



Terms and Conditions

Seedlings Nursery & Pre-School

School-Based Nursery (Open 48 weeks per year)

Effective from: 1st September 2026

Revised 22.7.26

1. Introduction

These Terms and Conditions outline the agreement between **Seedlings Nursery & Pre-School**, operating within **Great Horwood Church of England School**, and the parent(s)/guardian(s) of children enrolled at the nursery. Please read these terms and conditions, and our policies and procedures (available at [Great Horwood Church of England School - Policies and Procedures](#)) carefully before you submit a registration form to us. If you have any queries about these terms and conditions and/or our policies and procedures, please contact us on seedlings@ghw.odbst.org or by telephone on 01296 712622.

The registration form together with these terms and conditions, form the contract between us for the supply of the childcare service ("Services"). By accepting a place, you agree to adhere to these terms.

2. Opening Hours and Calendar

- We are open **Monday to Friday**, from **7.30am to 6pm**.
- The nursery operates **48 weeks per year**.
- We are closed for:
 - One week at **Christmas** (dates confirmed annually and published on the website)
 - One week during the **summer holiday** (dates confirmed annually and published on the website))
 - All **UK public/bank holidays**
 - Up to **two staff training days** (notice will be given)

3. Registration and Bookings;

office@ghw.odbst.org
telephone: (01296) 712622
www.greathorwood.bucks.sch.uk

- To register your child for a place at our Seedlings Nursery & Pre-School, you must complete our registration form ("Registration Form"). You must ensure that all information provided on the registration form is complete and accurate.
- If there are any changes to the information provided, you must notify us in writing promptly and provide details of such changes. Please inform us of any special dietary requirements or medical conditions, and or any alterations to emergency contact details. Failure to do so may result in delays in contacting you in case of an emergency.
- A nursery place is allocated upon completion of a) the Registration Form, b) review and approval of the Registration Form by Seedlings Nursery, and receipt of a £10 administration fee ("Administration Fee"). For funded only places this will be refunded in your first invoice.
- On the registration form, you should confirm which weekly sessions you would like to book your child into ("Standard Sessions"). Any sessions in addition to the Standard Sessions ("Extra Sessions") can be booked with the nursery's management team on an 'ad-hoc' basis by email to seedlings@ghw.odbst.org. Extra sessions are subject to availability and staffing requirements. Confirmation of any adhoc sessions will be by return email.

4. Fees and Payments

- We reserve the right to adjust the fees annually to reflect increases in our costs of providing the services. We will give you not less than six weeks prior notice to writing of the fee adjustment.
- The fees include the provision of drinks, snacks along with a meal (breakfast, hot lunch, and/or high tea) depending on the sessions selected. The fees do not include nappies, nappy sacks, wipes, cream and sun cream. In an emergency these will be charged separately at £5 per day through 'Family' if not provided by the parent(s)/guardian(s). Please note that this charge is for consumables and may not be eligible for payment through Tax-Free Childcare or other childcare funding schemes.
- Unless otherwise agreed in writing, the fees are calculated on the basis of the weekly charge for the session (as set out in the Registration Form), multiplied by 48 (weeks) and then divided by 12 (months) to create a fixed monthly charge. For families that take the 38 week provision offer, actual invoices are sent for the months September to July. There is no invoice in August.
- All fees are chargeable monthly in advance and must be paid by bank transfer, Childcare Vouchers (as provided by the UK Government), or Tax-Free Childcare on or before the first of the month to which they relate.
- If you fail to pay in full by the first of the month, using any of the payment methods set out in clause 4, we reserve the right to add an additional administration fee of £10, for each month that you fail to make payment.
- If any fees remain outstanding more than 21 days from the 1st of the month, we may (at our discretion), exclude the child from the nursery, terminating the contract and offer the child's nursery place to another child.
- For the avoidance of doubt, the fees are payable during periods of absence including, any planned absences or illness. Parents must inform the nursery of any planned absences in advance.

- Where payment is being made using a voucher scheme agreed by us (including Tax-Free Childcare), you must ensure that we receive appropriate funds under that scheme on or before the first day of the month to which they relate.
- Nursery opening and closing times must be observed as they form part of our Ofsted conditions and impact legal, contractual and wellbeing commitments to staff. We cannot provide services before the designated opening time, and you will be refused entry to the nursery. If you collect your child after the designated closing time, you will be liable to pay a surcharge of £10.00 for every 15 minutes, or part thereof, following the designated closing time. For the avoidance of doubt, if you are 1-15 minutes late, you will be charged £10.00 and if you are 16-30 minutes late, you will be charged £20.00 etc.

5. Sessions Available and Funded Hours

Private Pay Sessions and Fee Structure for **non-funded** sessions and additional sessions

Session	Time	2 year olds	3-4 year olds
Early drop off	7.30-8.00am	£5.18	£5.18
Breakfast club (including breakfast)	8.00am-8.45am	£7.50	£7.12
AM session (including drinks and snacks)	8.45am-11.45am	£24.32	£22.77
Lunch club - Hot meal provided. (Private pay)	11.45am-12.30pm	£8.54	£8.16
PM session (including drinks and snacks)	12.30pm-3.30pm	£24.32	£22.77
Late session (including high tea)	3.30pm-6.00pm	£24.84	£23.29
Full day (6 hours) (including all drinks, snacks and hot lunch)	8.45am-2.45pm	£51.75	£48.65
Additional 45 mins	2.45pm-3.30pm	£5.43	£5.05
Extended day (including all drinks, breakfast, snacks, hot lunch and high tea.)	8.00am -6.00pm	£80.73	£75.56

- The Extended day session (8.00am – 6.00pm) includes an approximate 10% discount.

Funded hours (Government entitlement)

- Eligible parent(s)/guardian(s) of children in England aged nine months to school age can receive up to 30 hours a week of funded childcare within term time. Seedlings Nursery offer the funded entitlements stretched to 48 weeks, this ensures that fees remain static, and parents can budget for their childcare without the peaks and troughs in fees that the term time application of funding brings.
- Childcare support is being provided via two schemes, for those children aged two and above.
 - Two-year-old children if the parent receives additional forms of government support; and
 - Universal 3 & 4 year-old, available for all parents
- All government supported schemes are explained in detail and can be applied for via the Childcare Choices ([15 and 30 hours childcare support | Best Start In Life](#)) website.
- Parent(s)/guardian(s) are responsible for ensuring eligibility is maintained and reconfirmed via HMRC.

Additional voluntary charges

- Government-funded childcare hours are provided completely free at the point of delivery. Parents/carers are not required to pay any fee as a condition of accessing their funded entitlement. Government funding covers the Early Years Foundation (EYFS), which includes items such as;
 - Continuous provision within the seedlings Nursery
 - Small world figures, role play materials, puzzles and books, as well as basic craft supplies
 - Sand and water play
 - Loose parts and construction toys
 - A staffing level that meets minimum government ratios
- We do however, offer a range of optional enrichment activities above the EYFS curriculum including:
 - Extra enrichment activities for example, woodland area, jabadeo (music and dance), outings including visits to the Great Horwood PECE, St James Church and around the village, weekly visits to the school library and regular story time sessions in school, nursery visitors for example fire engine, police.
 - Special events and celebrations such as Christmas, Easter, Sports day and leavers graduation.
- These are covered in the voluntary charge and parents can choose to opt in or out and this is not a condition of having a place at the nursery.
- If you are in receipt of EYFS pupil premium these additional charges will be covered.
- Parents who choose to opt out are able provide their own packed meals, snacks and supply their own consumables. These must adhere to the Early Years Foundation Stage nutrition guidance [Early Years Foundation Stage nutrition guidance](#) and the Seedlings Food and Drink Policy available on our website for further information. All children will continue to receive the same high standard of care regardless of whether additional services are taken as they will have access the high quality provision in Seedlings Nursery

- If you choose to opt out of any of the voluntary charges, we encourage you to speak with the Nursery Manager to discuss any alternative arrangements that may be available, such as providing your child's own meals or making agreed contributions towards resources and equipment on a weekly basis. If you then decide to opt out we will require this in writing 1 month in advance to ensure we can make the necessary alternations or adjustments to food orders, timetables and staffing arrangements.

For Government funded places the additional voluntary charges are as follows:

- £3.00 per session for any AM (8.45 – 11.45am) or PM (12.30 – 3.30pm)
 - £1.50 per session for healthy snacks.
 - £1.50 per session for extra enrichment activities including outings.
- £9.00 per session for any full day (8.45am – 2.45pm)
 - £6.00 per session for meals and healthy snacks.
 - £3.00 per session for extra enrichment activities including outings.
 -
- £11.00 per session for any full day including breakfast (8.00am – 3.30pm)
 - £8.00per session for meals and healthy snacks.
 - £3.00 per session for extra enrichment activities including outings.
 -
- £14.00 per session for any extended day (8am – 6pm)
 - £10.00 per session for meals and healthy snacks.
 - £4.00 per session for extra enrichment activities including outings.

We do not restrict the number of funded places and eligible families can choose between one of the following options, depending on availability;

A) 15 hours universal funding (570 hours per year (1st April – 31st March) - term time only (38 weeks) and stretched (48 weeks)

Session	Time	Voluntary Extra charge
5 Morning sessions	8.45am-11.45am	£3.00 per session
5 Afternoon sessions	12.30-3.30pm	£3.00 per session
2 Days	8.00am-3.30pm	£11.00 per day

If funding is stretched over 48 weeks and/or child attends additional sessions, parent(s)/guardian(s) will be charged for private nursery fees for the hours attended more than the funded entitlement.

Please note we strongly encourage and recommend a minimum attendance pattern of 2 days or 3 AMs or PM sessions per week to support your child's development and routine.

B) 30 hours extended funding (1140 hours per year (1st April – 31st March) – term time only (38 weeks) and stretched (48 weeks)

Session	Time	Voluntary Extra Charge
5 Days	8.45am-2.45pm	£9 per day
3 Extended Days	8.00am-6.00pm	£14 per extended day

If funding is stretched over 48 weeks and/or child attends additional sessions, parent(s)/guardian(s) will be charged for private nursery fees for the hours attended in excess of the funded entitlement.

Please note we recommend a minimum attendance pattern of 2 days (8.45am – 2.45pm) per week to support your child's development and routine.

6. Child Safety and Well Being:

- If your child becomes unwell whilst in our care, we will contact you, or the emergency contact detailed on the Registration Form. If we consider that the child is not well enough to remain at nursery, you will be requested to arrange collection of your child as soon as possible.
- Staff may seek medical attention for your child in an emergency; every effort will be made to contact the parent first using the details on the registration form.
- Medication will only be administered with prior written consent and must be clearly labelled.
- If your child is unwell at home, please do not bring your child into nursery and inform the nursery of the reason for their absence. They must not attend nursery if they have a fever, vomiting, or contagious illness.
- You have a duty of care to notify us, in writing as soon as possible, of any changes to a child's special diet or medical condition, to ensure all appropriate measures are implemented in nursery, and required paperwork is updated. Any relevant information from a third party in relation to the child's medical or dietary condition must also be shared with the nursery.
- Under legislation, we are legally required to report immediately any significant safeguarding or wellbeing concerns about children in our care to the local authority safeguarding team and, where appropriate, to Ofsted. In these exceptional cases, we are required to follow the instructions provided by the experts involved (which may include a requirement not to inform you of such report).

7. Behaviour and Discipline

- We do not tolerate, under any circumstances, behaviour which is deemed to be threatening, abusive or violent towards our management or staff teams. Such behaviour may be reported to the police; result in the termination of the contract or the refusal to allow a person back on any of our premises in the future.
- If you have any cause for complaint about our Seedlings Nursery or any member of staff at Great Horwood Church of England School, please see our complaints policy which can be found [Great Horwood Church of England School - Policies and Procedures](#)

8. Safeguarding and Welfare

- We are fully committed to safeguarding all children and follow the **statutory EYFS framework** and **Local Safeguarding Partners** guidance.
- All staff are **DBS-checked** and receive regular safeguarding training.
- Any safeguarding concerns will be handled in line with our Safeguarding Policy.

9. Clothing and Personal Belongings

- Children are encouraged to wear our Seedlings branded royal blue polo shirt as part of our nursery uniform. This helps to foster a sense of belonging and community, presents a professional image to visitors, and encourages children to take pride in who they are and where they belong. Polo shirts can be purchased from Maisie's Superstore, Milton Keynes. However, we are committed to ensuring that uniform costs are not a barrier to attendance. If you are in receipt of EYFS Pupil Premium funding, or if the cost of purchasing a polo shirt would cause difficulty, please speak to the Nursery Manager in confidence, as we may be able to provide a polo shirt to support your child.
- We ask that a change of clothing which is suitable and comfortable for active and outdoor play is provided in a draw-string bag and brought into the Nursery for every session. (We do not expect that the change of clothing is our Seedlings Polo's Shirt). Seedlings draw-string bags are available from Maisie's Super store, Milton Keynes. Due to health and safety reasons we are required to keep the Seedlings walkway clear of bags, footwear and belongings as this is an emergency exit route. Due to space backpacks do not fit neatly on our pegs, and a drawstring bag is the most effective way of keeping our nursery safe and tidy.
- Parents/carers are encouraged to provide a clearly labelled book bag for their child. This will be used to safely transport artwork, reading material, and other nursery communications between home and the setting. These are available online and from various outlets. The book bag does not have to be branded or any particular colour and is optional. We do have some available in Seedlings if you require one.
- If you are in receipt of EYFS pupil premium or in financial difficulty please speak to the nursery manager in confidence as we can support in supplying the above items.
- All personal items must be clearly labelled.
- We cannot accept responsibility for loss or damage to personal items.

10. Communication with Parents

- Regular updates will be provided through Family
- Parents are expected to keep contact details and emergency information up to date.
- Any concerns should be raised promptly with the nursery manager.

11. Notice Periods and Termination of Place

- To effectively manage nursery staffing and resourcing, you must provide us with at least one full calendar months' notice in writing if you wish to terminate the contract or reduce the number of standard Sessions. This is applicable both prior to starting and during your time with us.
- We reserve the right to withdraw a child's place with immediate effect for:
 - Non-payment of fees
 - Behaviour that puts others at risk
 - Persistent breach of policies
- Any fees due up to the date of termination will remain payable.

12. Changes to Terms and Conditions

- We reserve the right to amend these terms and conditions with one month's notice.
- Any changes will be communicated in writing to all parents.

13. Privacy and Data Protection

- Seedlings Nursery & Pre-School is committed to protecting the privacy and security of personal information relating to children and their parent(s)/guardian(s).

We collect, use, and store personal data in order to:

- Provide safe and appropriate childcare
- Meet our legal and safeguarding obligations
- Administer bookings, billing, and funding arrangements
- Communicate effectively with parent(s)/guardian(s)
- Support children's learning and development

Personal information may include (but is not limited to):

- Child and parent/carer contact details
- Emergency contact information
- Medical, dietary, and developmental information
- Attendance and funding records

We may share information, where appropriate and lawful, with:

- Local Authorities (for funded childcare and safeguarding purposes)
- HMRC (for Tax-Free Childcare schemes)
- Health professionals and safeguarding agencies
- Regulatory bodies such as Ofsted

- All personal data is handled in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. We take appropriate technical and organisational measures to ensure data is kept secure and confidential.
- We use a secure online platform (Family) for communication and learning journals. By accepting a place, you consent to reasonable use of this platform for these purposes.
- Further details on how we collect, use, retain, and protect personal data, including your rights in relation to your information, are set out in our **Privacy Notice and Data Protection Policy**, available on our website: **Great Horwood Church of England School – Policies and Procedures**
- If you have any questions about how your data is handled, please contact the nursery using the details provided in Section 1.

Agreement and Acknowledgement

I/we confirm that I/we have read, understood, and agree to the above terms and conditions of Seedlings Nursery & Pre-school.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Nursery Manager Name: _____

Signature: _____

Date: _____

Appendix 1: Opening days for 2026 – 2027 academic year (240 days / 48 weeks)

Staff training day 1: Tuesday 1st September 2026 (Nursery closed)

Term 1: Wednesday 2nd September to Wednesday 23rd December 2026

Christmas Shutdown – Thursday 24th December 2026 to Friday 1st January 2027

Term 2: Monday 4th January 2027 to Thursday 25th March 2027

Easter Shutdown – Friday 26th March to Monday 29th March 2027

Staff training day 2 – Tuesday 30th March 2027 (Nursery closed)

Term 3: Wednesday 31st March to Friday 20th August 2027

May bank holidays: Monday 3rd May & Monday 31st May 2027 (Nursery closed)

Summer Shutdown: Monday 23rd August to Tuesday 31st August 2027 (Nursery closed)

Please note Seedlings children who attend for 38 weeks term time only will follow the school term dates which are available on the school website – This means you will need to book any additional INSET days or days during the school holidays.