



Stottesdon C. of E. Primary School and Nursery

The Shropshire Gateway Educational Trust



Stottesdon Gateway Nursery Terms and Conditions.

Services include Nursery, Before and After School Childcare and Holiday Childcare.

By accessing and using this service, you accept and agree to be bound by the terms and provision of this agreement. In addition, when using these particular services, you shall be subject to our policies and rules applicable to such services. Any participation in this service will constitute acceptance of this agreement. If you do not agree to abide by the above, please do not use this service.

To provide relevant up-to date information regarding your child, to include health requirements, medical information and any allergies that you are aware of.

To inform staff of any changes in circumstances that may affect your child whilst in our care.

To inform staff of any change in personal contact details, such as change of address or telephone/mobile phone number; change of contact details at your employment; change of parental responsibilities.

To inform staff if you are aware that your child/ren will not be attending Nursery or Wrap Around Care on their normal session days.

To collect your child/ren by the end of the appropriate session time. If you are late you will be expected to pay the next session fee or of it's the end of the day you are agreeing to pay the late collection charge of £15.00 per family, and to contact Nursery to inform of any intended late arrival.

To be prepared to give one months' notice period, in writing, if you wish to cease any/all of your child's/ren's regular sessions at Nursery and / or Wrap Around Care.

To pay fees even if your child/ren does not attend the session they are booked in for, due to holiday, sickness, school clubs or adverse weather conditions. Also, to be aware that we are unable to swap sessions if your child misses any. However additional sessions can be booked on an adhoc basis, subject to availability. We request that when there is high demand for slots in Nursery / wrap round and holiday club, unneeded adhoc spaces are cancelled 72 hours before in order to allow spaces to be taken by others.

Invoices for childcare provision will be issued on a monthly basis. Fees must be paid within 30 days of receipt of invoice. A late payment will incur a penalty charge of £15.00.

All payments must be made via Bank Transfer to the SGET account at Lloyds bank, sort code 30-67-88, bank account 15371568.

Stottesdon Gateway Nursery reserves the right to change these conditions from time to time as it sees fit. Any changes will be notified to you and your continued use of the services will signify your acceptance of any adjustment to these terms.

Signed Parent / Carer:

Print Name:

Date:

Stottesdon C. of E. Primary School, Cleobury Mortimer, Nr. Kidderminster, Worcs. DY14 8UE

Office Tel: 01746 718617 Nursery/Wraparound: 01746 718769

Email: admin@stottesdon-school.co.uk

Website: <http://stottesdon-school.co.uk>

Head Teacher: Mrs. K. Jones Chair Of Governors: Rev. M Daborn

SGET Registered Office: Lacon Childe School, Cleobury Mortimer, DY14 8PE Company number 9115941

