

## **Green Lane Primary and Nursery School (GLPNS)** **Extended Nursery Provision - Terms and Conditions**

These terms and conditions govern the basis on which we agree to provide extended Nursery services at Green Lane Primary and Nursery School to you. In accepting a place in the afternoon extended provision, you are agreeing to follow these terms and conditions and you understand that failure to follow these terms and conditions may result in the loss of your child's place in this afternoon provision.

These terms and conditions form part of the agreement between GLPNS and Parents/carers of children who have a place in the afternoon extended provision.

### **Nursery Entitlement**

Under Government legislation your child is entitled to receive 15 hours of free nursery education per week (universal entitlement).

You have also requested further extended care for your child (government funded/self-funded),

### **Payment of Fees**

#### **1. Self-funded additional extended care**

##### **a) Invoicing**

All parents/carers will be given access to the Operations Portal where sessions will be invoiced monthly in advance and must be paid by the dates stated on that invoice through the portal, tax free childcare or childcare vouchers. GLPNS reserves the right to refuse a child a place in our extended care if fees have not been paid.

##### **b) Absence**

No refunds will be given if your child is absent due to holidays taken during term time, closure of the facilities due to an 'act of God' (e.g. pandemic, natural disaster, snow enforced closure) or absence due to pupil sickness. Refunds may be made in exceptional circumstances only at the discretion of the Head Teacher and on the provision of reasonable evidence of the reason for the absence. In the exceptional circumstance of a refund being issued, where childcare vouchers have been used as payment for Nursery afternoon sessions, refunds will only be issued in the form of the transfer of childcare vouchers to another provider; no cash refunds will be issued where a balance is in credit due to the overpayment of childcare vouchers.

##### **c) Lunch**

If your child is having a school lunch, this must be paid (at least weekly in advance) through Arbor or you can provide your child with a packed lunch from home.

d) Holidays

Holidays taken during term time are strongly discouraged and will not be authorised (please refer to our attendance policy for further information). All fees must still be paid in full should any holidays be taken during term time.

e) Termination/changes to Nursery requirements

We are not able to change weekly patterns of attendance without the required notice. If you wish to terminate or change your child's extended provision requirement please notify Miss Parnell, EYFS Leader, care of [enquiries@greenlane.org.uk](mailto:enquiries@greenlane.org.uk) in writing/email, at least two weeks before the end of the half term, if you wish to change your child's requirements for the subsequent half term. You will receive written acknowledgement of your request. If notice is not received by this date then you will be charged for the following half term. Fees must be paid during the notice period

GLPNS will give one term's notice in writing to you in the unlikely event that GLPNS need to close the provision (with the exception of unforeseen circumstances such as a global pandemic, natural disaster etc).

## **2. Government Funded (Extended 15 hours funding)**

a) Holidays

Holidays taken during term time will not be authorised (please refer to our attendance policy for further information). Funding will still be claimed during any holidays taken.

b) Lunch

If your child is having a school lunch, this must be paid (at least a week in advance) through Arbor or you can provide your child with a packed lunch from home.

c) Termination/changes to Nursery requirements

We are not able to change weekly patterns of attendance without the required notice. If you wish to terminate or change your child's extended provision requirement please notify Miss Parnell, EYFS Leader, % [enquiries@greenlane.org.uk](mailto:enquiries@greenlane.org.uk), in writing/email, with at least four weeks' notice. Funding will still be claimed during the notice period.

GLPNS will give one term's notice in writing in the unlikely event that they need to terminate a contract/close the provision (with the exception of unforeseen circumstances such as a global pandemic, natural disaster etc).

d) Eligibility/Grace Period

It is parents/carer's responsibility to ensure their eligibility code is up to date. Parents should reconfirm their eligibility via the government website every three months. Should a parent fall into what is known as the 'grace period'; parents will have until two weeks before the end of that term to renew eligibility or will need to commit to self-fund the sessions for the following term or their place could be offered to another child.

e) Parent/Carer Declaration Form

Parents are required to sign the parent/carer declaration form. If this form is not signed funding cannot be claimed and extended hours would be payable or lost.

We reserve the right to terminate a place in our extended Nursery provision if any of these terms are breached.