



THE LITTLE
SANCTUARY
AT SIR MARTIN FROBISHER

Working Together:
Our Terms and Conditions

Introduction:

- These Terms and Conditions govern the relationship between The Little Sanctuary (“the Nursery”) and the parent(s)/carer(s) of any child enrolled.

A parent is classified as: “All natural (biological) parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility for a child or young person: and any person who, although not a natural parent, has care of a child or young person”.

A carer refers to: someone who has care of the child, meaning they live with and look after the child on a day-to-day basis.

- By enrolling your child at the Nursery, you agree to abide by these Terms and Conditions.
- This contract will outline the obligations and commitment of both The Little Sanctuary and the Parent(s)/Carer(s).
- The Little Sanctuary is part of REAch2 Multi Academy Trust, a charitable company. Our registered office address is:

Henhurst Ridge Primary Academy,
Henhurst Ridge,
Branston,
Burton on Trent
DE13 9SZ

- The Little Sanctuary is registered with Ofsted and operates within their regulations, guidelines and rules. Their inspectors regularly visit the setting to ensure appropriate standards of care and education are being provided.

Operation Times

- Monday to Friday 8.30am to 3.15pm.
- Our Nursery will be closed for all school holidays, alongside school training/inset days (these days are not charged).

	Nursery Opens	Last Day of Term
Autumn Term (1) 2026	07/09/2026	23/10/2026
Autumn Term (2) 2026	02/11/2026	16/12/2026
Spring Term (1) 2027	04/01/2027	12/02/2027
Spring Term (2) 2027	22/02/2027	24/03/2027
Summer Term (1) 2027	12/04/2027	28/05/2027
Summer Term (2) 2027	07/06/2027	16/07/2027

- Nursery session times are as follows:

Morning	Lunch	Afternoon	All Day
8.30 - 11.30	11.30 - 12.15	12.15 - 3.15	8.30 - 3.15

Funding may be used across morning, lunch and afternoon sessions. Children attending both morning and afternoon sessions may access the lunch period as part of their funded entitlement, subject to available funded hours. No artificial break is imposed between sessions when funded hours are claimed.

Registration and Admissions

- To secure a place you must have completed a Registration Form.
- All relevant documentation, (including emergency contacts, medical history and permissions), must be submitted before the child's start date.
- The school's admission criteria will be applied before places are offered.
- In line with our safeguarding policy, we ask for a minimum of two emergency contacts for each child.

Attendance and Punctuality

- For children accessing government-funded hours, we are required to monitor attendance to ensure funding is used appropriately therefore, accurate daily attendance records are maintained for all children, noting arrival and departure times.

The local authority may remove funding for any child who misses 20 sessions or more within one term. A session is calculated as either a morning or afternoon therefore, the child's place will be withdrawn or parents/carers will be expected to book and pay in advance subject to availability.

- Registers are completed immediately upon a child's arrival and on departure. If a child is attending all day, i.e. morning session and afternoon session, the register will be taken for both sessions.
- Children must attend on the agreed days and times.
- Parents/carers must inform us of any planned absences in advance.
- Parents/carers must inform the Nursery of any absences or late arrivals, as soon as possible.
- Late pick-ups will incur additional charges if a child is collected beyond the end of their allocated session.

Late collection is charged at **£10** per **15 minutes** or part of, at the end of your child's session.

Sickness/Absence Procedure

- If your child is poorly, and unable to attend Nursery, please advise the school office prior to 8.30am.
- If your child is ill e.g. fever, infection, diarrhoea, communicable disease or any other type of illness that may be passed on to others, (with the exception of a common cold), they need to be kept at home to protect the well-being of staff and other children in our care.
- Should a child become ill whilst in our care, we will contact parents/carers and request you collect your child. We will communicate with the first point of contact (in the first instance) as stated on your registration form.
- Parents and carers must not bring a child to the Nursery if they are unwell or showing symptoms of a contagious illness. The Nursery reserves the right to refuse entry to a child arriving at the nursery unwell.
- Any prescribed medication to be administered during the day must be handed to a staff member with written instructions and permissions, in line with our medicines policy. **We do not administer any unprescribed medications.**

Collection Arrangements

- On the registration form we will ask you to give us the names of up to 4 people who will be regularly picking up your child from nursery.
- Please notify the school if a previously unauthorised person will be collecting your child. Verbal or written permission must be received **before** we will release a child to **anyone** who is not authorised on the registration form.
- The person collecting will be asked to provide the unique password agreed with school as part of the admissions process.
- Just a reminder – it is essential that you pick up your child by the end of the session as staff member's working hours will be affected by late pick-ups. As stated before, late pick-ups will be charged at **£10** per **15 minutes** or part of.
- Please arrive 10 minutes before the end of the session to ensure there is time for a full debrief on collection.

Government Funding

From September 2025, working parents may be able to get funded childcare for a child aged 9 months to 4 years old. Eligible working parents can now apply for 30 hours of childcare from the term after their child turns 9 months, until they start school.

Some 3 to 4-year-olds are eligible for 30 hours of funded childcare a week,

To be [eligible for free childcare](#), you (and your partner, if you have one) need to be in work or about to start a new job and earn over a certain amount.

You'll need a National Insurance number to apply.

Some children will be entitled to funded childcare from two years old, please see the section below for further information.

Early Learning for 2-year-olds

You may be able to get funded Early Learning for childcare if you have a [2-year-old](#) and get certain benefits.

Parents can apply for Early Learning for 2 Year Olds via the Essex County Council Website [15 hours funded early learning for 2 year olds | Essex County Council](#)

2-Year-Old 15 Hour Funding

Your 2-year-old can get funded childcare if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit

2-year-olds can also get funded childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

[If you're not eligible for funded education and childcare for parents getting benefits](#)

You may be able to get [free childcare if you're working](#) under a separate scheme.

[If you're eligible for both schemes](#)

You can only get help from either:

- funded education and childcare for parents getting benefits
- [free childcare if you're working](#)

If you're eligible for both, you must apply for both and claim first 15 hours under Early Learning for 2 Year Olds and then additional 15 Hours under the working parent entitlement.

To apply for working parent entitlement please visit Best Start in Life Website [Best Start in Life - Best Start in Life](#)

[If you're a non-UK citizen who cannot claim benefits](#)

If your immigration status says you have 'no recourse to public funds', you may still get funded childcare for your 2-year-old. You must live in England and your household income after tax must be no more than:

- £26,500 for families outside of London with one child
- £34,500 for families within London with one child
- £30,600 for families outside of London with two or more children
- £38,600 for families within London with two or more children

You cannot have more than £16,000 in savings or investments.

Contact your childcare provider or check with your [local council](#) if you're unsure if you can get funded childcare.

Government Funding for 3-4-year-olds

All 3 & 4-year-olds are entitled to Funded Early Education Entitlement automatically. You do not need to apply for the universal 15 hours of funded childcare for your child. We will claim the funding on your behalf directly from the local authority.

All 3 and 4-year-olds are entitled to **570 hours** of funded early education per year. It's usually taken as 15 hours a week over **38 weeks** of the year (split into three terms).

Tax-Free Childcare

Our nursery accepts payments through the Government's Tax-Free Childcare scheme. Parents who are eligible can receive a government contribution towards childcare costs, with the government adding £2 for every £8 paid into their Tax-Free Childcare account, up to the applicable limits. It is the parent's responsibility to apply for, maintain, and reconfirm their eligibility for the scheme. Payments must be made directly through the Tax-Free Childcare account and sufficient funds should be available to ensure nursery fees are paid by the due date. Any delays in payments received from the scheme remain the responsibility of the parent.

For further information, eligibility criteria, and to apply, please visit the official Government website: [Tax-Free Childcare: What Tax-Free Childcare is - GOV.UK](#)

Additional Funding for Eligible Children

Where a child may be eligible for additional funding, including IDACI, SENIF or DAF, the nursery may discuss this with parents/carers and, where appropriate, submit applications to the Local Authority on the child's behalf. Parents/carers may be required to provide information, consent and supporting documentation to enable eligibility checks and funding applications to be completed.

Early Years Pupil Premium (EYPP)

The early years pupil premium (EYPP) is additional funding for early years providers to improve outcomes for children by providing them with enhanced learning and development support.

This means that for children from low income families accessing the Funded Early Education Entitlement (FEEE), providers are entitled to receive additional funding of up to £1.15 per hour, on the first 15 funded hours.

Providers should work in partnership with parents to carefully consider the learning and development needs of the child.

In order to benefit from this additional funding, we encourage providers to check with parents accessing the FEEE whether they are on any of the benefits listed below, that are used to determine eligibility for funded school meals:

- [Income Support \(GOV.UK\)](#)
- Income-based [Jobseeker's Allowance \(GOV.UK\)](#)
- Income-related [Employment and Support Allowance \(GOV.UK\)](#)
- Support under part VI of the Immigration and Asylum Act 1999 (GOV.UK)
- The guaranteed element of State Pension Credit (GOV.UK)
- Universal Credit (GOV.UK), if the parent or carer's annual net household income is less than £7,400, not including any benefits.

Disability Access Fund

Your child's early years provider could get £938 a year to help with their education and support.

This will be paid direct to your early years provider.

Your early years provider can apply to get disability access funding if your child receives [Disability Living Allowance for children](#) and one of the following:

- 30 hours of [Free Childcare for Working Parents](#)
- 15 hours of [free childcare for 2 year olds if you get extra support](#)
- 15 hours of [free childcare for all 3 and 4 year olds](#)

You do not need to use all of your hours to be eligible for disability access funding. To Apply please speak with your childcare supplier or your Local Council

Special Educational Needs Inclusion Funding (SENIF)

SENIF is additional funding provided by the Local Authority to support children with identified special educational needs who require extra assistance to access and participate fully in early years education. Where a child is eligible, the nursery may apply for SENIF and use the funding to provide appropriate support, resources, interventions or staffing to meet the child's individual needs and promote their learning and development.

Income Deprivation Affecting Children Index (IDACI) Funding

The nursery may receive additional funding for eligible children through the Income Deprivation Affecting Children Index (IDACI). This funding is provided to support children's learning, development and wellbeing and will be used at the nursery's discretion to enhance educational opportunities, resources and support. Eligibility is determined by the Local Authority, and parents may be asked to provide information to enable the nursery to confirm eligibility where appropriate.

Fees and Payment

- Sessions are allocated based on each child's eligibility (15 or 30 hours funded).
- Fees for additional hours (outside of those funded) are clearly structured based on the sessions and days of childcare required.
- Parents/carers will receive a detailed invoice breaking down any additional charges as well as reflecting their child's specific funded and non-funded hours.
- Any additional sessions which are **not funded** should be booked and paid one month in **advance**. Fees must be paid in advance by the due date stated on the invoice. Payment due dates will be clearly communicated and consistently enforced.
- Additional charges such as: consumables, and late pick up charges will be invoiced in arrears and clearly detailed on the following months invoice. Please see separate charges sheet for a full list of additional charges.
- Late or non-payment of fees may result in immediate suspension or termination of your child's place. Late payments will incur an additional fee as outlined in the charges list.
- Funded hours cannot be banked and transferred after a period of absence
- Session fees for un-funded hours are payable during illness, holidays, or unexpected nursery closures beyond our control (e.g., severe weather, public health guidance). You will not be required to pay for school holidays and inset days.
- Refunds and credits will not be given for days where your child does not attend due to sickness or holidays.

- We are unable to allow swapping of days unless it is permanent and there is availability. We will try to accommodate swapping of days in cases of emergency or under special circumstances.

Pricing Structure

	2 -3-year-olds	3 -4-year-olds
Morning Session 8.30 – 11.30	£28.50	£21.75
Lunch 11.30 – 12.15	(only offered if child is attending morning and afternoon session the same day)	(only offered if child is attending morning and afternoon session the same day)
Afternoon Session 12.15 – 3.15	£28.50	£21.75

- Payment Methods - Accepted payment methods include electronic bank transfers, online payment platforms, cash, or cheques. Receipts will be issued promptly following payments.
- The setting reserves the right to increase fees at any time, giving one term's notice of the proposed increase to parents/carers.

Additional Charges

Item	Cost
Additional session 2–3-year-old per hour	£9.50
Additional session 3–4-year-old per hour	£7.25
Nappies and Wipes (per change) (Optional – parents may provide their own)	£1.00
School meals (if not entitled to Pupil Premium) (Optional – parents may provide their own)	£2.65
Late Payment Fee	£10.00
Late Collection per 15 minutes	£10.00
Trips and Visits	TBC (costed on an individual basis)

Termination and Notice Period

- **Notice Period** - Due to the long-term commitment we make when reserving a child's place, we must ask you make a similar commitment to us. We, therefore, require a minimum of **4 weeks written** notice, to reduce or cancel your child's booking.
- It is the parent's/carer's responsibility to ensure that notice has been received by the school office.
- The Nursery reserves the right to terminate a place immediately in the case of a serious breach of these Terms and Conditions.
- Increasing your booking is subject to availability.

Health and Safety

- We want your child to be happy and safe at our Nursery.
- We would ask all parents and carers to make sure doors are closed when entering or leaving the building and they are mindful of little fingers.
- All REAch2 schools operate a 'No Smoking' policy anywhere on the school property or grounds. This includes vapes and e-cigarettes. Please adhere to this.
- The name of the designated Health and Safety Officer is displayed in the school entrance.

Communication and Conduct

- We see the relationship between home and school key to a child's success and therefore throughout nursery, parents/carers will receive regular updates on their child's care and welfare as well as learning development.
- We expect staff and parents/carers to communicate respectfully.
- For safeguarding reasons, parents and carers may only enter designated areas and must be accompanied or supervised.
- Parents and carers must follow all nursery policies while on site, including refraining from using mobile phones and not taking any photographs.
- Parents and carers will also need to follow all drop-off and pick-up procedures.

Safeguarding and Confidentiality

- The Nursery adheres to strict safeguarding policies to protect all children.
- Any concerns regarding child welfare should be reported to the Nursery Leader.
- All personal information is treated confidentially in line with data protection laws.

The Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for parents and carers to view at any time.

Data Protection

We are committed to protecting the personal data of you and your child in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We collect and use personal information solely for the purpose of providing high-quality childcare and ensuring the safety and wellbeing of your child.

All data is stored securely and only shared with relevant authorities or professionals when necessary and lawful. Full details of how we manage personal data can be found in our Privacy Notice, available on request.

Details of how to exercise your/your child's personal data rights are available on our website or you are able to contact our Data Protection Officer at dataprotectionofficer@reach2.org.

Terms & Conditions

I have read and understand each of the following sections:

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Data Protection Disclaimer

This document will be kept in the school's archives for 6 years following the child's departure from the Nursery.

I have read and understand the Nursery's Terms and Conditions, and I agree to be bound by them and any other relevant booking terms and conditions that are issued from time to time.

Signed: Print Name:

(Parent/Legal Guardian) Date:

Signed: Print Name:

(Parent/Legal Guardian) Date: