



Nursery Terms and Conditions

Opening Hours & Attendance

- Coleridge Nursery is open Monday to Friday, from 8:15am to 6:00pm, Term Time only.
- The nursery is closed on Bank Holidays and Inset Days.
- Parents using the 30-hour free childcare entitlement must reconfirm their eligibility every three months through the Governments Eligibility Checking System. If eligibility changes, the child's place will revert to 15 Free Hours and the additional 15 hours will become chargeable.

Meals

- Nursery meals meet the required food-based standards - menus are available on our website.
- 15hrs gov entitlement (9.00am-12.00pm or 12.00pm-15.00pm): No Meal provided
- 30hrs gov entitlement (9.00am-15.00pm): Meals are not included in the government funding. Parents can either provide a packed lunch or pay £3 per meal.
- Paid afternoon or extended day session: Meals and snacks are included in the nursery fee

Nursery Fee's

- 15hrs gov entitlement (9.00am-12.00pm or 12.00pm-15.00pm): No charge
- 30hrs government entitlement (9.00am-15.00pm): No charge (meals charged separately)
- Paid Afternoon session (12.00pm-15.00pm): £30 per session (meal included)
- Paid Extended day session (15.00pm-18.00pm): £25 per session (meal included)

Payments

- Nursery fees are updated two weeks before the start of each term and must be paid before the next term begins.
- Meal charges will be added to your Arbor account separately – please note, childcare vouchers cannot be used to pay for meals.
- Payments are made online via Arbor (log-in details will be provided once your child starts). Cash payments are not accepted.
- If payments fall into arrears, your child may be unable to attend paid-for sessions until the balance is cleared.

Notice Period

- If you wish to withdraw your child from nursery, you must provide 6 weeks notice in writing. If a parent withdraws their child during this notice period, the fees shall still remain payable. Any outstanding fees must be settled before the child is withdrawn from nursery.
- If the parent postpones a start date, we reserve the right to charge from the original start date stated on the application form.
- To reduce or change the number of sessions, six weeks' written notice must be given and agreed with the nursery. If less notice is given, fees for the original sessions will remain payable for six weeks.
- Session swaps are only permitted on a permanent basis and require the normal 6 week notice period.
- Sessions are booked termly and are non-refundable if your child is absent. We cannot pause or hold sessions.
- Extra sessions may be available on request and must be confirmed by the nursery office before attendance.