

**St John & St James' C of E Primary School**  
**Extended Nursery Provision**  
**Parent Agreement**



**Applications**

Since September 2017 some working parents have been eligible for an additional 15 hours of free childcare for their 3 and 4 year olds in addition to the 15 hours free offer to all 3 & 4 year olds. These families will be able to access up to 30 hours of free childcare a week. To find out please visit <https://www.childcarechoices.gov.uk/>.

If you are eligible for 30 hours free childcare you can access this offer in the school term after your child's third birthday.

Nursery places will be awarded according to our admissions criteria. If your child is eligible for a part time place only, parents/carers will be given the opportunity to apply for Extended Nursery Provision. These places will be awarded on a first come first serve basis.

**Fees**

St John and St James' C of E Primary School charges a total of £80.00 per pupil per week, for Extended Nursery Provision. This amount does not cover the cost of school lunches.

**Deposit**

Before a child is accepted for Extended Nursery Provision, we require a deposit to be paid. At present, this is a set fee of £160.00 which is added to your ParentPay account and used against your child's attendance.

**Notice Period**

If you would like to remove your child from this provision before the end of their official Nursery period, you will need to give a half terms notice. This should be presented in the form of a letter to be addressed to the Head of School, c/o St John & St James' Primary School. Not doing so may result in charges being made.

**Payments**

All parents are expected to be in advance with their Extended Nursery payments by at least two full weeks. Any late payment may result in the place being withdrawn. You can make payments by using the online payment system via [www.parentpay.com](http://www.parentpay.com); please speak to a member of the office team for more information about this service.

The school will not charge for INSET Days or any closures determined by the school; bad weather, teacher strike action, polling etc. However, you will still be charged the full amount if your child is absent from school due to illness or other personal circumstances.

On the occasions where the school week is shorter than five days due to school holidays or bank holidays, you will be charged for the equivalent number of sessions i.e. £16.00 per day.

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**Child's Full Name:** \_\_\_\_\_

**Child's Date of Birth:** \_\_\_\_\_

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**Nursery Session Times**

Nursery's morning sessions run from 9.00am to 12.00pm and afternoon sessions run from 12.30pm to 3.30pm. Children who attend Extended Nursery Provision will remain in school during the lunchtime period which runs from 11.30am to 12.30pm during which time both lunch and play time supervision is provided.

**Lunchtime**

If you would like your child to have a school lunch you should make the additional £11.50 per week payment in advance in the main office or using our online payment system. If you would prefer your child to have a packed lunch please inform the school office. It is important to note that we are a healthy school which means that you must ensure that a healthy and balanced lunch is provided. Junk food and sugary snacks are not permitted and will be removed from your child's lunch and returned to a parent or carer at the end of the day.

**Collection**

Children must be collected by a responsible adult, no younger than 16 years of age. Two emergency contact details must be provided and these details will be updated on a regular basis. It is our school policy that only nominated persons can collect children. To avoid any unnecessary confusion at the end of the day, please ensure that a member of the Nursery team, or the main office, is informed in advance if a different adult will be collecting your child.

**Agreement**

I confirm that I have read and accepted the terms set out within this agreement. I can confirm that I am happy to pay the deposit of £160.00 and the first full week's fees in advance. I understand that the £160.00 will be credited to my child's account and will contribute towards their weekly fees.

**Parent/Carers Acknowledgement:**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**School Acknowledgement:**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Child's Full Name:** \_\_\_\_\_

**Child's Date of Birth:** \_\_\_\_\_