



Wyndham Park
Nursery School

Wyndham Park Nursery School
Terms & Conditions – Updated May 2022

Government Funded 15 and 30 Hours Places (2, 3 and 4 Year Olds)

1. These are called your core sessions and these are booked for the term in advance.
2. We will assume that you wish to keep the same pattern of attendance each term unless you notify the office with a request to change your core sessions at least 2 weeks before the end of term before the start of the next term.
3. Sessions missed due to absence will not be available to rebook.
4. Please note that the rules from the DfE state that the free 15 hour and 30-hour funding can only be used for a maximum day length of 10 hours. If you require an extended day from 7.30am -6pm then the final 30 minutes will be charged with a fee of (£2.75) even if you have not used all of your 15/30 hours entitlement.
5. We must have received your completed admission form, seen proof of date of birth, received and verified your 30-hour code/ 2-year-old funding code (if applicable) and received a completed EYE declaration form before your child can start.
6. Late pick-ups of over 10 minutes will be charged the full cost of the session the child is then attending.

Payments for Additional Sessions beyond 15/30 hours

7. Payments should be made in advance. Failure to pay will result in withdrawal of additional hours until all outstanding payments have been made. Reminders will be sent following missed payments.
(A payment link will be sent to you via our mobile payment system - SumUp.)
If you wish to pay with childcare vouchers you will be invoiced. We do have a card reader in the office and do accept cash
8. If a child is unable to attend additional paid for sessions due to medical reasons e.g. illness or hospital appointments, any payment made will be carried forward and deducted from the next payment due.
9. Late pick ups of over 10 minutes will be charged at the next sessions costs.
10. 48 hours' notice should be given when cancelling any fee-paying hours. Your payment can either be transferred to another day or will be carried forward and deducted from the next payment due. (if we receive your request outside of school office hours (8.30am - 3.30pm) we will class it as being received at the start of the next school day.

11. If we do not receive 48 hours' notice of cancellation, we regret we are unable to refund the payment

Notice Periods

12. If you no longer wish for your child to attend Wyndham Park Nursery School we require a notice period of TWO school weeks. After this time we will release your child's funding so they can access their funded hours with their new provider.

Parents and Carers Code of Conduct

13. As a Lincolnshire County Council School we expect all of our families to follow Lincolnshire County Council's Parent and carer code of Conduct. Please ensure you read this document fully on our website

<https://www.wyndhamparknursery.co.uk/attachments/download.asp?file=695&type=pdf>