



**ST MARYCHURCH C OF E (VA)  
PRIMARY AND NURSERY SCHOOL**

**NURSERY PARENTAL DECLARATION CONTRACT  
AND NURSERY HOURS REQUEST**

We are pleased to be able to offer up to 15 funded hours in our Nursery. Please read the enclosed information and terms and conditions carefully and use the attached form to indicate the sessions you would like your child to attend. We will then let you know if these are available. **Please return the completed form to the Nursery Teacher or the school office staff by Friday 25<sup>th</sup> June at the latest. Thank you.**

If you would like to request sessions over 15 hours these may be available on a paid basis. Please request the hours you would like on the form. We will then let you know if these are available.

**TERMS AND CONDITIONS – PLEASE READ CAREFULLY**

- Parents will need to complete and sign the attached Parental Declaration Contract as required by the school and Torbay Local Authority. We will give you this form before your child starts Nursery.
- Each June you will need to request again the hours you would like your child to attend for the following new academic year, starting in September. To do this you will be required to complete a new Parental Declaration Contract and return it to the school.
- Requests to change nursery hours will be considered at the end of each half term to take effect from the following half term. Please do not request changes during a half term for that half term.
- In the event that hours requested are not available we will offer alternative hours, where possible.
- Unallocated hours remaining will be allocated on a first come/first served basis, firstly for funded hours and then for additional paid hours.
- **Holidays During Term time** - All holiday requests will need to be authorised by the Headteacher. Holiday request forms are available from the school office and will need to be completed and returned to school for authorisation with at least one month notice in advance. As long as your request has been authorised in this way you will not be charged for this period.
- If your child is absent from the nursery for longer than two weeks and you have not contacted the school to give a reason your child's place will be withdrawn and hours will be re-allocated.



## **Paid Sessions / Payment**

- Any sessions additional to the 15 funded hours will be invoiced within standard fees and **payments must be made monthly in advance.**
- Additional paid sessions are on offer, unless they are required for children requesting funded places. As places are reserved on a termly basis you will be invoiced for these hours whether or not your child is present in the nursery for them. In the event of these hours being re-allocated we will give one half term's notice
- If payments become more than one month in arrears you will forfeit your additional hours and these will cease immediately and may be reallocated to another child. We will consider reinstating hours on payment of the arrears and the next full months payment.

## **Session Times/Pricing**

*Session times are as below. Prices given will take effect from September 2010.*

<b>SESSION</b>	<b>TIMES</b>	<b>Cost of Additional Paid Sessions (as available)</b>
Morning	09.00 – 11.30	£8.00 (from Sept 2010)
Lunch	11.30 - 12.45	£4.00 + cost of hot school dinner. (from Sept 2010)
Afternoon	12.45 – 15.15	£8.00 (from Sept 2010)
<b>Paid before and after school care.</b>		
Breakfast Club	07.45 – 09.00am £2.50 per session (from Sept 2010) Please ask at the school office for an application form.	
After School Club	3.15-6.00pm Jo and Stu Hobson: 01803 328913 Please ask at the school office for an application form.	

## **LUNCHES**

*Hot school dinner - Price per meal is £1.90.*

*Payable to Eden Foodservices in advance of meals taken.*



