



Nursery Add-On Sessions – Terms and Conditions

By enrolling your child in Nursery Add-On Sessions, you confirm that you have read, understood, and agree to the following Terms and Conditions.

1. Bookings

- Nursery Add-On Sessions are not booked directly by parents/carers.
 - All bookings are agreed in advance between the Nursery Manager and the school office staff.
 - Once agreed, the office staff will manually book all sessions on MCAS on a termly basis.
 - Sessions are subject to availability and staffing capacity.
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2. Payments

- The cost of each Nursery Add-On Session is **£18.00 per session**.
 - Parents/carers must ensure payment is made via the **Outstanding Balance section on MyChildAtSchool (MCAS)**.
 - Payment must be made in accordance with the school's payment terms. Failure to maintain payment may result in withdrawal of the allocated place.
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3. Cancellations and Changes

- Any changes to agreed sessions must be discussed with the Nursery Manager and the school office.
 - Cancellations may only be made with at least one month's written notice.
 - If the required notice is not given, charges for the full term may still apply.
 - No refunds will be issued for non-attendance, including illness or personal absence.
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4. Illness

- Children who are unwell must not attend Nursery Add-On Sessions.

- Children who have experienced sickness or diarrhoea must remain at home for 48 hours after symptoms have stopped.
 - If a child becomes unwell during a session, parents/carers will be contacted and must collect their child promptly.
 - Refunds will only be considered if the session cannot take place due to a school closure.
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5. Collection of Children

- Children must be collected promptly at the end of their agreed session.
 - Children will only be released to adults listed on the authorised collection list, unless prior written permission has been provided.
 - Repeated late collection may result in the withdrawal of the child's place.
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6. Medication

- Staff may administer prescribed medication (e.g. asthma inhalers) in accordance with school policy.
 - Non-prescribed medication will only be administered with prior written consent via a completed Medicine Form.
 - Children must not bring medication into Nursery Add-On Sessions without authorisation.
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7. Behaviour

- Children are expected to always follow the school's behaviour expectations.
 - Parents/carers will be informed of any concerns regarding behaviour.
 - The school reserves the right to withdraw a child's place where behaviour repeatedly falls below expectations or poses a risk to others.
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8. Safeguarding

- The safety and wellbeing of all children is a priority.
- All Nursery Add-On Sessions operate in line with the school's safeguarding and child protection policies.

- All staff are appropriately trained and follow safeguarding procedures at all times.
 - Any safeguarding concerns will be dealt with in accordance with school policy.
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9. Food and Lunches

- Children may access a school lunch during Nursery Add-On Sessions if required.
 - Parents/carers must ensure sufficient funds are available by topping up the child's lunch account via MCAS.
 - The school will make reasonable efforts to accommodate dietary requirements and allergies.
 - However, food may not be guaranteed to be free from all allergens.
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10. Contact Information

- Parents/carers must ensure all contact details on MCAS are accurate and kept up to date.
 - At least two emergency contacts must be provided.
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11. General

- All sessions are subject to staffing and operational capacity.
 - The school reserves the right to review, amend, or withdraw provision where necessary.
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By accepting a Nursery Add-On place, you agree to comply with these Terms and Conditions.