

White Hall Academy Nursery & Little Stars Nursery Flexible Provision –Terms and Conditions

White Hall Academy is committed to offering Parents and Carers flexible early years' provision. It means children 3-4 yrs can have 15 hours of free provision per week, over 3 or 5 days. Children who are two may also be eligible for 15 hrs free early years provision per week, subject to meeting the eligibility criteria. This would start in the term after the child turns 2. Additional fee paying session, at very competitive rates, can be booked term on term subject to availability. Funded places take priority and children in our catchment area or those who are looked after take priority if there is competition for places, either funded or fee-paying.

The smooth running of Flexible Provision relies upon parents agreeing to the terms set out below.

Terms and Conditions:

- All children must attend for a minimum of 15 hours per week.
- All parents must complete a flexible provision application form.
- If you choose 3 session provision - *wrap-around care* (2 full days plus a half session) and you decide to use the whole session time, this would incur additional costs due to the provision exceeding 15 hours.
- Once a place has been allocated and the nursery hours your child attends agreed. This cannot be changed, unless you apply in writing giving **one month notice**.
- For agreed wrap around care that exceeds 15 hours, payment must be made for every session, **even if your child does not attend as a result of illness, hospital appointment or holiday.**
- Refunds for absence due to **exceptional** circumstances will be referred to the head of School or Head teacher and/or Governing Body.
- In the event of enforced school closure, parents will not be charged for any costs relating to the closure.

Additional, fee-paying sessions, can be booked at family-friendly competitive prices, subject to availability (funded places take priority) but these are booked separately as we cannot guarantee the same key person has available spaces. We will, however, try to ensure that your child's key person or buddy key person is in the room for familiarity and as a 'go to' person if needed.

- **Additional costs will be clearly invoiced** to the parent in advance, showing all costs for the next month or half term, depending on which option is preferred. **Payment must be made by the due date on the invoice.**
- Failure to settle all fees on time may result in the withdrawal of any additional provision. This will not affect your 15 hours free provision but if you take lunch club you will not be entitled to the additional half day.
- **It is the responsibility of all parents/carers to ensure their child is collected at the agreed time.** If the time goes over the agreed time, and there is no explanation, in advance, the uncollected child policy and procedure will come into play. Parents *must* inform the nursery if there are unavoidable delays. If parents are late being collected on more than a few, unavoidable, occasions a fee of £10.00 each half hour will be added to your next invoice as staff need to be paid on a one to one basis if nursery is closed.