session amendments especially if the Nursery is full. Where possible the Nursery ask that parents do not enquire about sessions when dropping off or collecting their children but are advised to check availability by calling the School Office on the Glebe Farm Number between 9.00am – 2.30pm or by e-mail enquiries@glebefarmschool.co.uk

Policies & Procedures

Glebe Farm Nursery are required to follow the guidelines of the EYFS/OFSTED and parents are requested to observe and comply with all operating policies and procedures at the premises and to cooperate with staff in completions of any Entry Forms and any other documentation required pertaining to your child and his/her progress in Nursery. Failure to do so may lead to the Nursery taking necessary steps to withdraw the child if any policy or procedure is not followed.

Please note: For the purpose of these Terms & conditions the term 'Parent' refers to all those who are named responsible for the day-to-day care of the child.





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