



Together we learn for life

ACORNS NURSERY TERMS AND CONDITIONS

Name of child:.....

Admission

Before a child can join Acorns Nursery, a completed Terms and Conditions form must be submitted and returned. This is a requirement for admission, and unfortunately, we are unable to offer a place until this documentation has been received. Admission dates will be agreed between the nursery and parents in advance and confirmed in writing.

Fees, Funding and Additional Sessions

All three- and four-year-old children are entitled to 15 hours of universal funded early education per week from the term after they turn three. In addition, eligible working families may be entitled to up to 30 hours of funded childcare. Some two-year-olds may also qualify for 15 to 30 hours of Early Years funded provision, depending on government criteria, including family income and circumstances.

Funded hours are provided in line with government guidelines and apply during term time only. It is important to note that funding covers childcare provision but may not include optional extras such as meals, additional services, or extended hours outside of funded sessions. If you would like more information about eligibility or how to apply for funded hours (for example, through the HMRC childcare service), please speak to the nursery team.

Parents may purchase additional hours beyond funded entitlement, subject to availability, at the nursery's standard rates. These sessions must be booked and paid for in advance of the term in which they are required and will be confirmed for a half-term period. Late payments may result in the additional sessions not being available for your child.

Once additional sessions have been booked and the term has commenced, we are unable to offer refunds or make changes. If you wish to amend additional hours or withdraw your child, we require one full term's notice.

Payment Terms and Absences

Fees are charged from the agreed admission date, regardless of attendance. Unfortunately, fees cannot be refunded or reduced for absence due to illness, holidays, or any other reason. This policy ensures that the nursery can maintain consistent staffing and operational standards without passing costs onto other families.

If the nursery is required to close due to circumstances beyond our control—such as severe weather, power failure, or government instruction—no refunds or compensation will be provided.

Hamsey Green Primary School Headteacher: Mrs N Mace
Address: Tithepit Shaw Lane, Warlingham, Surrey, CR6 9AQ
Telephone: 01883 622000 Email: Nursery@HamseyTLT.co.uk
Website: www.AcornsNursery.co.uk

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In the event of a full closure due to exceptional circumstances (for example, a national lockdown or pandemic), a credit note will be applied to your account. However, if the nursery remains open during such circumstances and you choose not to send your child, fees will continue to be charged at 50% for the duration of the absence.

Availability and Meals

Additional sessions are allocated on a first-come, first-served basis, and availability cannot be guaranteed. If your child attends a full day, including the lunch period, they will need to bring a packed lunch from home.

Opening Times

The nursery operates a full-day session from 9:00am to 3:00pm. Half-day sessions are available from 9:00am to 12:00pm or from 12:00pm to 3:00pm. These session times are aligned with the primary school timetable.

Term Dates

The Nursery operates during term time only and is closed during all school holidays, including INSET (staff training) days. Full details of term dates and closures can be found on the school website, and parents are encouraged to check this regularly when planning attendance and childcare arrangements. Term dates are aligned with Hamsey Green Primary School.

Personal Property and Belongings

While every reasonable effort is made to ensure children's belongings are kept safe, the Nursery cannot accept responsibility for any loss or damage to personal property. To help minimise this risk, all clothing should be clearly labelled with your child's name. We also recommend that personal toys, books, and other items are kept at home unless specifically requested by the Nursery.

Accidents and Illness

The Nursery reserves the right to administer first aid and any necessary emergency treatment. Parents will be informed of any accidents that occur during a child's session and will be asked to sign an accident record form. Prescribed medication can only be administered where a completed Medicine Consent Form has been provided in advance.

If a child becomes unwell during the day or requires medical attention beyond what the Nursery can provide, parents may be asked to collect their child as soon as possible. In line with health guidance, children must remain at home for 48 hours following the last episode of sickness or diarrhoea. Parents are asked to inform the Nursery of any illness, allergies, or conditions prior to attendance, and to notify the Nursery if their child will be absent due to illness.

Safeguarding

The Nursery is committed to ensuring the safety and wellbeing of all children in its care. Full details of our safeguarding procedures and responsibilities can be found in the Safeguarding Policy available on the school website. [Hamsey Green Primary School - Safeguarding](#)

Complaints

The Nursery aims to maintain high standards at all times; however, should you have any concerns or wish to make a complaint, please refer to the Complaints Policy available on the school website for full guidance on the procedure. [Hamsey Green Primary School - MAT Policies](#)

Agreement

These Terms and Conditions represent the agreement between the Nursery and parents or carers. The Nursery reserves the right to review and amend these Terms and Conditions at any time, and at least one month's notice will be given of any changes. Amendments will only be made in exceptional circumstances for individual pupils and will be considered on a case-by-case basis in consultation with the Senior Leadership Team.

All costs and conditions apply to children who are able to access provision in line with government-recommended staff-to-child ratios, ensuring the health, safety, and wellbeing of everyone. In situations where this is not possible, alternative arrangements may be required, at the discretion of the Headteacher and the Co-Chairs of Governors.

By signing below, parents or carers confirm that they have read, understood, and agree to be bound by these Terms and Conditions.

Signed:

Print Name:

Date: