

NURSERY TERMS AND CONDITIONS POLICY/NURSERY CONTRACT

Effective from September 2026

1. Admission and Allocation of Places

Nursery sessions, including funded sessions, will be allocated on a first-come, first-served basis.

Where sessions are fully booked, children may be placed on a waiting list. Parents/carers will be contacted as soon as a suitable place becomes available.

2. Payments

Invoices are issued by email on or around the 1st day of each month and are payable within 14 days.

If payment is not received within 14 days:

- A payment reminder will be issued.
- An administration charge of 20% of the overdue balance (up to a maximum of £25) may be applied to cover the additional administration costs associated with late payment.

Invoices must be paid in full before the next invoice becomes due. Failure to do so may result in a child's attendance being restricted to funded sessions only until the outstanding balance is cleared.

Fees remain payable during periods of absence, including:

- Illness
- Family holidays
- Medical appointments
- Any other absence

The nursery is under no obligation to provide replacement sessions for absences.

In the event of a temporary closure outside the nursery's reasonable control, including but not limited to severe weather, flooding, utility failure, infectious disease outbreaks, government restrictions or other emergencies, fees will remain payable. The nursery will endeavour to keep families informed and minimise disruption wherever possible.

The nursery closes on all Bank Holidays and for one week during the Christmas period. Fees will not be charged during these closure periods.

Families requiring a term-time-only place will be charged a 50% retainer for any non-funded hours reserved outside term time.

3. Sun Cream

Parents may choose:

- To provide their own labelled SPF 50 sun cream; or
- To use nursery-provided sun cream at a charge of £3.50 per year, payable in June.

Parents remain responsible for informing the nursery of any allergies or sensitivities relating to sun cream products.

4. Methods of Payment

Payments may be made by:

- BACS
 - Debit or credit card
 - Cash
 - Childcare vouchers
 - Tax-Free Childcare
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5. Funded Childcare

The nursery delivers funded childcare in accordance with Department for Education and Local Authority requirements.

Funded childcare hours are provided free at the point of delivery.

The nursery does not charge any top-up fee in relation to funded childcare hours.

Working Parent Entitlement

Eligible working families may receive up to 30 hours funded childcare from the term after their child turns 9 months old until they start school.

Eligibility depends upon:

- Employment status
- Household circumstances
- Income requirements
- Immigration status

Further information is available at:

<https://beststartinlife.gov.uk>

Universal Entitlement for 3 and 4 Year Olds

All children are entitled to up to 15 funded hours per week (term time only) from the term after their third birthday until compulsory school age, regardless of family income or circumstances.

Eligible 2 Year Old Entitlement

Some families may also be entitled to funded childcare for 2-year-olds under separate eligibility criteria.

Parents should contact the nursery or visit:

<https://beststartinlife.gov.uk>

for further information.

6. Optional Enhanced Activities Policy

Our Commitment

The nursery offers a range of optional enhanced activities that enrich children's experiences beyond the core Early Years Foundation Stage (EYFS) curriculum, aimed at children of pre-school age. (the last year before they go to school)

Participation in these activities is entirely optional.

Parents may choose whether or not their child participates in any enhanced activity.

Choosing not to participate, or choosing not to make a voluntary contribution, will not:

- Affect a child's funded place.
- Affect access to funded childcare hours.
- Affect access to the EYFS curriculum.
- Result in any disadvantage to the child.

Children who do not participate in optional enhanced activities will continue to receive a high-quality programme of learning and development delivered by qualified staff.

Optional Enhanced Activities Available

Activities may include:

- Beach School
- Forest School
- Dance
- Music
- Yoga
- Balanceability
- Cricket
- Woodwork
- Nature Walks
- Gardening and Growing Projects
- Seasonal Projects
- Animal Care Activities
- Community Outings
- Visits from Community Professionals

Community outings may include:

- Libraries
- Local parks
- Beaches
- Nature reserves
- Historical sites
- Farms
- Museums
- Woodland areas
- Places of educational interest

Seasonal projects may include activities such as:

- Hatching chicks
- Butterfly life cycle projects
- Frog and pond-life projects

Activities may be delivered by qualified staff, specialist instructors or external providers.

Choose an option from the groups below to see the cost per session or per full day. If you choose Groups 1, 2 and 3, your child will have the opportunity to take part in all of the activities offered during the year. Activities are delivered in blocks (typically six weeks), allowing children to experience each activity over the course of the year. Once your booking has been confirmed, a breakdown of your chosen option will be shown on your monthly invoice.

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Group	Activity	Cost per child per session	Cost per child per full day
1	Beach School or Forest School & outings	£3.00	£6.00
2	Dance, Yoga, Woodwork, Cricket, Music & Balanceability	£1.20	£2.40
3	Nature Walks and Seasonal Activities	£0.60	£1.20
1,2 & 3	Total per session	£4.80	£9.60

The costs shown represent the actual cost of providing the optional enhanced activities and are not a charge for funded childcare hours. The activities offered vary throughout the year and from term to term; therefore, the cost of delivering these activities may be higher in some months than in others. To help families budget and to ensure that children can participate in the full programme of optional enhanced activities across the year, the total annual cost is calculated and divided into equal monthly voluntary contributions. This means that the amount contributed each month may not reflect the exact cost of activities delivered during that particular month but represents a proportion of the overall annual programme. Children who do not participate in optional enhanced activities will continue to be supported by qualified staff and receive age-appropriate EYFS activities during the relevant session.

Autumn Term

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Animal care Beach School Cricket Language Support sessions Daily sessional activities	Animal care Beach School Balanceability Language Support sessions Daily sessional activities	Animal care Dance Beach School Language Support sessions Daily sessional activities	Animal care Balanceability Language Support sessions Daily sessional activities	Animal care Balanceability Walking outings Daily sessional activities
PM	Animal care Dance Balanceability Walking outings Daily sessional activities	Animal care Forest School Cricket Daily sessional activities	Animal care Music Woodwork Balanceability Daily sessional activities	Animal care Balanceability Walking outings Gardening & growing	Animal care Yoga Balanceability Gardening & growing

				Daily sessional activities	Daily sessional activities
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Winter Term

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Animal care Walking outings Language Support sessions Daily sessional activities	Animal care Cricket Language Support sessions Daily sessional activities	Animal care Cricket Yoga Language Support sessions Daily sessional activities	Animal care Beach School Language Support sessions Daily sessional activities	Animal care Dance Walking outings Daily sessional activities
PM	Animal care Beach School Balanceability Music Daily sessional activities	Animal care Forest School Dance Daily sessional activities	Animal care Beach School Woodwork Balanceability Daily sessional activities	Animal care Balanceability Cricket Walking outings Gardening & growing Daily sessional activities	Animal care Balanceability Gardening & growing Daily sessional activities

Spring Term

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Animal care Beach School Balanceability Language Support sessions Daily sessional activities	Animal care Beach School Balanceability Language Support sessions Daily sessional activities	Animal care Dance Beach School Balanceability Language Support sessions Daily sessional activities	Animal care Balanceability Language Support sessions Daily sessional activities	Animal care Cricket Music Daily sessional activities
PM	Animal care Dance Balanceability Walking outings Daily sessional activities	Animal care Yoga Beach School Balanceability Daily sessional activities	Animal care Cricket Woodwork Walking outings Daily sessional activities	Animal care Balanceability Beach School Gardening & growing Daily sessional activities	Animal care Balanceability Dance Gardening & growing Daily sessional activities

These activities are organised around the children's routines and are rotated each term to ensure that children attending different sessions throughout the week have the opportunity to participate in all activities over the course of the year. We reserve the right to amend or change activities to meet the needs and interest of the children. Where an activity cannot take place, we will endeavour to arrange an alternative session. If this is not possible, the cost of the charged activity, will be refunded to the affected families.

Information Provided to Parents

At the beginning of each term, parents will receive:

- A timetable of enhanced activities.
- Details of activities available during their child's booked sessions.

- Information regarding planned visits and outings.
- Details of any voluntary contribution requested.

Activities are rotated throughout the year to ensure children attending different sessions have opportunities to access a broad range of experiences.

The nursery reserves the right to amend activities where necessary to meet:

- Children's interests and learning needs.
- Staffing requirements.
- Health and safety requirements.
- Weather conditions.
- Operational requirements.

Where an activity cannot take place, the nursery will endeavour to provide a suitable alternative.

Voluntary Contributions

The nursery may request voluntary contributions towards the cost of optional enhanced activities.

Any contribution requested relates solely to the delivery of optional enhanced activities available during a child's booked sessions and is not a charge for funded childcare hours.

Contributions may help support:

- Specialist instructors
- Activity resources
- Equipment
- Transport costs
- Entrance fees
- Insurance and safety equipment

Parents are under no obligation to make any voluntary contribution.

Parents may opt out of any or all optional enhanced activities without affecting their child's funded place.

7. Funded Childcare Compliance

The nursery is committed to delivering funded childcare in accordance with statutory guidance.

No child will be excluded from accessing funded childcare because a parent chooses not to:

- Purchase meals.
- Purchase consumables.
- Participate in optional enhanced activities.
- Make voluntary contributions.

Children whose families choose not to access optional extras will continue to receive appropriate learning opportunities and care in accordance with the EYFS Framework.

8. Childcare Vouchers

The nursery accepts childcare vouchers from a variety of registered providers.

Parents should speak to their employer regarding eligibility and voucher provider details.

9. Tax-Free Childcare

Eligible working families may use the Government's Tax-Free Childcare Scheme.

For every £8 deposited into a Tax-Free Childcare account, the Government will contribute £2, subject to eligibility criteria.

Tax-Free Childcare may be used alongside funded childcare entitlements.

Further information can be found at:

<https://beststartinlife.gov.uk>

10. Safeguarding

The nursery reserves the right to share information with relevant agencies where safeguarding concerns arise, in accordance with the nursery's Safeguarding Policy and statutory safeguarding responsibilities.

11. Collection of Children

Children may only be collected by adults:

- Named on the child's registration form;
- Recorded on Famly; or
- Authorised in advance by the parent/carer.

Photographic identification may be requested where necessary.

12. Emergency Closure

The nursery will communicate emergency closures or operational changes through:

- Email
 - Famly
 - Telephone
 - Other agreed communication methods
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13. Fee Reviews

Fees are reviewed annually.

Parents will be provided with a minimum of four weeks' notice of any changes.

14. Invoices

Invoices will clearly identify:

- Funded childcare hours (£0.00)
- Additional childcare hours
- Meals and snacks
- Consumables
- Optional enhanced activities (where applicable)
- Any other agreed charges

15. Data Protection (GDPR)

Personal information will be processed in accordance with:

- UK GDPR
- Data Protection Act 2018
- The nursery's Privacy Notice

16. Complaints

Complaints should be raised in accordance with the nursery's Complaints Policy.

Copies of the policy are available from the nursery office and website.

17. Liability

The nursery cannot accept responsibility for loss of or damage to personal belongings brought onto the premises.

18. Food and Meals

The nursery provides:

- Milk
- Water
- Nutritious snacks

free of charge.

Additional meal options are available:

Meal	Cost
Breakfast	£2.50
Tea	£2.50

Two-course cooked lunch	£3.50
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Parents may alternatively provide a healthy packed lunch.

Packed lunches must comply with the nursery's Healthy Eating Policy and must not contain nuts or other prohibited foods.

19. Notice Periods

The nursery requires:

- Four weeks' written notice to terminate a place.
- Six weeks' written notice for children accessing funded childcare.

Notice periods commence from the date written notice is received.

20. Changes to Bookings

Requests to amend regular bookings must:

- Be submitted in writing.
- Be subject to availability.

An administration fee of £2.50 may be charged for each booking amendment.

21. Additional Sessions

Additional sessions may be requested subject to availability and will be allocated on a first-come, first-served basis.

Requests should be made to Abi or Helen via email.

22. Force Majeure

The nursery shall not be liable for any failure or delay in performing its obligations where such failure or delay results from circumstances beyond its reasonable control, including but not limited to:

- Severe weather
 - Flooding
 - Fire
 - Industrial action
 - Infectious disease outbreaks
 - Utility failures
 - Government restrictions
 - Other unforeseen events
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Contact Information

Contact information:

Nursery Senior Manager: Abi Hollands abi@meadowslangney.com

Company Director: Helen Hawes & Adam Hawes helen@meadowslangney.com

Account department: accounts@meadowslangney.com

Telephone Number: 01323 741811

Parent/Guardian Agreement

I confirm that I have read, understood and agree to abide by these Terms and Conditions.

Child's Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Policy Review Date: September 2027

Approved By: _____

Version: September 2026 Edition