



St. Leonard's Primary School
St. Leonard's Avenue
STAFFORD
ST17 4LT

Email: office@st-leonards-stafford.staffs.sch.uk

Website: www.st-leonards-stafford.staffs.sch.uk

Tel: 01785 334960 during School Hours



LEO'S NURSERY



Name of Child

Address

Post Code Date of Birth

	Morning Session 8.45am - 11.45am	Paid Lunchtime Session 11.45am - 12.15	Afternoon Session 12.15pm - 3.15pm
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

Please indicate with a *J* for paid sessions and with an *F* for funded [NEF/EEF] sessions.

Start date:

Please complete the below to claim for your funding

Parent Name	Parent NI Number	Parent DOB	Are you eligible for 30 Hours Funding?	Eligibility Code

Please circle how you wish to make payment.

Voucher Tax Free Child Account ParentPay

If paying by Childcare Voucher, please provide the name of your issuer:

Contact telephone number

Email address

Leo's Nursery

Leo's Nursery is a small Governor-run nursery which follows the school and EYFS requirements and is led by qualified Early Years staff. At Leo's Nursery the children are at the centre of everything we do. We offer quality learning and experiences to develop children's full potential. The children's learning environment is safe, stimulating and varied. We ensure children gain the attitudes, skills and knowledge appropriate to their age and individual needs.

If your child is 3 years old you are entitled to 15 hours per week free care [NEF Funded]. NEF funding will commence at the start of the term after their 3rd birthday. Children can start Leo's at the start of the term that they turn 3. You must pay for your child's sessions until funding commences. NEF funding will not apply to lunchtime sessions, all lunchtime sessions must be paid for.

EEF is also accepted for 30 hours - you must provide your eligibility code, National Insurance number and date of birth to the School Office. You must also reconfirm your eligibility termly via the direct government website. If you do not do this your extra funding will cease and you will be liable to pay for any extra sessions your child has taken.

Session Times

Morning Sessions 8:45am - 11:45pm

Lunch 11:45am - 12:15pm

Afternoon Sessions 12:15pm - 3:15pm

Fees

Extra morning/afternoon session - £11.50 per session

Lunch session - £3.50

School Dinner - £2.35

Payments must be made monthly in advance.

We accept all childcare vouchers, child tax free accounts, ParentPay and BACS payments.



LEO'S NURSERY

TERMS AND CONDITIONS



Application for a place at Leo's Nursery

Registration forms must be completed and returned prior to your child starting, we must be immediately informed of any subsequent changes. Alteration or cancellation of booked sessions requires at least half a term notice in writing. If insufficient notice is given then full fees will apply. If additional sessions are required, please book these through the school office, these will be arranged subject to availability and require payment at the time of booking. Leo's Nursery is open term time only - if your child will be taking holiday or is absent during their booked sessions, this must still be paid for. Sessions are allocated on a first come first served basis. We then follow County Council Admissions Criteria which is: 1) children in care, 2) catchment area, 3) older siblings who already attend the school, 4) medical grounds/exceptional circumstances.

Fees and Charges for Leo's Nursery

Fees are required monthly in advance. Booking Forms will be issued at least 1 week prior to the billing period. Fees are to be paid by the 1st day of every month, unless this date is during school holidays, when payment will be due on the first day school re-opens. We accept payments by ParentPay, childcare vouchers or tax free childcare accounts. If fees are not received by the 1st day of the month a reminder will be sent. If payment is not received within 24 hours of a reminder being sent a late payment charge of £5 per day will be payable and your child will not be able to attend the provision until payment is received in full. Should you experience difficulties in making payment, please contact the school office to discuss this as soon as possible.

Collection of Children

Children may only be collected by those persons you have given authorisation to and have your chosen password. If your child is not collected within their booked session time, then an additional charge will be made. If parents are consistently late, we may terminate your place. If a child is not collected at the end of the session we will contact parent/carers at work or home. If no-one collects the child and there is no-one who can be contacted to collect the child, we inform the Headteacher who has responsibility for child protection. The Headteacher will contact First Response for advice for non collection of a child.

Medicine

Staff will administer medicines, providing parents have completed a medication form. Parents are requested to inform staff of any known allergies.