



Hunter Hall School Nursery and Pre-School

Terms & Conditions

1. Agreement

1.1 These Terms & Conditions form the agreement between Hunter Hall School Nursery and Pre-School (“the Nursery”) and the parent(s)/guardian(s) (“the Parent”).

1.2 By accepting a place, the Parent confirms they have read and agree to these Terms.

1.3 The agreement commences once a place has been confirmed in writing.

1.4 The Nursery reserves the right to amend these Terms with reasonable notice.

2. Attendance Models

2.1 The Nursery offers two attendance models:

- Term-Time Only
- 51 Weeks Per Year

2.2 Parents must select one model at the point of registering.

2.3 Requests to switch between models may be considered at the Nursery’s discretion and subject to availability and notice.

2.4 Fees and attendance expectations differ between models and must be adhered to accordingly.

3. Sessions & Opening Hours

3.1 The Nursery operates the following sessions:

- Morning: 08:15 – 13:00
- School Day: 08:15 – 15:00
- Full Day: 08:15 – 17:30
- Early Birds (optional – additional cost): 07:45 – 08:15

3.2 Children must be collected promptly at the end of their booked session.

3.3 Late collection will incur an additional charge.

3.4 Sessions must be booked in advance and form a regular attendance pattern.

4. Age Groups

4.1 The Nursery provides care for:

- Nursery: 2-year-olds
 - Pre-School: 3–4-year-olds
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5. Fees & Payment

5.1 Fees are payable in advance:

- Term-Time Only: billed termly in advance
- 51 Weeks: billed monthly in advance

5.2 Fees are payable regardless of absence, including illness or holidays.

5.3 There is no registration fee or deposit.

5.4 The Nursery reserves the right to:

- Review fees annually
- Increase fees with appropriate notice

5.5 Failure to pay fees may result in:

- Late payment charges
 - Suspension or withdrawal of the place
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6. Funded Places

6.1 The Nursery offers government-funded childcare (subject to eligibility).

6.2 Funding covers childcare provision only.

6.3 A charge for lunch is included within session pricing (please contact the Nursery for details of session prices without lunches).

6.4 Additional services or hours beyond funded entitlement may incur additional charges.

6.5 Changes affecting funding allocations may only take effect from the start of a new term.

7. Booking Patterns & Changes

7.1 Sessions must be agreed in advance and form a consistent weekly pattern.

7.2 A minimum of 4 weeks' written notice is required to:

- Reduce sessions
- Change attendance
- Withdraw from the Nursery

7.3 Changes are subject to availability and operational requirements.

8. Settling-In

8.1 The Nursery offers settling-in sessions tailored to each child.

8.2 These sessions are arranged in partnership with parents to ensure a smooth transition.

9. Absence

- 9.1 Fees remain payable during all absences.
 - 9.2 No refunds or alternative sessions will be provided.
 - 9.3 Parents must notify the Nursery of absence as soon as possible.
 - 9.4 Prolonged unexplained absence may be followed up in line with safeguarding duties.
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10. Illness & Medication

- 10.1 Children must not attend if unwell or infectious.
 - 10.2 The Nursery reserves the right to refuse admission where necessary.
 - 10.3 If a child becomes unwell during the day, Parents must arrange prompt collection.
 - 10.4 Medication will only be administered in accordance with Nursery policy and with written consent.
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11. Safeguarding & Welfare

- 11.1 The Nursery operates in accordance with the Early Years Foundation Stage (EYFS).
 - 11.2 The Nursery has a duty to safeguard children and may report concerns to relevant authorities. We may do so without your consent and/or without informing you.
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12. Collection of Children

- 12.1 Children may only be collected by authorised individuals.
 - 12.2 Identification and/or a password may be required.
 - 12.3 The Nursery will not release a child if there are concerns about the collector.
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13. Behaviour & Conduct

- 13.1 The Nursery operates a zero-tolerance approach to:
 - Abusive or aggressive behaviour
 - Conduct that risks the wellbeing of staff or children
 - 13.2 The Nursery reserves the right to withdraw a place immediately in such circumstances (common clause in leading nurseries).
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14. Termination of Place

- 14.1 Either party may terminate this agreement with 4 weeks' written notice.
 - 14.2 Fees remain payable during the notice period.
 - 14.3 The Nursery may terminate immediately where:
 - Fees are unpaid
 - There is a serious breach of these Terms
 - Continued attendance is not in the best interests of the child or others
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15. Closure of Nursery

15.1 The Nursery may close due to circumstances beyond its control (e.g. extreme weather, public health events).

15.2 In such cases:

- The Nursery is not obliged to provide alternative childcare
 - Fees may still be payable.
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16. Personal Belongings

16.1 All items brought to Nursery are at the Parent's risk.

16.2 The Nursery accepts no liability for loss or damage.

17. Late Collection

17.1 Parents must collect children on time.

17.2 Late collection may incur a charge.

18. Data Protection

18.1 The Nursery processes personal data in accordance with:

- UK GDPR
- Data Protection Act 2018

18.2 Information is held securely and used only for legitimate childcare purposes.

18.3 Privacy Notices regarding the collection, safekeeping and use of your data can be found on the website (School Policies and Procedures).

19. Partnership with Parents

19.1 The Nursery is committed to working in partnership with families.

19.2 Parents are expected to:

- Provide accurate and up-to-date information
 - Share relevant medical or developmental needs
 - Inform the Nursery of any legal or care arrangements
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20. Limitation of Liability

20.1 The Nursery accepts responsibility only while children are signed in.

20.2 The Nursery will not be liable for:

- Loss of property
 - Indirect or consequential losses
 - Events outside its reasonable control
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21. General

21.1 These Terms constitute the entire agreement between the Nursery and the Parent.

21.2 If any clause is found to be unenforceable, the remainder will remain in effect.

22. Acceptance

By accepting a place at Hunter Hall School Nursery and Pre-School, you confirm that you have read, understood, and agree to these Terms & Conditions.