



## **Nursery Terms and Conditions (September 2025)**

Rickley Park Primary School takes parent's registration of their child into the Nursery as acceptance of these terms and conditions.

### **Opening hours and fees (applicable to all parents and reviewed annually)**

Rickley Park Primary School Nursery will be open term time only as per our main school term dates listed on our school website and included in the Parent Information Booklet.

The Nursery is open for Morning sessions from 9am until 12pm, Afternoon sessions from 12pm until 3pm and all-day sessions 9am-3pm.

No charges will be made for those using the universal funded 15 hours.

Additional sessions will be charged at a rate of £19 per session unless eligible for 30 hours funding.

### **Late pick-up, early drop-off, and penalty fees (applicable to all parents)**

Please advise the Nursery immediately if you will be arriving late to pick up your child. It is the parents' responsibility to ensure that children are picked up at the end of their session each day, either by 12pm or 3pm.

If you are not able to pick up your child at the required time you must make alternative arrangements and inform the Nursery by contacting the school.

It is highly recommended that you arrive at least 10 minutes earlier than the session end time to give you and your child time to get ready to leave.

All late collected children will be recorded in the "late book". Where a child has 3 recorded late collections in one term a letter will be sent home to the parents and this information will be passed on to the school's Senior Attendance Officer (Legal Interventions) or Children's Social Care for further investigation. Any subsequent late collections, after a letter has been sent home, will be subject to the Charges for Late Collection/Non-Collection of Children. Please refer to the Rickley Park Primary School Attendance Policy on the school website for full details. Continual lateness may put your Nursery place at risk.

### **Additional Session Booking (applicable to all parents of children accessing additional sessions above the standard 15hrs)**

## **RICKLEY PARK PRIMARY SCHOOL**

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All additional sessions must be booked for in advance and A minimum of half a terms payment is due in advance via MCAS (MY CHILD AT SCHOOL) or by Tax Free Childcare Scheme payments.

Parents booking afternoon sessions only must ensure that their child has already had lunch. Parents accessing the 30hr funding need to provide their eligibility code for 30-hour funding prior to the block they wish to claim for or be charged £19 per session until a valid 30-hour eligibility code can be verified.

One month's written notice is required for any change in session bookings.

Booked sessions cannot be swapped for different days on an ad-hoc basis; any changes must be made in writing with a minimum of one month's notice.

Extra or occasional session bookings may be available dependent on availability, via the additional hours request form which should be returned to the school office. Extra sessions booked will be charged in arrears.

What happens if your 30 hours funding eligibility ceases?

- You will receive a 'grace period' – this means you will be able to keep your childcare arrangements for a brief period – up to one month.
- Once the 'grace period' has lapsed, you will only be entitled to the universal 15 -hour entitlement

**Fees and Payment Policy (applicable to parents paying for additional afternoon sessions only)**

Chargeable sessions must be paid at least a half term in advance. Parents will be invoiced in advance for payments to be received within 2 weeks of the invoice date.

Any occasional/extra sessions can be paid in arrears.

**Fees are due for all sessions booked and will not be refunded for any unattended booked sessions.**

**Fees are payable for all booked days and not actual attendance.**

Payments received repeatedly late (more than 3 times per half term) will incur a £10 charge.

If the Nursery must close due to any health and safety reasons including severe weather, fees will still be payable during the closure period.

**Arrears and debt policy (applicable to parents paying for additional afternoon sessions only)**

If you are experiencing financial difficulties in the payment of fees, then please contact the office at the earliest opportunity so a mutual agreement can be made.



We will make every reasonable effort to contact parents by phone, MCAS (MY CHILD AT SCHOOL) and/or letter regarding non-payment of fees.

If contact cannot be made and/or payment is not received within 2 weeks of the due date, we will assume that you no longer require the sessions and cancel your booking.

Non-payment letters regarding overdue fees will incur a £5 administration cost per letter.

A charge of £10 will be made for any cheque returned by a bank as unpaid. If this happens more than once, only cash payments will be accepted.

### **Non-Attendance**

If a child is absent the parent/carer is expected to contact the school attendance line as soon as possible on each day your child is absent between 8am and 9am (when the registers are taken). If no contact is made the school will make a welfare visit.

If taking holiday in term time a leave of absence form must be completed and our school attendance officer informed.

Although children who attend the nursery are below the statutory age for school, it is expected that all children attend the nursery when it is open. Pupils' welfare is of paramount importance and regular attendance is essential for their success and fulfilment.

### **Leaving Notice**

A written notice of 4 weeks is required to withdraw your child from nursery for any reason. If your child receives funding and is taking up a place at an alternative nursery within the same funding period You will be unable to transfer their funding for the remaining time in that funding block.