



CROWN WOOD PRIMARY SCHOOL & NURSERY

Nursery Terms & Conditions v2.0

1 General

- 1.1 The purpose of these terms and conditions is to provide clarity for parents about how we operate, and why, and our expectations of them. This will allow us to provide a high-quality learning environment, assist our forward planning and to ensure the proper resourcing of the nursery. Consequently, we require all parents and carers to be aware of and abide by our stated terms and conditions.
- 1.2 Nothing within these terms and conditions affects your statutory rights.
- 1.3 These terms and conditions are in force from 1 September 2025 and remain in force until updated.
- 1.4 Crown Wood Primary School & Nursery reserves the right to change any of these terms and conditions in this contract that are reasonably required. However, we will give as much notice as possible and will seek to keep any changes to a minimum.
- 1.5 Please note that the admission to our Nursery is a separate process to admission to Reception. You will need to make a separate application for a place at Crown Wood Primary School to Bracknell Forest Local Authority. Please see our website for further information: <https://www.crownwoodschool.com/>.

2 Entitlement to free hours under the government scheme

- 2.1 From the term following your child's third birthday, your child is entitled to 570 hours per year **Universal Funding**. This equates to 15 hours each week for 38 weeks per year.
- 2.2 **Extended Funding** is also available for working parents or parents returning to work. To check if you are eligible, please visit www.childcarechoices.gov.uk, where you can register to receive an eligibility code that will need to be entered on the accompanying Parent Declaration Form For Free Entitlements. Those who are eligible for the Extended Funding will be able to claim an additional 15 hours of free entitlement, per week, for 38 weeks of the year.
- 2.3 Please note that, in some years, the academic year has more than 38 weeks (often due to the timing of holidays such as Easter) and you will not be charged for those additional hours in those weeks (often spread across the year e.g. a few days at the end of each term). This applies for all nursery places, including those using Universal Free Entitlement and Extended Free Entitlement.
- 2.4 If you are accessing the Universal Funding and Extended Funding over more than one setting, the hours claimed must not exceed the hours to which you are entitled – i.e. 570 or 1140.
- 2.5 Please note you must renew your claim for Extended Funding every 12 weeks. It is your responsibility to check and inform the Nursery of any changes. You can renew your claim here: <https://www.gov.uk/sign-in-childcare-account>

3 Nursery Opening Hours and Availability of Sessions

- 3.1 Our Nursery is open 8.30am – 11.30am (Morning Session), 12.10pm – 3.10pm (Afternoon Session) or 8.30am – 3.10pm (All Day Session). Universal funding (15 hours) can be used for morning or afternoon sessions while Extended Funding or Working Parent Entitlement (an additional 15 hours, total 30 hours) can be used for all day sessions.
- 3.2 Wrap around care is available before 8.30am and after 3.10pm at an additional cost. This is run by a third-party organisation called Beehive on the school site: <http://www.beehiveclub.co.uk/>
- 3.3 Crown Wood Primary School has a maximum of 52 places in its nursery. This comprises of 52 in the morning session and 52 in the afternoon session.
- 3.4 In the Autumn term, we reserve 18 universal places (15 hours) – 9 in the morning and 9 in the afternoon - and

36 extended places (30 hours). In the Spring and Summer Terms, we add an additional 4 universal places (15 hours) to make 11 in the morning and 11 in the afternoon and an additional 5 extended places (30 hours).

- 3.5 If we receive applications for more than 18 universal and 36 extended places in the Autumn Term, we will allocate places using the Spring / Summer reservation numbers based on our admissions criteria. Please see our website for further information: <https://www.crownwoodschool.com/>.
- 3.6 If we receive less than the published number of available places for universal entitlement (15 hours) then we will admit more extended entitlement places up to their admission number. If we receive less than the published number of available places for extended entitlement (30 hours) then we will admit more universal entitlement places up to their admission number.
- 3.7 We do not charge for the period 11.30am – 12.10pm for children attending the 'All Day' session.
- 3.8 We do not offer a lunchtime extension for children attending the 'Morning' or 'Afternoon' sessions.
- 3.9 **We offer our Nursery places on the expectation that you accept the hours requested (e.g. 15 hours, 30 hours) and the children attend their sessions every day (except for illness or other extenuating circumstances).** This is because we do not receive funding for days the children do not attend, but we still must employ and pay our staff on the expectation they attend regularly.

4 Places offered to children for the day after their third birthday

- 4.1 We may be able to offer places to children from the day after their third birthday (places permitting).
- 4.2 Decisions will be made on a case-by-case basis and Crown Wood Primary School & Nursery is under no obligation to explain its decision for accepting / rejecting a child's application for a place before the term after their third birthday.
- 4.3 These places are not funded by Universal or Extended Funding, and therefore a charge will be made. The charge will be the same rate as the current free entitlement funding. Please speak to the office for the current rate. As in 3.7 above, we do not charge for the period 11.30am – 12.10pm for 'All Day' children.
- 4.4 Payment must be made half-termly in advance and within four weeks of the invoice date.
- 4.5 Failure to pay within the timeframe stated in 4.4 may result in a child's place at the Nursery being withdrawn. There is no requirement to provide notice to the parent and or carer of a child in this instance.

5 Lunchtime

- 5.1 There is no charge for the lunchtime period (between the morning and afternoon session) for children attending all day under Extended Free Entitlement. See 3.7 above.
- 5.2 Children must bring a packed lunch.

6 Late Collections

- 6.1 You are expected to collect your child at the published finish times in the morning or in the afternoon as appropriate.
- 6.2 If you are more than 10 minutes late collecting your child at the end of their session, we reserve the right to charge a childcare fee of £5.00 per 15 minutes.
- 6.3 If you are unavoidably delayed, you should contact the office as soon as possible. If you do not collect your child and we must contact you, we reserve the right to charge a further £5.00 administrative fee.

7 Leaving Crown Wood Primary School Nursery early

- 7.1 Six weeks written notice, addressed to the Admissions Officer, must be given before the departure of any child from the Nursery, to be handed in at the beginning of the half term prior to departure.

8 Changes to Hours / Pattern of Attendance

- 8.1 Six weeks written notice, addressed to the Admissions Officer, must be given to make a change to a child's hours of attendance (e.g. from 30 to 15 hours) and / or pattern of attendance (e.g. Morning to afternoon session or the days attended)

- 8.2** Failure to provide us with sufficient notice may mean we are unable to fulfil the request.
- 8.3** We cannot guarantee we can make changes to hours or patterns of attendance even if sufficient notice is given as it will depend on the number of children in the setting and their pattern of attendance.

9 Payments in General

- 9.1** In general, we only accept children funded by the universal or extended free entitlement and parents will never receive an invoice from us. As per Sections 4 and 6, however, there are limited exceptions where we may charge a fee for 'private' hours or late collection.
- 9.2** Where we do charge for 'private' hours, these will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that we can properly budget and plan for staff cover.
- 9.3** No compensation will be paid or refund given if the Nursery must be closed due to any reason beyond our control, such as power failures or extreme weather conditions.
- 9.4** In line with Trust policy, we will actively pursue any debtors, by whatever means.

10 Declaration

- 10.1** By signing below, you agree to the following statement:

I have read and understood the terms and conditions, as well as my responsibilities as a parent and or carer, as set out above in this agreement, school policies and all other related documents that I have signed in conjunction with applying for a place for my child/ren at Crown Wood Primary School Nursery.

10.2 Signature of parent / carer

Signed: _____ Date: _____

Name: _____ Title: _____

Child's name (please print): _____

10.3 Signature of Headteacher

Signed: _____ Date: _____

