



Executive Headteacher: Clare Spires

### **The Oaktree School Nursery - Parent Contract and Terms and Conditions**

This Parent Contract and Terms and Conditions enables The Oaktree School Nursery School to provide and maintain the highest quality standards of childcare services, it is necessary for all Parents/Guardians to understand and agree to the following Terms and Conditions. These Terms and Conditions relate to the Contract between The Oaktree School Nursery and the Parent/Guardian in respect of provision of the childcare Services at the Nursery, as identified on the Contract.

#### **The Oaktree School Nursery:**

- offers sessional care for children aged from 2 years to 5 years old;
- is open from **8.30am – 11.30am** and **11:30pm – 2.45pm**, Monday to Friday term time only for 38 weeks of the year and operates a **later pick up at 3.15pm for an additional fee**;
- will not be held responsible for failure to provide the nursery facility in events beyond our reasonable control;
- will administer prescribed medication only, if parents have completed a medication form providing clear, written instructions for dosage etc;
- will contact parents immediately if their child becomes unwell during the day. *(The Nursery reserves the right to exclude your child if they are unwell or show symptoms of an infectious disease. Clear guidelines for the return of the child are laid out in the The Oaktree School guidelines.);*
- ensures the safeguarding of all registered children. *(It is our policy not to use physical force, isolation or leave a child unsupervised. However, in an emergency it may be necessary to take action to prevent personal injury to either the child, other children, an adult, or damage to property.);*
- will notify parents if we have any concerns about a child's welfare or development, making time to discuss any issues;
- reserves the right to exclude a child as a result of payment arrears or where attendance at the Nursery would constitute an unreasonable risk to the child or other children.

#### **The Parents/Carers:**

- will collect their child without delay if the Nursery has telephoned to say they are unwell;
- will deliver and collect their child at the agreed time. *(Children cannot be accepted earlier or collected later than their agreed hours without prior agreement, as this causes staffing problems. A charge will be made for any encroachment.);*
- will telephone the Nursery if their child is ill, or will not be attending, to let the Nursery know how long they expect the child to be absent;
- will send their child to school in the published Nursery school uniform, ensuring that their child is not wearing jewellery, carrying money or other valuables;
- will ensure their child is prepared for outdoor play, i.e. a coat or anorak and boots for cold and wet weather; sun hat and cream for hot summer days;
- will understand that clothes may become soiled by paint and outdoor play; the Nursery cannot accept responsibility for clothes that become soiled;

**email: [nursery@oaktree.surrey.sch.uk](mailto:nursery@oaktree.surrey.sch.uk)**

**Website: [www.theoaktreeschool.co.uk](http://www.theoaktreeschool.co.uk)**

*The Oaktree School is part of The SWAN Trust, a charitable company limited by guarantee and registered in England and Wales with company number 08622047. The registered office is Church Hill, Horsell, Woking Surrey GU21 4QQ*



**The Oaktree School**  
Gorsewood Road,  
St John's,  
Woking, Surrey,  
GU21 8WT  
Tel: 01483 474 981

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- will clearly mark all clothing and personal items with their child's name;
- will notify the Nursery of any change of address or contact phone numbers immediately (*these are needed should we need to contact you in an emergency.*);
- will notify Nursery immediately of any changes to medical needs, such as allergies, changes in medication;
- will pay fees half termly by the due date stated on the invoice;
- will give one month's notice in writing if they wish to terminate their Nursery place. (*Full fees are due even if your child does not attend during this time.*)

I have read, understood and agree to adopt the policies of The Oaktree School Nursery.

**Signature of Parent/Carer** ..... **Name** .....

**Relationship to child** ..... **Date** .....

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