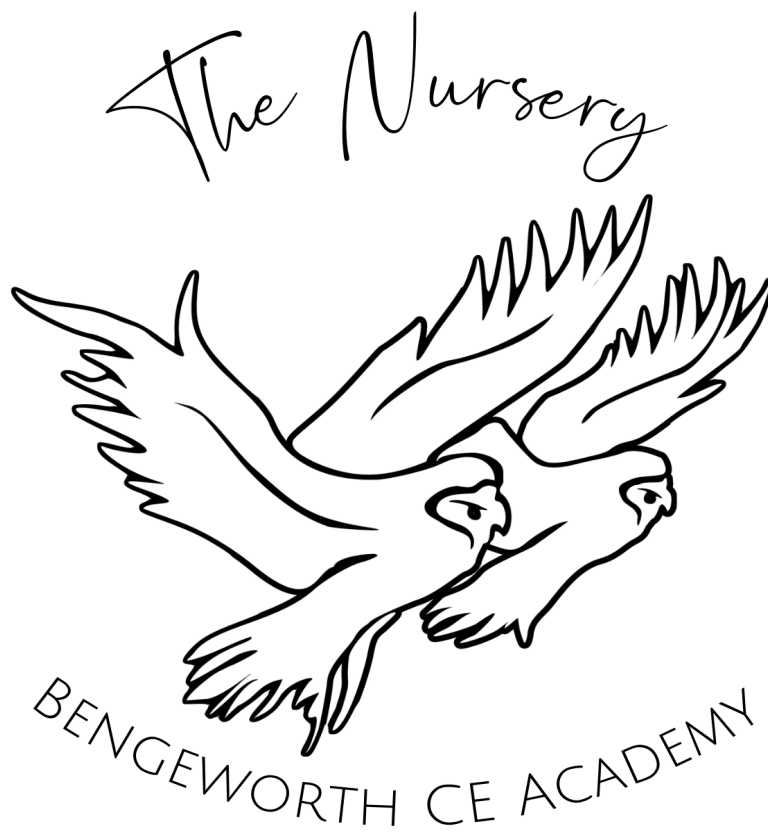




TERMS AND CONDITIONS

SEPTEMBER 2026

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The Nursery at Bengeworth CE Academy is a nursery for 3 and 4-year-olds which is located within our Burford Road setting of Bengeworth CE Academy, Evesham.

SESSIONS AT THE NURSERY

The Nursery warmly welcomes children from the age of three years old. Children may join the Nursery in the term in which they are three after they have celebrated their birthday. Parents can decide to wait until the term after their child is three before joining the Nursery to access funding if eligible.

Our session times at The Nursery are designed to support the needs of all families, with wraparound care (our wraparound care is provided by Bengeworth CE Academy) providing working families with childcare from 7:45am - 6pm which. Our rolling start and finish times enable parents with children already at Bengeworth CE Academy to drop off and collect within the school's drop off and collection windows.

Breakfast Club (provided by Bengeworth CE Academy)	7:45am - 8:30am
AM Session - including mid-morning snack and drink	8:30am - 11:30am
PM Session - including mid-afternoon snack and drink	11:30am - 2:30pm
AM Session and PM Session - including snack and drink	8:30am - 2:30pm
Additional AM Session	11:30am - 12:30pm
Additional PM Session	2:30pm - 3:30pm
<i>*A minimum of 3 sessions is required to secure your child's place.</i>	
Night Owls (provided by Bengeworth CE Academy)	3:30pm - 6:00pm

If your child is eligible for 15 or 30 hours of funded childcare, these funded hours will be applied to the sessions they attend. Any attendance beyond your funded entitlement will be charged at our standard session amount.

Funded hours will be allocated in the first instance to any booked 6-hour sessions. Any additional AM or PM sessions (as detailed on our website) that exceed your child's funded entitlement will be charged to the parent/carer.

Spaces and sessions will be allocated on a first come, first served basis.

Priority will be given to children as follows:

1. Children who are in the academic year in which they turn four years old.
2. Children who wish to attend from the day after their third birthday.
3. Children who are three years old.

If sessions are full, alternative sessions will be communicated with parents, and children will be placed on a waiting list.

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NURSERY DROP OFF AND COLLECTION

Children attending the Nursery will be welcomed by a member of staff on arrival at their designated drop-off time. At the end of each session, children will be handed over to their parent/carer by a member of staff.

Any changes to the person collecting a child must be communicated in advance by the parent/carer to a member of the nursery staff or via the school office.

Children will not be permitted to leave the Nursery with any adult other than their parent/carer unless prior authorisation has been provided to nursery staff by the parent/carer.

LATE COLLECTION

Children must be collected promptly at the end of their booked session. Session end times are 11:30am, 2:30pm or 3:30pm, depending on the session booked. A late collection fee of £5 will be charged if a child is collected more than 5 minutes after their scheduled collection time.

Children who have not been collected by 3:30pm will be placed into Night Owls (subject to availability). The standard Night Owls fee, together with an additional £5 late collection fee, will be charged.

If you expect to be late collecting your child, please inform the school office as soon as possible and provide an estimated time of arrival.

WRAPAROUND CARE PROVIDED BY BENGWORTH CE ACADEMY

Wraparound care is available for Nursery children through the school's Breakfast Club and Night Owls provision. These are chargeable sessions and cannot be paid for using the 15 or 30-hour funded childcare entitlement.

Please contact the school if you wish for your child to attend Breakfast Club or Night Owls. A separate booking will be required, and the relevant Terms and Conditions for the school's wraparound care provision must also be accepted.

FEES, PAYMENT AND LATE PAYMENT

All Nursery fees are outlined on our [website](#). Children may join The Nursery in the term in which they are three, following their birthday. Funding will commence in the term after their third birthday. Before this these sessions are charged at £21 for each 3-hour block. A minimum of 3 sessions is required to be attended each week.

Fees are invoiced monthly via Ovivio and dated the 1st of each month. Payment is due within 7 days of the invoice date.

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Parents/carers will be informed of the expected charges when their child's place is confirmed. This information should be used as a guide only, as the amount payable may vary depending on how funded childcare hours are shared with another provider and whether additional chargeable sessions are booked.

Occasionally, additional payments may be requested, for example voluntary contributions towards educational visits.

If payment is not received by the invoice due date, the Nursery will follow a staged approach:

1. A payment reminder will be issued.
2. Parents/carers will be offered the opportunity to discuss any financial difficulties and, where appropriate, agree a payment plan.
3. Where outstanding balances remain unpaid, the Nursery may suspend additional self-funded sessions, including Breakfast Club and Night Owls, until the account is brought up to date.
4. If payment is still not received, and no satisfactory payment arrangement has been agreed, or an agreed payment arrangement has not been adhered to, the Nursery reserves the right to terminate the self-funded place by giving written notice or, in exceptional circumstances, with immediate effect.

The school reserves the right to recover any outstanding fees or charges. Where all reasonable attempts to recover an unpaid balance have been unsuccessful, the Nursery may refer the debt to a debt recovery agency or commence legal proceedings through the Small Claims Court.

Booked sessions missed due to illness or non-attendance will remain chargeable.

The Nursery reserves the right to review its fees at any time. Parents/carers will be given reasonable notice of any changes to fees.

TWO COURSE MEAL FEES

Two course meal bookings will be added to your monthly invoice on Ovivio to be paid for via debit or credit card. We cannot accept Childcare/Tax Free Childcare payments for the two course meal bookings.

WRAP AROUND CARE FEES

Breakfast Club and Night Owls sessions may be paid for either with Childcare/Tax Free Childcare payments or by debit/credit card through Arbor.

NURSERY EDUCATION FUNDING (FOR 3 AND 4-YEAR-OLDS)

All children will receive 15 funded hours per week for 38 weeks each year (570 hours per year in total) commencing in the term after their third birthday. Many working parents can also access an

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additional 15 hours per week if they meet the eligibility criteria. Further details about eligibility can be found at <https://www.childcarechoices.gov.uk>

Child's Birthday

1st April - 31st August

1st September - 31st December

1st January - 31st March

Funding Starts

1st September

1st January

1st April

Funded childcare hours cannot be used to pay for Breakfast Club or Night Owls. Parents/carers may choose how they allocate their funded hours, including across different childcare providers. This must be clearly stated on the Parent Declaration Form.

To claim Nursery Education Funding, a Parent Declaration Form must be completed, listing all settings attended by the child. A new Parent Declaration Form must be completed if a child starts attending a new setting or changes the number of funded hours claimed at any setting. This is a condition of claiming Nursery Education Funding from Worcestershire County Council.

Failure to complete a new Parent Declaration Form may invalidate the child's entitlement to funding.

Parents/carers claiming the additional 15 hours (30-hour entitlement) will be required to reconfirm their eligibility every three months via text message or email from HMRC. If the reconfirmation deadline is missed and eligibility lapses, parents/carers will become responsible for paying the fees for any sessions that are no longer covered by funded childcare hours.

If a child changes setting after the third week of term, their funding **will not** follow them to the new setting for the remainder of the term, the funding may only follow if exceptional circumstances are granted by the local authority.

DEPOSIT FEE

A booking fee of £45 is charged when initially booking a Nursery place and will be refunded when the child starts Nursery. This fee will be invoiced via Ovivo and is payable within 7 days of the invoice date. Where applicable, the refund will be applied as a credit against any payable sessions (for example, two-course meals or wraparound care). If no payable sessions apply, a cheque will be issued once the child has started and attended the Nursery.

The booking fee is non-refundable if the allocated place is subsequently cancelled and the child does not attend the Nursery.

HOLIDAYS AND SICKNESS

All sessions must be booked and paid for regardless of whether the child attends due to illness or being on holiday. No refunds will be given for sessions missed or alternative sessions offered. Parents must inform the school of any planned absences such as holidays or celebrations. Forms for this can be found [here](#).

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ADDITIONAL SESSIONS

Additional sessions, where available, must be booked and confirmed with the school office and should be paid for at the time of booking. Additional sessions will be allocated on a first come, first served basis dependent on availability. Where a child has any remaining 15 or 30-hour funded childcare entitlement, this may be used towards additional sessions, provided the funding adjustment window for the relevant term remains open. If the adjustment window has closed, the session will be chargeable in full.

The Nursery will confirm whether funded hours can be applied before the booking is made. Any sessions booked outside of the relevant term's funding adjustment window must be paid for in full.

NURSERY CLOSURE

The Nursery at Bengeworth CE Academy is term time only and will close in line with school holidays and inset days, no charges will be made for these periods. However, in exceptional circumstances, including severe weather, weather or heat warnings, or any other event beyond the Nursery's reasonable control that requires the Nursery to close, no refunds will be given.

The Nursery will not normally remain open for Teacher Training Days (Inset days) as funding is on a term time only basis. Parents will be notified of all nursery and school closure days via the school three-fold calendar, weekly newsletter and email reminders throughout the academic year.

TERMINATION AND NOTICE PERIOD

Parents may end their agreement with The Nursery at Bengeworth and terminate their child's place by giving one month's written notice. Parents will be charged if insufficient notice is given.

The Nursery reserves the right to terminate a child's place by giving one month's written notice. Parents will remain liable for all applicable fees during the notice period.

The Nursery reserves the right to terminate a child's place with immediate effect if any fees are not paid or if a parent, carer or child displays abusive, threatening or inappropriate behaviour towards members of staff or other children.

To support continuity of learning and the effective use of Nursery places, attendance will be monitored. Where a child has a pattern of persistent absence and the Nursery has been unable to establish a satisfactory reason for the non-attendance, the Nursery reserves the right to review or withdraw the allocated place following consultation with parents/carers.

The Nursery reserves the right to review and adjust a child's sessions if it determines that their individual needs cannot be met effectively. In some circumstances, following consultation with parents/carers, the Nursery may terminate the child's place.

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ACCIDENTS, ILLNESS AND MEDICATION

Paediatric and First Aid at Work trained staff will administer first aid should a child have an accident; parents will be notified of all accidents via Ovivio through an notification and verbally on collection by a member of staff.

For accidents of a more serious nature involving hospital treatments, parents/carers will be contacted immediately. Should we be unable to contact parents/carers, parents/carers hereby authorise staff to act on behalf of parents/carers to obtain the necessary treatment.

Parents and carers must inform the Nursery of any medication needed by their child when applying for their child's space via the Nursery Medical Conditions and Allergen Form.

Should a child become ill during their session and they are deemed not well enough to remain in the session, parents will be contacted to collect their child immediately.

Children with contagious illnesses or infections should remain absent from Nursery and parents should inform the office of their child's absence for each session they are due to miss. Details of contagious illnesses and the associated periods of absence can be found on the school website.

Parents should inform the office if their child is suffering from any illness or allergies before attending Nursery.

ALLERGIES AND DIETARY REQUIREMENTS

Allergies and dietary requirements must be communicated before children start Nursery via the appropriate forms sent on confirmation of their allocated place. Healthy drinks, including milk, and snacks will be provided during each Nursery session.

Parents are required to inform the Nursery of any food, medicine, activities or any other circumstances that may cause their child to have an allergic reaction. This information must be provided on the Nursery Medical Conditions and Allergen Form, which is sent when a place is confirmed. All parents and carers are required to complete the Nursery Medical Conditions and Allergen Form, even if their child has no medical conditions or allergies.

Parents understand that, where a child has severe allergies, a meeting will be arranged to discuss their child's specific needs. A Medical Form or Care Plan will then be completed and shared with the relevant members of staff across the school.

Any dietary requirements must also be communicated to Nursery staff before a child starts so that appropriate arrangements can be made.

SAFEGUARDING

Safeguarding our children is our highest priority. We have an obligation to report any safeguarding concerns to the relevant authorities. We may do so without your consent and/or informing you dependent on the advice we have been given. Parents and carers are advised to refer to the school's Safeguarding Policy for further information that can be found [here](#).

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The registration form on Ovivio must be completed by parents/carers when applying for spaces within The Nursery and parents must inform the school immediately of any changes to personal contact details, including those authorised to collect their child.

We are delighted to welcome you and your child to The Nursery at Bengeworth CE Academy and look forward to supporting you throughout your child's time with us.

If you have any concerns about the services we provide, please contact us. We are committed to resolving any concerns or complaints promptly.