

OSHN Ltd (Old School House Nursery) Terms and Conditions of attendance Parent(s) /carers/ family members and all other stakeholders agree to the following conditions in respect of attending The Old School House Nursery.

These terms and conditions follow OSHN Ltd policies and will be reviewed yearly unless an update is needed before this.

Ethical:

All staff at The Old School House, will communicate with parent(s) / carers and other stakeholders, politely, friendly and professionally.

We will respect all families, without judgement, to support children's learning and development.

Parent(s) / carers and other stakeholders are expected to reciprocate by also speaking to staff politely.

Aggressive behaviour/ verbal abuse will not be accepted and may result in the withdrawal of a child's place.

Safety:

You may not drive faster than 5 miles per hour when on site - this is to enable you to stop immediately, in the event of an emergency.

You will always hold your child's hand/ carry them to get them safely to your car.

You will not stop to chat to friends in the car park, unless your child is already safely strapped into their car seat.

Financial Fees:

All fees/ voluntary additional service charges are to be paid as per invoice promptly, by standing order on or before the 14th of each month.

Payment made to: OSHN Ltd Sort Code: 30 95 37 Account no: 59833660

Registration Fee: To register your child for a place at TOSH you will be required to pay a £100.00 Registration Fee, unless you are entering using a Free for two funded place (FF2) or 3+4 year old funded place (FEE) Funding.

The Registration Fee will be deducted from your invoice.

If once registered and parent(s) / families subsequently change their mind and withdraw their request for a place, the deposit will not be refunded.

Funding: OSHN Ltd offer Free For 2 funded places to those families who qualify. OSHN Ltd offer the universal 15 hours and extended 30 hours to 3 & 4 year olds.

OSHN Ltd charge a voluntary additional service charge for each funded session. Please see the funded place voluntary charge letter/ fee structure for further details.

Notice period:

If your child is accessing a funded place, and they are here for 'Headcount week' and you have signed the 'KCC parental declaration' form OSHN Ltd will claim the funding as agreed on the parental declaration. If you then choose to move your child to a different setting it is at the discretion of Management if the remaining funding for the term will be forwarded onto a different setting.

Full Time Places (Attending 51 weeks of the year)

If your child attends all year round, and you pay full fees, then we require one month's notice of any change to attendance - this may be telling us that your child is leaving or requesting additional sessions or amendments to attendance pattern.

Term Time Places (Attending 38 weeks of the year)

OSHN Ltd offer Term Time Only Places to children aged over two - Notice period for term time only places is three months (one whole term) for Fee paying children.

Social Media:

We use EYlog (Early Years Log) to communicate with parent(s) / carers and other chosen family members.

To protect and safeguard all of our children and families:

- it is not permissible for parents to copy any picture sent home in a private EYLog message onto any social media platform.
- It is the responsibility of all primary carers to ensure that all family/ friends who are included in the receipt of observations are clear on this rule and confirm that they will not share photos.

Social Media Platforms:

- Parent(s) / Carers should not send friend requests to staff, with whom their only association is professional both during their child's attendance at OSHN Ltd and after they have left.
- Parents who are personal friends of staff, who may also be friends on social media prior to a child attending OSHN Ltd, may not mention/ discuss this nursery or the children who attend, either directly or by inference.

Babysitting:

Although we realise your child's key staff would be an obvious choice for babysitting - staff are not permitted to do so. To fully safeguard the children and the workforce, it is considered "best practice" that staff who currently work at OSHN Ltd do not babysit for the families who currently use the setting.

Covid Policy/ Sickness and Medicine :

I/ we confirm that we have read OSHN Ltd Covid Policy and Procedure/ Medicine and Illness Policy and Procedure and that I/ we are in agreement with all terms set out.

We understand that children who are unwell with one of the three main Covid Symptoms- should not attend the nursery and that they should either undertake a full PCR Covid Test or self-isolate for ten days.

Upon receipt of a Negative NHS CPR test (which should be forwarded to nursery) they may return once they are 48 hours clear of any further symptoms.

All other terms of the Covid Policy also apply and may be reviewed and updated. (Our response to the continuing Pandemic will reflect guidance and advice we receive from Public Health England and Kent County Council and may alter accordingly)

We understand that if our child/children are poorly with a temperature/ S and D that they cannot attend nursery until 48 hours from their last symptom.

If a child is requiring medicine this must be prescription and sent into nursery in the original container with the prescription label. Children must have been receiving the medicine for 48 hours minimum and be well in themselves to attend.

I We agree to the above terms and conditions and understand that if we do not adhere to them, my / our child's place may be withdrawn.

Signed _____

Signed _____

Print: _____

Print: _____

Date: _____

Date: _____