St Leonard's C.E First School & Nursery

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www.st-leonards-dunston.staffs.sch.uk
Headteacher: Mrs C Keay

"This school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment"

Nursery Terms and Conditions

St Leonard's Nursery is a small nursery which follows the school and EYFS requirements and is led by a qualified teacher. At St Leonard's Nursery the children are at the centre of everything we do. We offer quality learning in a happy, caring, sharing nursery setting enabling children to develop their full potential. The children's learning environment is safe, stimulating and varied. We ensure children gain the attitudes, skill and knowledge appropriate to their age and individual needs. All this is underpinned by Christian faith and belief.

Before your child starts Nursery

Before starting your child with nursery, you will be requested to fill in the following forms:

1. *Parent Declaration for Early Education Funding*
2. *Admissions Form (Data Collection)*

Also provide a copy of your child's birth certificate and return all forms to the school office.

Admissions Policy

Please see the up-to-date Admissions Policy on our school website.
The nursery cannot accept any child to attend a session, unless the parent/carer or person with parental responsibility fully completes and signs the Admissions Form and pays the first half termly fee if applicable. This is our confirmation that our Terms and Conditions have been accepted. We are currently registered for 8 morning and 8 afternoon nursery aged children per session.

What your child will need

White polo-shirt, St Leonard's sweatshirt or cardigan, grey trousers or skirt, black shoes. In the summer girls can wear a yellow checked dress (optional). All our school uniform is available from Crested Schoolwear which is in the high street in Stafford – www.crestedschoolwear.co.uk

Please send your child with ***suitable*** outdoor clothing as we play outside even on cold days. Please provide a set of spare clothes, these can be left on your child's peg if you wish, due to space restrictions we would appreciate it if you could use a 'pump bag' style. During sunny days a sun–hat and cream must be provided with your child's name on. The children will be encouraged to independently apply the cream with the assistance of a member of staff.
All children's belongings MUST be clearly labelled - the school accepts no liability for children's property whist attending the nursery sessions.

Settling in

The school office will liaise with you to arrange a plan of induction once your child's place has been confirmed. The early years' staff will be responsible for helping your child settle in at our nursery.

Session Times, Funding and Payments

The nursery hours are term time only from 8.45am – 3.10pm.

The following session times are available

Session	Timings	Cost
Before School Care	8am – 8.45am	£5.00 per session MUST be pre-booked
Morning 3 hours	8.45am – 11.45am (Snack served)	Nursery funding Or £17.50 per session
Lunch 25 minutes (only served to children staying for a full day)	11.45am – 12.10pm (Hot lunch served – at a cost for meal, packed lunch may be bought from home)	Not chargeable for 2026-2027 Meals from kitchen charged at current rate
Afternoon 3 hours	12.10pm- 3.10 pm (Snack served)	Nursery funding Or £17.50 per session
After School Care	3.10pm – 4pm (Snack served)	£5.00 per session MUST be pre-booked

Children may join the nursery for morning or afternoon sessions our only stipulation is that they must do at least three sessions per week. Wherever possible requests for 15 hours will be offered over 2.5 days – this is due to our mixed aged class and ensuring a high level of uninterrupted provision.

A child may start our school nursery when they become 3 years old. All 3 year olds are entitled to up to **15 hours per week (term time) government funded** nursery care from the school term after their 3rd birthday and funding can be shared between settings. **An additional 15 hours per week maybe available** (30 hours in total) for working parents. More information is available at: www.staffordshire.gov.uk/30hour . Applications are required by parent at: https://www.childcarechoices.gov.uk . **It is a parent/carers responsibility to ensure their 30 hour code is valid, school staff do not have the ability to validate your code - if for any reason a parent does not revalidate their code, then they will be asked to pay for the additional hours taken.**

If you do not qualify for 30-hour funding additional sessions may be purchased (subject to availability) these **MUST** be booked with the school office.

The prices are per child per session and apply to all children. There is no reduction for leaving before the end of the session. The fee payable is for all booked sessions and are not transferrable to other days. Fees are only waived in exceptional circumstances and will be reviewed on an individual basis.

Fees are required to be paid monthly, in advance before or on the 1st day of the month, unless this date is during school holidays, when payment will be due on the first day school re-opens. If fees are not paid within 14 days of request of a late payment a charge of £25 may be payable, if payment has not been received by the end of the next billing period without prior agreement from the office manager sessions will be suspended. If you are having difficulty paying fees, please speak to the office manager in confidence.

The nursery reserves the right to increase fees at any time upon giving a terms written notice of the proposed increase to parent/guardian. If no representations are received in writing from the

parent/guardian to the increased fees, then the parent/guardian will be deemed to have accepted the same and the payment shall be due as per the invoice.

The nursery also reserves the right to allocate places based on its priorities.

If parents/carers are late collecting their children they will asked to pay the late payment fee of £7.50 per 15 minutes, charged in addition to the hourly rate.

Ad-hoc sessions
For exceptional circumstances, additional sessions to those previously booked may be available if staffing ratios are adequate, again these must be booked via the school office.

Method of Payment
Payments must be made in advance.
Fees can be paid by childcare vouchers or online using ParentPay.
Payments must be made **monthly in advance**. **Fees are paid for the place, not attendance.**
Dinner monies should be paid by ParentPay ***separately*** to the fees, (weekly/monthly etc.), as they are payable to Staffordshire County Catering. We ask for dinner money payment at least at the ***beginning*** of the week, in **advance**. Some families prefer to pay half–termly/termly in advance.

Cancellation/Termination
All cancellations or terminations must be made in writing to the school and this will be confirmed in writing. This notification must be a half term in advance and this notice period is payable.

If you need to change the days that your child attends, please put in writing the changes and contact the school office. We try to accommodate such changes wherever possible.

Health & Wellbeing

Food and Drink
Children are provided with regular drinks and food in adequate quantities for their needs. Your child will be offered milk or water to drink and a healthy snack is offered during the morning and afternoon sessions. Food and drink is prepared at the setting.

If your child requires a lunch, you will need to purchase a school meal charged at the current rate. School meals are cooked on the premises in our kitchen and meet the government's nutritional standards. Menus are sent out regularly and are available to view on our school website. A record is kept of any special dietary requirements or food allergies, taken from the child's Admissions Form. If you have any questions about lunches or any dietary requirements, please speak to the school office.

Fresh drinking water is available to children at all times, please send your child with a **named** water bottle which can be topped up if required.

Illness
If your child becomes ill during a nursery session, every attempt will be made to contact one of the people listed on the Registration Form to arrange collection of your child. Your child will be cared for until collected. Please inform us if your child contracts an infectious illness/disease or if they have any other medical problems that we should be aware of.

St Leonard's Nursery is **unable** to accept children who are ill. Please do not send them for 48 hours after they become symptom free for sickness and/or diarrhoea.

Any child suffering from an infectious disease should be excluded from the nursery for the appropriate period of time advised by the doctor. The school adheres to guidelines on https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

The Staff of the nursery will keep up-to-date records on children's health e.g. allergies.
If your child needs medication, you will need to complete the relevant forms, please speak to the School Office. DO NOT leave any medication in a child's school bag.
See also the school's Health & Safety and Administration of Medicines Policies. PLEASE NOTE: medicines will only be given if they have been prescribed for 4 times per day.

Accidents
In case of a minor accident, basic first aid will be administered. There is always a member of staff with a relevant paediatric First Aid Qualification on site and, an 'Up-to-Date' First Aid Box is kept on the premises at all times. All accidents are recorded in an accident book in accordance to school procedures.

In the case of an accident requiring more than basic first aid, every attempt will be made to contact the parent/legal carer to advise or discuss with him/her the course of action to be taken.
PLEASE NOTE: IF THE PARENT/CARER CANNOT BE CONTACTED IN TIME, THE EARLY YEARS TEACHER WILL TAKE ACTION TO GAIN APPROPRIATE MEDICAL TREATMENT FOR THE CHILD.

Accidents and Injuries Upon Arrival
If your child arrives at school following an accident or injury which occurred away from school, we ask that you speak to the office and complete an 'Accident or Injury Upon Arrival' form. This will detail the incident as well as the injury caused and will need to be signed. This information will then be shared with the nursery staff.

Nappy Changing
At St Leonard's, we recognise that children achieve different milestones at different rates. We have facilities for nappy changing and support children to independently to go to the toilet. The Early Years staff will work closely work with you and your child through the process. Please provide nappies, wipes and any creams to be used for your child in their nursery bag. When children do need changing, they will always be treated with dignity and respect, see our Nappy Changing Policy on the school website.

Hygiene
Children are encouraged to wash their hands before eating food, after visiting the toilet and after messy play (indoor and outdoor). All tables are washed with anti-bacterial spray or sterilising fluid. Equipment is cleaned regularly. The cleaning of the premises is carried out by contract employed by the school.

Strict hygiene routines are followed in dealing with blood, vomit, other body spills and soiled clothes. Disposable gloves are worn and all soiled items are disposed of in tied bags.

Health and Safety
Please see the school's Health and Safety Policy. Smoking is not permitted in any area of the school. St Leonard's is insured under the school's public and employer's liability insurance.

A full classroom risk assessment is carried out annually and/or whenever any significant change takes place.

Security, Child Collection and Missing Child Policy

The premises and surrounding site is secure.
Please let staff know if your child is going to be late or absent by telephoning the school office on 01785 712488. Please let us know if somebody new is collecting your child.

All staff are police checked before being employed by us, as are students and volunteers.

In the Unlikely Event of a Fire

Fire drills are carried out termly. When the fire alarm sounds, the children will be evacuated onto the school playground. The toilets will be checked, by the assistant, for any remaining children. A headcount/register will then be taken to ensure all children and adults are accounted for.

Emergency contact numbers will be available from your registration forms for us to contact you should it be necessary. It is therefore *your* responsibility to inform us if this information should change.

Complaints

If you are unhappy with any aspect of your child's nursery experience, please do not hesitate to speak to your child's keyworker. If you are still unhappy with the outcome, please see the Headteacher or follow our school complaints policy.

Policies

The nursery forms part of the school and as such all school policies, which can be found on our website, will apply.

Reviewed by: Mrs C Keay, Headteacher
LAC approved date: March 2026
Effective from: September 2026