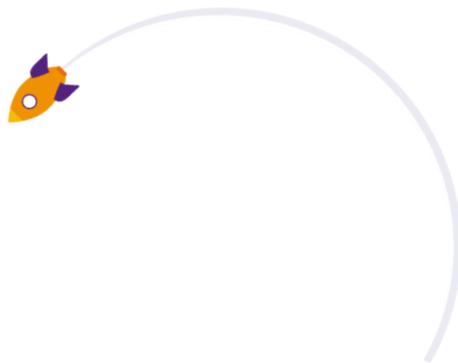




FIRST PLACE NURSERIES

Start your journey with  
First Place Nurseries



## Information

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- 3 eyLog Introduction (On line learning journal)
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### Radlett

Centurion House

Watling Street

Radlett

Hertfordshire

WD7 7GB

01923 857060

### Bushey

Falconer Road

Bushey

Hertfordshire

WD23 3AQ

0208 4219121

### Beaconsfield

Gorell Road

Wilton Park

Beaconsfield

Buckinghamshire

HP9 2WH

01494 678025

[www.firstplacenurseries.com](http://www.firstplacenurseries.com)



## Start your journey with First Place Nurseries

First Place Nurseries was founded in 2005 by Managing Director, Jan Harris. Sue Littler is Operations Director and also a member of the founding team of First Place Nurseries.

A child's ability to learn and thrive starts at birth which is why at First Place we value the early years as an important stage in itself, as well as a crucial step towards a successful start to formal schooling.

Our well- equipped nurseries and high – calibre devoted team of nursery managers, teachers and practitioners provide a stimulating, happy and nurturing environment where your child is encouraged to reach their full potential through learning and play. We focus on your child's individual interests, unique talents and abilities and needs to support their quest to become confident and independent learners, at their own pace.

It all starts with the gentlest and most personalised introduction to nursery for both you and your child, working with you to maintain your child's routines and helping you achieve the flexibility you require in your life.

Through our prospectus and website [www.firstplacenurseries.com](http://www.firstplacenurseries.com) you will discover more about how we go beyond national expectations to give you confidence in the knowledge that all aspects of the care, support and education required by Ofsted along with crucial health and safety issues are fully met.

Our website gives you an introduction to First Place Nurseries and contains information which you will find useful, either if you are looking for a nursery for your child, or if you are interested in a career in childcare.

We do hope this introduction has provided you with an insight into what First Place Nurseries can offer both you and your child as you contemplate this first vital step in your child's development. Nevertheless, we are sure there are questions and aspect of our nurseries that you will indeed want to explore further. Our nursery managers would therefore like to extend a personal invitation for you to come and visit us as this really is the ultimate way of experiencing our unique approach and philosophy.

You can contact any of our nurseries by telephone or email and our management team will be happy to arrange a convenient time for your visit.

Best wishes,  
*Jan and Sue*

Jan Harris, Managing Director  
Sue Littler, Operations Director

## Our Curriculum

The Early Years Foundation Stage (EYFS) provides the foundation on which all early years' practice is based. First Place shares its principles which are embedded into our practice. We also take time to stay up to date with research and developments in the early years, adopting an on-going review-evaluation-development cycle for continuously improving our programme. We seamlessly integrate care and learning, paying attention to the all-round well-being of your child.

The principles of the EYFS are grouped into four themes and these four themes work together to underpin effective practice in the delivery of the EYFS:

**A Unique Child** – every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

**Positive Relationships** – children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

**Enabling Environments** – the environment plays a key role in supporting and extending children's development and learning.

**Learning and Development** – children develop and learn in different ways and at different rates and all areas of learning and development are equal and interconnected.

The EYFS is made seven areas of Learning and Development. These include three prime areas of learning which are Personal, Social and Emotional Development, Communication and Language and Physical Development and four specific areas of learning which are Literacy, Mathematics, Understanding the World and Expressive Arts and Design. At First Place we support children's learning and development as follows:

### **Personal, Social and Emotional Development**

Children are provided with support and experiences which help them to develop a positive sense of themselves and of others; respect for others; social skills and a positive disposition to learn. We support children's emotional well-being, building resilience, helping them to know themselves and what they can do, to understand their feelings and find appropriate ways in which to deal with those feelings. Children's friendships are also promoted and nurtured.

### **Communication and Language**

Children's learning and competence in communicating, speaking and listening is supported and extended. We provide opportunities and encouragement for the children to use their skills in a range of situations and for a range of purposes and we support the children in developing the confidence and disposition to do so. Children are actively encouraged and supported to share their thoughts, feelings, ideas, knowledge and understanding in age appropriate ways, from using gestures to initiating discussions and asking questions of others.

### **Physical Development**

The physical development of babies and young children is promoted through the daily provision of opportunities for them to be active and interactive and to improve their skills of co-ordination, control, manipulation and movement. We support the children to use all their senses to learn about the world around them and to make connections between new information and what they already know. We help them to develop an understanding of the importance and benefits of being physically active and making healthy choices in relation to food.

### **Literacy**

Children's literacy skills are developed by being read to regularly, exploring books independently and by being supported and extended when children are beginning to read and write. Children experience a wide range of mark-making opportunities to promote hand-eye co-ordination which in turn supports emergent writing skills. Our pre-school children also benefit from the delivery of regular phonics sessions and small group reading activities as they begin to recognise and blend sounds and letters.

### **Mathematics**

Children are supported to develop their understanding of mathematics in a broad range of contexts in which they can explore, enjoy, learn, practise and talk about their understanding. We provide the children with opportunities to practise and extend their skills in these areas and to gain confidence and competence in their use.

### **Understanding the World**

We support children in developing the knowledge, skills and understanding that help them make sense of their world and the wider community around them. Their learning is developed by offering them a variety of opportunities and experiences including using a range of tools safely, encountering creatures, people, multi-cultural festivals, and exploring plants and objects in their natural environments and in real-life situations. Children undertake practical 'experiments' and work with a range of materials and ICT equipment.

### **Expressive Arts and Design**

Children's creativity is extended by the provision of support for their curiosity, exploration and play. We provide opportunities to explore, share thoughts, ideas and feelings through a variety of art, movement, music, dance, imaginative and role play activities alongside design and technology.

Through continuous evaluation and enhancement, our carefully structured and well-balanced curriculum delivers the best foundations for a successful start at school.

Dear Parents/Carers

## Your child's learning journey

Within the Early Years Foundation Stage (EYFS) there is a statutory requirement to record and monitor your child's progress which we call their learning journey. Your child's learning journey may include photos, video clips, voice recordings, written notes and observations. At First Place we use a system called eyLog (**Early Years Log**) which allows our staff to collect all the information on a tablet computer and upload to a web-based learning journey to which you as a parent will also have access to.

eyLog is the most comprehensive tablet PC and web-based solution for nurseries and childcare providers to transform the process of recording observations, assessing your child's progress and planning activities for them. eyLog enables you to understand your child's development on a regular and real-time basis. We can share your child's learning journey with you, increasing your involvement in the activities at First Place.

You will receive a unique login on the system and you will be notified automatically by e-mail as soon as a new observation is published to your child's learning journey or when any reports are shared with you by the nursery. We are excited by this new approach of sharing learning journeys with you and with your input you will help us enhance our partnership with you while planning for your individual child's development.

The tablets that we will use to record your child's observations are supplied with a custom "firmware" in which all applications, except for eyLog, have been removed. This ensures that the tablets cannot be misused - for example, it is not possible to access Facebook or websites or to send any e-mail messages from the tablets. No data is stored either on the tablets or on the nursery computer. As soon as an observation has been recorded and uploaded to the eyLog server, it is automatically deleted from the tablet.

A handbook on how to use the system will be given to you and the eyLog website (<https://eylog.co.uk>) has more information, including details of their security and privacy policy as well as a list of FAQs. Have a look to find out more and please do not hesitate to let me know if you have any questions.

Yours sincerely,

Jemma Mahoney

*Nursery Manager*

# Uniform

Uniform at First Place Nursery is compulsory from the age of 6 months. Uniform is practical, comfortable and appropriate for the activities and experiences your child encounters throughout the nursery day.

## Babies 6 months – 2 years

Navy/Sky blue Long sleeve T-Shirt  
Navy/Sky blue Short sleeve T Shirt  
Navy Baby jogging bottoms  
Navy Leggings  
Navy All in one Paddlesuit  
Navy Blue Back Pack

## Toddlers 2-3 years

Sky Blue Crewneck Jumper (Boys and Girls)  
Sky Blue Cardigan  
Sky Blue Polo Shirt (Boys and Girls)  
Sky Blue T-shirt (Boys and Girls)  
Navy Blue Jogging Bottoms (Boys and Girls)  
Navy Gingham Summer Dress (Girls)  
Navy Blue Pinafore Dress - Girls aged 2+  
Navy Blue Waterproof Jacket  
Navy Blue Art Smock  
Navy Blue Fleece Hat  
Navy Blue Baseball Cap (Summer)  
Navy Blue Shorts (Summer)  
Navy Blue Book Bag  
Navy Blue Back Pack



## Preschool 3 years +

Sky Blue Crewneck Jumper (Boys and Girls)  
Sky Blue Cardigan  
Sky Blue Polo Shirt (Boys and Girls)  
Sky Blue T-shirt (Boys and Girls)  
Navy Blue Jogging Bottoms (Boys and Girls)  
Navy Gingham Summer Dress (Girls)  
Navy Blue Pinafore Dress - Girls aged 2+  
Navy Blue Waterproof Jacket  
Navy Blue Apron  
Navy Blue Fleece Hat  
Navy Blue Baseball Cap (Summer)  
Navy Blue Shorts (Summer)  
Navy Blue Book Bag  
Navy Blue Back Pack

Please ensure that all clothing and shoes are named, uniform and labels are available from:

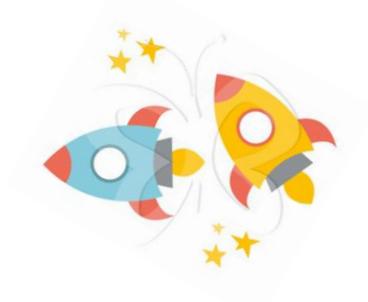
BSU  
Unit 1, Paramount Industrial Estate  
Sandown Road  
Watford  
Herts. WD24 7XA  
Telephone: 0844 879 7288  
[www.beatschooluniforms.co.uk](http://www.beatschooluniforms.co.uk)

Please ensure that all clothing and shoes are named, uniform and labels are available from:



Nursery dates

Year 2020



Thursday 2nd January 2020 – Friday 18<sup>th</sup> December 2020

Bank holiday closures:

Friday 10<sup>th</sup> April 2020

Monday 13<sup>th</sup> April 2020

Friday 8<sup>th</sup> May 2020

Monday 25<sup>th</sup> May 2020

Monday 31<sup>st</sup> August 2020

Please note dates are subject to change

## Feeder Schools

Aldenham School

Clore Shalom School

Edge Grove School

Haberdashers' Askes School for Girls

Hertsmere Jewish Primary School

Lochinver House School

Manor Lodge School

Newberries Primary School

North London Collegiate Junior School

Northwood College Junior School

Northwood Prep School

Orley Farm School

Quainton Hall School

Radlett Preparatory School

Rickmansworth PNEU School

Royal Masonic School for Girls Prep

St Albans High School

St Helens Junior School

St Johns C of E Infant & Nursery school

St Johns Prep School

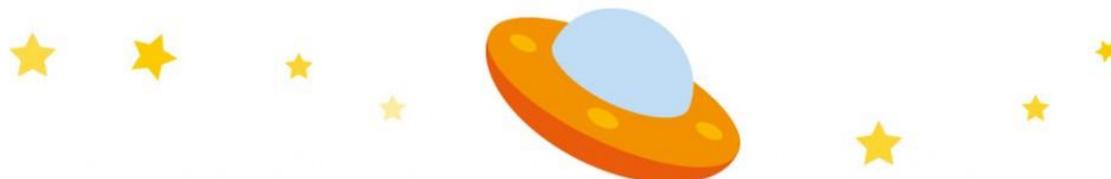
St Margaret's

St Martins Prep School

St Nicholas House (Abbots Hill)

Westbrook Hay School

York House School



## Preschool

As the children join preschool they will be presented with welcome to preschool pack. During the year they will enjoy a complimentary first aid class, where they will learn important life-saving skills.

Show and tell, group times and letters and sounds will continue to be part of our daily routine for the preschool children.

### Promoting social development and independence

Our preschool will continue to strengthen the children's social and emotional development and will provide a structured environment for them to explore, follow instructions, accomplish tasks, make decisions, build self-confidence and self-esteem in readiness for school.

### Reading scheme

We will be introducing a reading scheme in small groups or in a one-to-one with their key person. During this time, the children will be looking at books, letters and sounds and rhyming to promote their interpretation, speech, segmenting and blending of simple words.

### Golden Time

This is where the key person for each group will set tasks for the children at the beginning of the week and the children will then work towards achieving the tasks, gaining pompoms in a jar, resulting in 'golden time' when they can choose a game or activity to enjoy.

## Finally.....

During your last few months at First Place Preschool before moving onto big school we will be supporting this transition in a number of ways including:

- We hold a graduation ceremony to celebrate the children's time with us at First Place and wish them well in their new adventure.
- Reception teachers are invited in to meet with your child's key person to discuss their progress so far.
- Transition reports will be forwarded to your child's new school in preparation for their start in the Autumn Term.
- School themed role play areas
- School uniform dressing up
- New school uniform 'show and tell'
- A visit from a previous pupil to talk to the children about going to reception and give them the opportunity to ask questions.
- Where possible, share photos and information about their new school.
- Sharing stories about starting school.

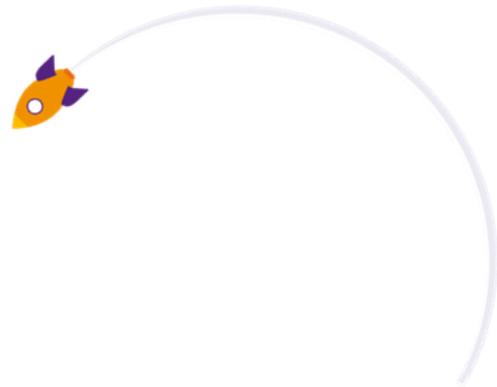


When your child leaves Preschool to go to school, we will give you a USB stick with their whole learning journey on it for you to keep as a memento.



## Registration pack

- Registration form
- Attendance request form
- Fees
- Help with childcare
- Terms and conditions



## First Place Nursery Sessions

All year round Full Day 8:00-18:00pm (Minimum 2 days)

Includes breakfast, hot lunch, snacks & light tea



All year round 8:00 - 13:00 or 13:00 -18.00 (Minimum 4 sessions)

Includes breakfast, hot lunch & snacks or includes snacks & light tea

Please see fee sheet



# Registration Form

Falconer Road  
Bushey  
Hertfordshire  
WD23 3AQ

Surname

First Names (Please underline the name by which child is to be known)

Date of Birth

Male/Female

Home Address

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Postcode

Preferred Contact Number

## Parent 1 Details

Title

Initials

Surname

Occupation

Home Address (if different from above)

<input type="text"/>	
<input type="text"/>	Postcode

Home Telephone Number

Work Telephone Number

Mobile Telephone Number

Email Address

## Parent 2 Details

Title

Surname

Occupation

Home Address (if different from above)

<input type="text"/>	
<input type="text"/>	Postcode

Home Telephone Number

Work Telephone Number

Mobile Telephone Number

Email Address

Please say how you first heard of the Nursery.

---

**Notes**

Early registration is recommended. Registrations will be considered in the order in which they are received. This registration form does not give rise to a commitment by the Nursery or the parents. The offer of a place is subject to availability.

Two signatures to the registration form are required if you agree to the declaration below, unless impracticable. Please return this form with your non-refundable registration fee of £50.00 made payable to First Place Nurseries Limited.

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**Declaration**

I/We request that the above named child be registered as a prospective pupil. A payment of the non-refundable registration fee has been made.

I/We have received a copy of the Nursery Prospectus. I/We agree to its terms and understand that my/our son/daughter will be subject to the Nursery Rules and Regulations.

A deposit (see fee sheet) is paid on acceptance of an offered place and will be held against the last three full calendar months until the child leaves Nursery.

The deposit is non-refundable if a child is withdrawn before he/she takes up his/her place. For a child already attending the Nursery three full calendar months notice in writing is required if he/she is to be withdrawn from the Nursery. The deposit will be forfeited if this condition is not met.

A registration fee (see fee sheet) should be enclosed with this form. This will in no case be returned.

I/We agree to the conditions above

First Signature

Second Signature

Name in full

Name in full

Relationship to Child

Relationship to Child

Date

Date

**Please return this completed form together with the Attendance Request form and fee to nursery**

## BUSHEY NURSERY ATTENDANCE REQUEST

Child's Name:

D.O.B:

Please circle preference

Bushey nursery: Intake Age **3 months** **1 year** **2 years** **3 years** start date \_\_/\_\_\_\_ (month/year)  
 Leaving Age **3 years** **4 years** leave date \_\_/\_\_\_\_ (month/year)

**Leaving Date/Year:** It is important that you inform the nursery management team that you intend to move your child to another nursery setting or that you require a place in our pre-school (3-5 yrs.) as we plan and support your child's journey at First Place accordingly.

**Attendance:** It is particularly important when preparing your child for school that your child attends nursery as much as possible to gain access to the First Place tools to ensure they are given the opportunity for an 'all round' nursery education in preparation for the academic challenges and the creative and physical activities that your child will experience. With this in mind we recommend a minimum of 4 sessions per week, this will ensure that your child is well settled and is able to fully participate in our nursery curriculum. Attendance is at the discretion of the Nursery Manager.

This is not a guarantee of a place nor does it guarantee specific days.  
 We will do our utmost to offer your preferred attendance choice.

**PLEASE SELECT ONE OPTION**

**M T W T F**

**Attendance – Full Day**

8.00am - 6.00pm (includes breakfast, snacks, hot lunch and tea)  
 (Minimum of 2 days)

**Attendance- Morning**

8.00am – 1.00pm (includes breakfast, snack and hot lunch)  
 (Minimum of 4 sessions)

**Attendance - Afternoon**

1.00pm – 6.00pm (includes snack and tea)  
 (Minimum of 4 sessions)

**SCHOOL CHOICES**

School choice 1 .....

School choice 2 .....

School choice 3 .....

Parent/Guardian signature: .....

Date: .....

## Nursery Fees 2020

### 3 Years and under

Session Type	Price per calendar month 2 days p/w	Price per calendar month 3 days p/w	Price per calendar month 4 days p/w	Price per calendar month 5 days p/w
Half Day am/pm	-	£492.50	£656.67	£719.97
Full Day 8-6	£656.67	£985.00	£1313.33	£1416.25
PM 1-4 (2-3 year olds)	-	£295.50	£394.00	£433.37

### 3 Years including funding

Session Type	Price per calendar month 2 days p/w	Price per calendar month 3 days p/w	Price per calendar month 4 days p/w	Price per calendar month 5 days p/w
Half Day am	-	£472.50	£630.00	£699.80
Half Day pm	-	£118.20	£282.37	£446.53
Full Day 8-6	£328.33	£585.90	£900.90	£1143.95

### Mixed Packages for funded children

Session Type	Price per calendar month			
2 days 8-6 + 1 day 8-1	£472.50	-	-	-
2 days 8-6 + 2 days 8-1	£630.00	-	-	-
2 days 8-6 + 3 days 8-1	£699.80	-	-	-
3 days 8-6 + 1 day 8-1	£748.20	-	-	-
3 days 8-6 + 2 day 8-1	£818.00	-	-	-

		8-6		
All single sessions	£39.40	-	-	-
1-4 (2-3 year olds)	£23.64	-	-	-
All full days	-	£78.80	-	-
Additional hours (outside a package) (An hourly rate is shown for the purpose of complying with Hertfordshire County Council free early education only)	£7.88 per hour	-	-	-
Late collection fee applies between 8-6 and after 6 pm	(please see our late collection policies and procedures)			
Non-refundable registration fee	£50	-	-	-
Deposit (please refer to T & C's)	£600	-	-	-
A 5% sibling discount will be given to the youngest child	-	-	-	-

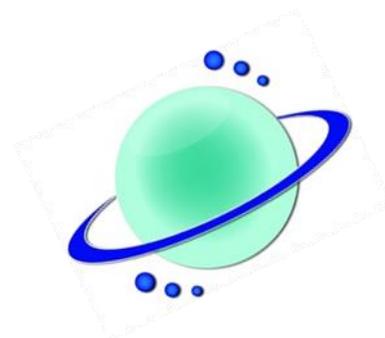
Hertfordshire County Council provide free early education for up to 15 hours per week for up to 38 weeks (based on Hertfordshire County Council term and holiday dates) for children over the age of 3 years at the start of the term. First Place Nurseries offer this for afternoon sessions stretched over 50 weeks a year.

Account Name: First Place Nurseries Bank: Barclays Account Number: 23475328 Sort Code: 20-49-76  
 Fees are reviewed and set annually Issued September 2019

# Help with childcare

## Tax Free Childcare

- For **working families**, including the self-employed, **in the UK**
- With **children under 12** (or **under 17 if disabled**)
- For every £8 you pay in, the government will add an extra £2, up to **£2,000 per child per year**



## 15 Hours Free Nursery Provision

- **For all families in England**
- With **3 and 4-year-old children**
- **15 hours of free childcare** or early education for **38 weeks**
- A total of **570 hours per year**.

As you are aware at First Place Nursery you can currently access 15 hours free entitlement. Radlett and Bushey Nurseries offer this for afternoon sessions only stretched over 50 weeks of the year. You may be aware of the Government's plans to extend entitlement to an additional 15 hours to those families who are eligible from September 2017. We understand the importance of these funded hours for you and we support the principle behind it. However, due to the chronic low funding rates it has meant to date that the nurseries have subsidised the 15 hours of free places but this simply will not be viable when it increases to 30 hours. **We are therefore unable to offer 30 hours free entitlement but we will continue to offer 15 hours.**

[www.childcarechoice.gov.uk](http://www.childcarechoice.gov.uk)

Please view the above Government website to find out more information about the above schemes and other ways that you may be able to get help with your childcare costs.

## STANDARD TERMS & CONDITIONS

### 1. First Place Nurseries Ltd

- a) When a child enters the Nursery, it is assumed that she/he will stay until the end of the First Place pre-school year.
- b) The Manager is the person appointed by the Management of First Place Nurseries Ltd to be responsible for the child.
- c) The Parent/s are those referred to at 4c of these terms and conditions individually and jointly. Parents are expected to give their support and encouragement to the aims of the Nursery and to uphold and promote its good name, to continue the child's education at home and to ensure that the child maintains appropriate standards of punctuality, behaviour and appearance.
- d) **Our Ethos and Aims:** The Nursery aims to provide a stimulating, happy and caring environment in which children are encouraged to reach their full potential and be well prepared for entering into their first school.
- e) **Changes at the Nursery:** A successful Nursery must initiate and respond to change. The offer of a place and its acceptance are given on the basis that in the interest of the Nursery as a whole, reasonable changes may be made from time to time to these standard terms and conditions, to the size and location of the Nursery, to its premises and facilities, to the structure and composition of classes and the length of the operational day and to any other aspect of the nursery.
- f) **The standard terms and conditions:** We believe that these standard terms and conditions reflect current customs and practice. The rules about change and about notice and fees in lieu of notice and the other rules set out below are provided in good faith. They promote stability, forward-planning and the proper resourcing and development of the Nursery. They help also to protect parents and Directors from fees increases and liabilities caused by the default of others. Any waiver is effective only if given in writing by the Manager personally.

### 2. Care and Good Discipline

- a) **Parents' Authority:** The parents authorise the Manager while in loco parentis to take and/or authorise in good faith all decisions that safeguard and promote the welfare of the child. Parents' consent also to emergency medical treatment including general anaesthetic and operation under NHS or at a private hospital where certified by a doctor necessary for the welfare of the child and if parents cannot be contacted in time.
- b) **The child's health:** Parents must inform the Nursery Manager if the child has any known medical conditions, health problems or allergies or has been in contact with infectious diseases. Before entering nursery, First Place Nursery strongly recommend that children are vaccinated in accordance with the government's health policy for their age. If you have chosen not to vaccinate your child, you must discuss this with the Nursery Manager when registering your child. Immunisation records must be updated regularly.
- c) The child must not be sent to Nursery if unwell. If a child becomes unwell during the day, parents will be contacted and the child must be collected and taken home.

### 3. Admission and Entry to the Nursery

- a) **Registration:** Children will be considered for admission and entry to the Nursery when the registration form has been completed and returned to us and the non-returnable registration fee paid. A registration fee is not required for a child that only accesses their EEF (Early Education Funding) entitlement. Admission is at the discretion of the Manager.

- b) **Offer of a place and deposit(s):** If a place is offered, the deposit will be payable when parents accept the offer. A child may not be able to start nursery until all relevant and required documentation has been received. The deposit will be repaid without interest against any sums due to the Nursery on leaving. Until credited it will form part of the general funds of the Nursery. A deposit is not required for a child that only accesses their EEF (Early Education Funding) entitlement.
- c) **Withdrawal of a place and deposit(s):** The deposit is not refundable if a child is withdrawn before he/she takes up his/her place.
- d) **Attendance:** is at the discretion of the Nursery Manager.

Please see our fee sheet for details of attendance options. Once you have accepted your attendance sessions, additional attendance requests must be made in writing. Attendance sessions cannot be swapped.

#### 4. Fees and extras

- a) **Items covered:** Fees cover the normal curriculum. Damage done by a child, other than fair wear and tear, may be separately invoiced and must be paid as an extra.
- b) **Payment of fees:** Invoices must be paid in advance on or before the first day of the month. Payment can be made by BACS or a standing order should be set up by parents. We do not accept cash payments of any kind. Fees are reviewed and set annually with one month's notice.

The Nursery has the right to charge interest at 1.5% per month on all Nursery fees that are overdue. Nursery fees are calculated over twelve calendar months. Fees are payable during periods of absence from First Place Nurseries including sickness, holidays, public bank holidays and when the nurseries are closed for exceptional reasons i.e. local and national outbreaks of infection/health pandemics, snow, power failure and circumstances beyond our control. If your child's session falls on a bank holiday you will be charged as per the industry standard. The Nursery is agent only in respect of any goods and services which are supplied by a third party via the Nursery to parents or children.

- c) **Responsibility of payment:** Fees are the joint and overall responsibility of each person who has signed the acceptance form or who has parental responsibility for the child or has paid any fees. The Nursery may withhold any information while fees are unpaid.
- d) **Unpaid fees:** Simple interest calculated on a daily basis and all administration and legal costs will be charged in relation to fees, fees in lieu of notice and extras that remain unpaid at the due date. It is agreed that the amount of all late payment charges should reflect the commercial rates that would be applied by a financial institution in a case of unauthorised and unsecured borrowing. Such charges will be recoverable by action if necessary. Cheques delivered at any time after the first day of the month will be presented immediately and will not be considered as payment until cleared.
- e) **Exclusion for non-payment:** The right is reserved on 3 days' written notice to exclude a child from the Nursery while fees are unpaid. An administration charge of £25 will be levied for cheques that do not clear upon first presentation.

The rules in clauses 4 and 5 of these terms and conditions are intended to protect those parents who pay fees on time and to safeguard the Nursery and Board of Directors against consequences of the default of others.

#### Help with childcare costs

More information can be found on the Government Childcare Choices website:

[www.childcarechoice.gov.uk](http://www.childcarechoice.gov.uk)

#### f) Government Funding

First Place Nursery Radlett & Bushey - The Government funds local authorities to offer early education places in settings inspected by Ofsted. All 3 and 4 year olds become eligible for their free early education the term after their third birthday. Your child may be entitled to free early education and childcare for up to 15 hours per week over a maximum of 570 hours per academic year. Radlett & Bushey nurseries offer sessions stretched over 50 weeks of the year. Please contact your individual nursery for more information.

First Place Nursery Beaconsfield - Buckinghamshire County Council provide free early education for up to 15 hours per week for up to 38 weeks (based on Buckinghamshire County Council term and holiday dates) for all children aged 2 years and over accessing the free early education at the start of the term. We currently offer the funded hours over 2 packages:

Stand alone offer: 15 free hours per week only – Please contact your individual nursery for more information.

Stretched offer: the 570 hours per year will be stretched across the 50 weeks that we are open, this package is only available when your child is attending for paid sessions on top of the funded hours. Please refer to our admissions policy for more information. free early education will be monitored and reviewed. We reserve the right to change the prices and session times of children in receipt of this entitlement in line with changes in Government policy.

#### g) Child Care Vouchers:

We accept child care vouchers from employers who offer this benefit to their eligible employees as an e-voucher. Vouchers are non-taxable and exempt from NI contributions for employees, whilst offering NI savings for employers. Both parents are eligible to claim if they are both in employment. If you are already signed up for the Childcare Vouchers scheme with your employer, then you can continue claiming them until your employer stops offering them. As from April 2018 no new entrants will be able to join the Childcare Vouchers scheme.

#### h) Tax-Free Childcare

You may be eligible for Tax-Free childcare. First Place Nurseries Ltd is registered if you open a Tax- Free Childcare account. Please visit [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare) for more information.

### 5. Events requiring notice in writing

- a) **Cancelling acceptance of a place:** Three month's fees less deposit will be payable by the parents if for any reason they cancel acceptance of a place or the child does not join the nursery after being accepted. Cases of serious illness or extreme hardship may receive special consideration on special request to the Nursery Manager.
- b) **Withdrawal from the Nursery:** When a child enters the Nursery, it is assumed that he/she will stay until the end of the First Place pre-school year. Notice in writing must be given at least three full calendar months before the withdrawal of a child from the Nursery. Notice must be addressed to the Nursery Manager and sent to the nursery address, hand-delivered to a member of the management team or emailed to the nursery. No other notice will suffice. In the absence of such notice, three full calendar months fees less deposit in lieu of notice must be paid whether or not the place can be filled. The main reasons for these rules are to promote the stability of the Nursery community and to ensure that the Nursery has sufficient notice with which to plan resources and curriculum.
- c) **Transfer to another First Place Nursery:** It is expected that your child will remain at this location throughout their time at Nursery, however any requests that may arise to transfer to another First Place Nursery will of course be taken into account but may not be possible. A new completed registration form and registration fee will be required.

### 6. Removal of a child

- a) **Removal at the request of the Nursery:** Parents may be required to remove the child without refund of fees, temporarily or permanently from the Nursery. If, after consultation with a parent, the Manager is of the opinion that the conduct or progress in the child's conduct has been unsatisfactory or a parent has treated the Nursery or members of its staff unreasonably or such removal is warranted in all the circumstances. The deposit would be refunded in the event of removal from the Nursery and fees in lieu of notice would not be charged but all outstanding fees would be payable in full.

- b) **Discretion of the Manager:** The decision to require removal and the manner and form of any announcement shall be in the sole discretion of the Manager. Under no circumstances shall the Nursery or its staff be required to divulge to parent/s any confidential information which had led to the requirement to remove which the Manager has acquired during an investigation.
- c) **Review:** In the event of the child's removal being required, the Manager will advise parents of the procedure (of which copies are available on request) under which a written application for a review of the decision may be made.

## 7. General Conditions

- a) **Arrival and departure times:** The Nursery Management Team must be notified in advance of any changes to your child's arrival and departure times. A late collection charge will be raised for late pick up of a child. Please see our late collection policies and procedures.
- b) **Absences:** The Nursery Management Team must be informed if any child is absent. This should be done by calling the Nursery before the start of the session or as soon as possible.
- c) **Uniform/Suitable clothing:** Uniform at First Place Nursery is compulsory from the age of 6 months. Uniform is practical, comfortable and appropriate for the activities and experiences your child encounters throughout the nursery day. Every child should attend the Nursery with suitable clothing for the weather. Spare uniform/clothing should also be provided. All items of clothing should be marked with the child's name. The Nursery cannot take responsibility for any items left at the Nursery or items unnamed.
- d) **Valuables:** Children are not permitted to bring money, jewellery or other valuables with them. Parents will be asked to take any belongings brought to the Nursery home with them.
- e) **Change of contact details:** Any change of address, email address or telephone number must be notified to the Nursery Management Team immediately.
- f) **Parking:** Any person using the nursery parking areas does so entirely at his or her own risk. The Nursery cannot accept any responsibility for injury, damage or loss to visitors, vehicles or property. Nursery parking areas should be used to only drop off and pick up children, and at no other time.
- g) **Special precautions:** The Manager must be notified in writing immediately of any court orders or situations of risk in relation to a child for whom any special safety precautions may be needed. A parent may be excluded from Nursery premises if the Manager, acting properly, considers such exclusion to be in the best interests of the child or of the Nursery.
- h) **Absence of parents:** When both parents will be away from their home in the United Kingdom overnight, the Manager must be informed in writing of the name, address and telephone numbers for contact of a suitable legal guardian or other adult with whom the child will reside. These matters are the responsibility of parents.
- i) **Insurance:** The Nursery undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of parents. The Nursery is not the agent of the parents for any purpose related to insurance.
- j) **Concerns/complaints:** Parents who have cause for serious concern as to a matter of safety, care of quality of education must inform the Nursery Management Team without delay and refer to the nursery complaints policy.
- k) **Other settings:** Parents are required to inform the Nursery Management Team in writing if at any time their child attends another setting/childminder in addition to First Place Nursery. We are required by the Department for Education through the Early Years Foundation Stage (EYFS) to work with other settings/childminders that a child in our care may attend, so that they can benefit from continuous support for their learning and development needs.

- l) **Special Learning Difficulties:** Parents will be notified if it appears that the child is experiencing any problems. The Nursery will, on request, advise parents as to how they may, at their own expense, obtain specialist advice.
- m) **Confidentiality:** The parents' consent to the Nursery communicating with any other nursery or school which the child attends or which a parent proposes the child should attend, about any matter concerning the child or about payment of fees, whether or not the information passing is in machine readable form. In all other respects the Nursery will take care to preserve the confidentiality of information concerning the child and parents.
- n) **Privacy:** Please refer to our privacy policy.
- o) **Reports:** Information supplied to parents and others concerning the progress of a child and the character and education of the child will be given conscientiously and with due care and skill but otherwise without liability on the part of the Nursery.
- p) **Prospectus:** The prospectus describes the broad principles on which the Nursery is presently run and gives an indication of our history and ethos. Although believed correct at the time of printing, the prospectus and any other information are not part of any agreement between the parents and the Nursery. Parents wishing to place specific reliance on a matter given in the prospectus or any other information should seek written confirmation of that matter before entering this agreement.
- q) **Liability:** The Nursery is unable to accept responsibility for accidental injury or loss of property unless caused by its negligence.
- r) **Consumer protection:** Care has been taken to use plain language in these terms and conditions and to explain the reasons for any of the terms that may appear one-sided. If any word/s, alone or in combination, infringe the unfair terms in Consumer Contracts Regulations 1994 or any other provision of law, they shall be treated as severable and shall be replaced with words which give, as near as may be fair, the original meaning.
- s) **Interpretation:** These terms and conditions supersede those in the prospectus and elsewhere and will be construed as a whole. Headings are for ease of reading only and are not otherwise part of the terms and conditions.
- t) **Jurisdiction:** This contract was made at the Nursery and is governed exclusively by English Law.
- u) **Social Media:** Parents must not discuss First Place Nurseries on social media and are expected to uphold and promote its good name. Parents must not inappropriately use social media as a forum to raise concerns/complaints against First Place Nurseries. Any concerns/complaints must be addressed to the Nursery Manager.

## ADMISSIONS

### Registration Procedure

1. When you have read the prospectus and the standard Terms and Conditions, please complete and sign the registration form. This form must be signed by parent/parents and then returned to First Place together with the registration fee. It is advisable to register as early as possible after the birth of your child. Registering does not guarantee a place in the Nursery. Individual appointments to visit the Nursery are available.

Priority without guarantee, subject to places being available, will be given to siblings provided they are registered at least three months before the anticipated starting date and whose brother or sister is attending the Nursery when he/she starts. If parents wish to send siblings to the Nursery, we strongly recommend they are registered as soon as possible following birth.

2. An acknowledgement of receipt of the registration form will be sent.
3. An offer of a place will be sent before the anticipated starting date, if there is no availability, the parent/parents will be informed.
4. Acceptance of this place and payment of deposit must be made in writing within one week of the offer being made. Failure to do so will mean the offer of that place will be withdrawn.
5. Acceptance signifies the parent/parents' commitment to the place and an agreement to pay three full months fees for attendance as agreed, even if subsequently the child for any reason does not attend the Nursery. The child may not be able to start nursery until all the relevant and required documentation has been received,
6. The registration fee is non-returnable in all circumstances.
7. Registration for EEF (Early Education Funding) children please see 3a & 3b.

(Updated July 2020)