



“We want every child to be happy, caring and successful”

## Nursery Terms and Conditions - 2026/2027

Please note: For the purpose of these Terms & Conditions the term ‘Parent’ refers to all those who are named responsible for the day-to-day care of the child.

By accepting your child’s place at Cedars Primary School Nursery this confirms that you have read and agree to the terms and conditions as set out in this document.

All parents must observe our basic terms and conditions. Cedars Nursery is committed to providing a happy and stimulating environment, which is delivered cost effectively as part of developing children in the local community. Parents are therefore expected to give their support and encouragement to the aims of the Nursery and to also comply with the following:

### **Registration**

Children cannot be allocated a place at the Nursery without completing the online registration form. The child will be allocated a place subject to availability with the earliest date offered as appropriate to the age of the child. If there is no immediate availability the name of the child will be held on a waiting list until a suitable place can be offered. Parents interested in securing a place are advised to send the registration forms to the Nursery as soon as possible. Upon receipt a confirmation letter will then be sent with the earliest starting date as practical or the name held on a waiting list if there is no place available.

### **Cancellation of Place Offered**

Once a place is allocated and confirmed by letter as stated above, to cancel the arrangement the parent must put this in writing to the school office within 10 days of receipt of the offer letter.

### **Payment of Fees**

Parents and/or guardians are responsible for the payment of fees on time. Prices are subject to change. All fees are to be paid in advance and will be invoiced via our online payment system at the beginning of each month. The calculation of fees is based on the relevant session rate multiplied by the number of sessions contracted each week.

All invoices will take into account any training days or public holidays on which the Nursery will be closed. Fees however will not be refunded or waived for term time absence through sickness or holidays or any other cause during term time or if the Nursery is forced to close in extreme bad weather conditions or any circumstances which are beyond its control or where the safety of children is at risk. The fee structure is reviewed every Summer and any tariff increases for the September term are made in line with other costs and where possible kept stable or with minimum increase.

## **Childcare Vouchers and Tax Free Childcare**

Childcare vouchers are provided by some employers to help parents offset the cost of childcare against your pre-tax income. Parents are advised that Cedars Nursery administer Childcare Voucher Scheme using various providers and Tax Free Childcare. Parents can find out further information by visiting their respective websites, speaking to your employer or visit [www.moneysavingexpert.com](http://www.moneysavingexpert.com) which outlines how the scheme operates.

## **Late Payment of Fees**

Cedars Nursery operates within a budget to meet all staff costs, rent and other overheads. Parents are therefore kindly requested to ensure prompt payment. In the event that fees are not paid on time a charge of 10% of the outstanding balance will be payable for administration costs and will be included on the next invoice raised. The Nursery reserves the right to withdraw the child from attending.

## **Uniform**

Cedars Nursery has a uniform, which your child is encouraged to wear to all sessions.

- Royal blue sweatshirt or cardigan with school logo
- Yellow or white polo shirt with or without school logo
- Grey school trousers/skirt or shorts

## **Non-Attendance**

If a child is off sick or taking holidays during term time, the Nursery kindly request that parents inform the School Office by ringing the Cedars Primary School number, 01908 610561. Please be advised that any term-time absence is chargeable, and no refunds will be given.

## **Nursery Education Funding**

Cedars Nursery operates the Funding Scheme for 3- and 4-year-olds in line with the Early Years at Milton Keynes Council. Children are currently entitled to funding the term after their 3rd birthday within the dates outlined below:

Birthday between 1st January – 31st March – Funding will be given for Summer term onwards

Birthday between 1st April – 31st August – Funding will be given for Autumn term onwards

Birthday between 1st September – 31st December – Funding will be given for Spring term onwards

Once your child is eligible for funding the Nursery will provide you with the necessary paperwork to fill in & return. Funding entitles you to either 15- or 30-hours childcare each week.

## **Late Collection**

All children must be collected on time. Any parent consistently collecting later than 11:45am for morning sessions will incur a charge of £5.00 or if later than 3:15pm for all day/afternoon sessions will incur a charge of £10.00 per late collection.

## **Leaving Notice**

A written notice period of 4 weeks is required if you wish to withdraw your child from Nursery for any reason. If your child receives funding and is taking up a place at an alternative nursery within the same funding period you will be unable to transfer their funding for the remaining time in that funding block.

### **Amendment of Sessions**

Cedars Nursery endeavors to accommodate all session requests, however the Nursery kindly request that if a parent wishes to amend or add to any existing sessions that they do so in writing or by e-mail to the School Office. All such requests are subject to availability and Cedars Nursery will endeavor to accommodate where possible but cannot guarantee any session amendments especially if the Nursery is full. Where possible the Nursery ask that parents do not enquire about sessions when dropping off or collecting their children but are advised to check availability by calling the School Office on the Cedars Primary number between 9.00am – 3.00pm or by e-mail [office@cedars.milton-keynes.sch.uk](mailto:office@cedars.milton-keynes.sch.uk).

If you are taking advantage of our additional paid sessions and wish to reduce these, we will require notification in writing to the School Office [office@cedars.milton-keynes.sch.uk](mailto:office@cedars.milton-keynes.sch.uk), with a notice period of 4 weeks from the date of letter.

### **Nursery Attendance Information**

Although the children who attend Cedars Nursery Class are below the statutory age for school, it is Cedars expectation that all children attending Cedars Primary School attend every day the school is open. Pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

As a school we have to send returns to the Early Years Placement Officer at Milton Keynes Council, informing them of any absences that fall below 63% per term (block) based on a child receiving 15 hours per week. If your child's attendance should fall below 63% during a term then the shortfall will need to be met by yourself and you could be a risk of losing the place.

### **Admission to School**

Admission to school is subject to a different policy set by the Local Authority. Admission to Nursery does not automatically give the right of admission to the school. School admission is statutory, and admissions are dealt with by the Local Authority. Parents need to follow the guidelines and deadline for school applications that can be found on the MK Local Authority website.



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