

## Parent/Carers contract (to be signed by bill payer and returned to school):

1. **Consent for Nursery Attendance:** I consent for my child to attend Hagley Primary School Nursery. I understand that the Nursery has established policies, procedures, and expectations, and I agree to abide by them.
2. **Child's Care and Responsibility:** Once my child arrives at Nursery, they will be in the care of Nursery Team until collected by a "named" responsible adult.
3. **Payment and Nursery Fees:** I agree to pay for Nursery sessions promptly in advance, even if my child does not attend. For example, invoices raised in February for the Summer term must be paid in full by the end of March. Late payments will incur a 10% late fee. If any fees, including late payment charges, are not paid by the due date, my child's Nursery place may be withdrawn immediately.
4. **Notice Period for Changes:** I will provide one term's written notice to cancel any funded booked sessions. I will provide one calendar month's written notice to cancel any privately funded sessions. If there are exceptional circumstances, I will notify the Nursery in writing as soon as possible, providing a reason for the change. Any changes are subject to approval by the Senior Leadership Team or Governing Board of Hagley Primary School. Fees for sessions that fall within the notice period will still be charged, even if my child does not attend.
5. **Updating Personal Information:** I understand that it is my responsibility to keep the Nursery informed in writing, of any changes to my child's information, including emergency contacts, medical details, and other important updates.
6. **Clothing and Messy Activities:** I accept that my child may participate in messy activities while at Nursery. I will provide my child with appropriate clothing to accommodate these activities if necessary.
7. **Late Arrivals:** If I am delayed due to unforeseen circumstances, I will contact the School Office as soon as possible to inform them.
8. **Late Collection Fees:** If my child is not collected at the agreed time, I will be charged: £10 per child per late collection. I will also be charged an additional £10 per child for every 15 minutes thereafter.
9. **Uncollected Children:** If any child is not collected by 3.30pm, and all emergency contacts have been exhausted, Senior Leaders of Hagley Primary School will be legally required to contact Social Services.
10. **Personal Belongings and Security:** Whilst the Nursery takes precautions to ensure the safety and security of personal items, they cannot be held responsible for any lost or stolen belongings. The Nursery are not responsible for any loss or damage to personal belongings while on the school site. Please note that parents and carers are not allowed to use mobile phones whilst in Nursery.
11. **Incident Reporting:** If my child is involved in an incident at Nursery, I will be notified as soon as possible.
12. **Accidents and Emergency Medical Treatment:** If my child has an accident, then he/she will be treated by a qualified first aider and in the event of an emergency will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, a Nursery staff member may sign any consent forms necessary for treatment on my behalf. For non-emergency first aid, written information is provided at collection.
13. **Confidentiality and Safeguarding:** Any information regarding my child will be treated as confidential. However, in cases of child protection concerns, the Nursery may be required to share information with external agencies such as Police, Social Care and Health Care Professionals.
14. **Nursery Fees and Payment Updates:** Nursery fees, including late payment and late collection fees, are reviewed annually. A minimum of four weeks' notice will be given for any changes to fees. Up-to-date fee information will be available on our school website.
15. **Invoicing and Payments Responsibility:** I understand that fees are billed monthly, in advance, If I have not received an invoice by the end of the month before the billing period, I will notify the Nursery.
16. **Voucher Payments:** I understand that voucher payments may take up to five working days to be processed into the Nursery account. I agree to schedule my payments accordingly to ensure that payment is received by the due date. If my voucher payment is not received by the due date, my child's Nursery place may be withdrawn with immediate effect.
17. **Refund Policy:** I acknowledge that no refunds will be given for missed sessions, including additional paid activities such as rugby and French.

I have read and understand the above terms and conditions and agree to comply with them.

Signed..... (to be signed by bill payer) Date.....

Name.....

Name of child/children in Hagley Primary School Nursery

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Please sign to confirm that you give consent for Hagley Primary School Nursery to store data about your child, in line with Data Protection Policy; you may withdraw consent at any time.

Signed.....

Date.....