



Park Road Academy Primary School

Nursery Terms and Conditions



These terms and conditions ("Terms") outline the agreement between parents/Carers ("Parents," "Carers," or "You") and Park Road Academy Primary School ("Nursery," "We," "Us," or "Our") for the enrollment and participation of your child in the School Nursery. By enrolling your child, you acknowledge and agree to adhere to these Terms.

Please read these Terms carefully before proceeding.

Enrollment and Registration:

Enrollment in the School Nursery is subject to availability and completion of the registration process. Parents/Carers must provide accurate and up-to-date information during the registration process. (Please read the Nursery Admissions Policy for more information on our admission criteria).

Child's Eligibility:

Children aged 3 years are eligible for enrollment in the Nursery.

Opening Times:

The School Nursery operates for 38 weeks each year during term-time.

Operating Schedule:

Our opening times are aligned with the academic term schedule. (reference the school calendar displaying our term dates). Please note that our Afterschool provision isn't in operation on the final day of the Autumn Term, before we close for Christmas and the final day of the Summer Term, the final day of the academic year.

Unplanned Closures:

In the event of unplanned closures beyond our control, such as extreme weather conditions, utility failures, or unforeseen circumstances, our utmost priority is the safety and well-being of the children and staff.

Please note that, despite such unforeseen closures, charges for missed sessions will still apply. This policy is in place to ensure consistent operational support for the School Nursery and to sustain the quality of our care. (Read our Critical Incident Policy).

Fees and Payment:

The Nursery fees are detailed on the nursery area of our school website. Payments are required one month in advance and must be settled by the 15th day of each month. Failure to make timely payments could lead to supplementary fees or the possibility of your child's place being withdrawn. Park Road Academy reserves the right to undertake an annual review of nursery fees. Fees for the wraparound provision may be reviewed more frequently, at the Academy's discretion, to reflect changes in operational costs or other relevant circumstances.



30 Hours Funding

Please read our 30 Hours Funding Policy. This funding only applies to the nursery sessions, Morning 8.30-11.30am and afternoon sessions, 12.30-3.30pm.

Attendance and Absences:

Regular attendance is expected for your agreed pattern of sessions.

Parents/Carers must notify the School in advance of any planned absences. In case of illness, parents must inform the School Nursery as soon as possible.

Email absence@parkroadacademy.co.uk to report your child's absence.

To notify our Attendance Officer of any other planned absence for Holiday, special family event, please complete the form via the [Forms Library via the school website](#). (Please read our Attendance and Absence Policy).

You are obligated to cover the costs for any sessions that were not attended.

Term-Time Absences

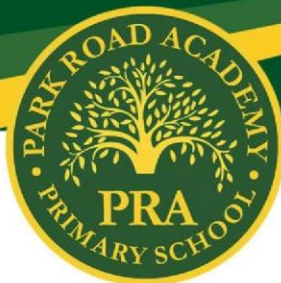
We understand that there may be occasions when your child needs to be absent from nursery during term time. However, to ensure continuity in your child's learning and development, as well as to maintain a consistent educational experience for all children, we kindly ask you to adhere to the following guidelines:

Maximum Absence Limit: You may take your child out of nursery during term time for a maximum of 20 nursery days at one time. This is to ensure continuity in teaching and to avoid disruption to your child's progress.

Extended Absences: If you wish to take your child out of nursery for a period exceeding 20 nursery days, you will be required to either:

- Pay for the full cost of the sessions your child would miss, whether these are 15 or 30 hours funded.
- Cancel your child's place with one month's notice. Please note that this option is not available during the summer term.

Return and Settling-In: If you opt to pay the additional charges for extended absences, your child must return to nursery at an agreed time with the nursery teacher. You will also need to arrange settling-in sessions to ensure a smooth transition back into the nursery routine.



Health and Illness Guidelines

Disease / Illness	Minimum Exclusion Period
When Taking Antibiotics	First two days at home
Chickenpox	7 days from rash appearance
Conjunctivitis	24 hours at home with prescribed medication
Diarrhoea	48 hours at home
Gastroenteritis	Until authorised by District Community Physician
Hand, foot and mouth	3 – 5 days from blister appearance
Impetigo	Until the skin heals
Infective hepatitis	7 days from onset of Jaundice
Lice	Until appropriate treatment is given
Measles	7 days from rash appearance
Meningitis C	Until recovered from illness
Mumps	Unless swelling has subsided and, not less than 7 days from start of treatment
Plantar warts	No exclusion, treatment and coverage required
Poliomyelitis	Until authorized by District Community Physician
Rubella	4 days from rash appearance
Ringworm of Scalp	Until cured
Ringworm of Body	Usually not necessary to exclude if treatment is ongoing
Scabies	No need for exclusion once proper treatment is given
Scarlet fever	Not less than 3 days from start of treatment
Tuberculosis	Until authorised by District Community Physician
Typhoid fever	Until authorised by District Community Physician
Vomiting	48 hours at home
Whooping Cough	21 days from onset of paroxysmal cough

Contagious Disease

To ensure the well-being of all children in the nursery, please refrain from sending your child to the nursery if they have a contagious disease that could easily spread during regular nursery activities. The nursery has the right to delay admission until your child is deemed non-infectious, safeguarding both staff and other children from cross-infection. Our Exclusion Policy is in line with guidance from Trafford Local Authority.

If in Doubt

If your child exhibits symptoms such as a questionable rash, sore throat, eye or nose discharge, diarrhoea, fever, or similar signs, please keep them home until a doctor certifies their recovery.

Allergies, Asthma & Medical Conditions

(Refer to our Asthma and Allergies Policy for more comprehensive information) Parents/Carers are required to promptly notify the Nursery in writing if their child has or develops allergies, asthma, or any other medical condition.



Parents or guardians should provide the Nursery with comprehensive written information about the specific condition and its treatment.

Due to the rising prevalence of nut allergies, we kindly ask parents to collaborate with us in maintaining a *nut-free environment within the nursery*.

To support this effort:

- Parents are kindly requested not to send food or packaging that may have contained nuts. - We also urge parents to refrain from using creams, sunscreens, oils, etc., on their child that might contain nut oil. This measure is essential to prevent potentially severe consequences for other children and staff members.

Antibiotics

If your child is given a prescription for antibiotics, please ensure they stay home for the first 48 hours of the prescribed dosing. This allows for monitoring any potential adverse reactions and allows the medication time to take effect.

Nursery staff will only administer antibiotics and medicines after your child has taken them for over 48 hours at home. All medications must be prescribed by a doctor and can only be administered at the nursery with a completed "Nursery Administering Medication Form" submitted through the [school website, form library](#).

Health and Safety:

Parents/Carers are responsible for providing accurate medical information about their child, including allergies and medical conditions. This information can be added via your child's Arbor account.

Children must be up-to-date with vaccinations as required by local health authorities. Parents/Carers are responsible for notifying the School of any changes in their child's health status. (Please read our Administering Medication Policy and our Health and Safety Policy)

We will provide necessary first aid and treatment when required. Parents will receive notifications about any accidents.

Drop-off and Pick-up:

Parents/Carers must ensure that their child is dropped off and picked up within your agreed Nursery's designated hours. There is a £10 charge for each 15 minutes of allotted time your child is not collected. (Please read our Uncollected Child Policy for further information.)

Authorised individuals must be listed and approved for pick-up. Email the school office if you require a form to update this information. (We request that the person in charge of picking up your child is at least 16 years of age.) (Please read our Safeguarding Policy).



Behaviour and Discipline:

The School Nursery promotes a safe and respectful environment for all children. Inappropriate behaviour will be addressed through positive reinforcement, communication with parents/carers, and, if necessary, disciplinary actions in line with the School's Behaviour Policy.

Child Safeguarding

(Refer to our Safeguarding Children Policy for more comprehensive information)

We acknowledge that Park Road Academy Nursery has a responsibility to report to Children, Schools, and Families any situation in which there is a suspicion of child abuse or neglect. This reporting may occur without prior notification to the parent, guardian, or caregiver.

Communication:

Effective communication between Parents/Carers and the School is crucial. The School will provide updates, notices, and information through various communication channels, including emails, Tapestry, and meetings.

Liability

We do not assume responsibility for children when they are in the care of their parents/carers on the premises of the School and Nursery, such as before arrival or after pickup. We make every effort to ensure the well-being of parents and/or children's belongings. Liability for damage to such belongings is exempt unless resulting from our negligence.

Park Road Academy Nursery cannot be held accountable for unintentional injuries or property loss. We uphold the necessary insurances as mandated by law. Copies of our current Employer's Liability and Public Liability insurance policies are accessible on the notice board in the school office.

Personal Belongings:

Parents/Carers should label their child's belongings. The School is not responsible for lost or damaged items.

Children should only bring necessary items to the School Nursery.

Media and Digital Images

(Refer to our Safeguarding Children and eSafety policies for more comprehensive information)



To enhance staff and children's learning and development, classroom activities involving children may be recorded. All gathered information will be treated as confidential and stored within the school premises.

We routinely capture photographs to document your child's accomplishments, which are then shared with you via our learning journal software, Tapestry. These photographs might also be utilised for promotional purposes. If you do not wish your child to be part of these photographs, kindly communicate your preference in writing to the Headteacher.

Termination and Withdrawal:

Either party has the right to end this agreement by providing written notice of one month. However, please note that you are not able to terminate the agreement during the summer term.

The School reserves the right to terminate a child's enrollment due to non-compliance with policies or unpaid fees.

You reserve the right to promptly terminate this agreement if:

We fail to fulfill any of our obligations outlined in this contract, and we are unable to rectify this failure within a reasonable timeframe following your notification. - We encounter an event of insolvency.

Amendments to Agreements:

A notice of one month is necessary for any requests regarding reductions in sessions. Please note that such changes cannot be made during the summer term. For adding more sessions, availability will determine the feasibility. A fee of £10 applies to modifications made to agreements.

Changes to Terms:

The School Nursery reserves the right to amend these Terms as needed. Parents/Carers will be notified of any changes in advance.

By enrolling your child in the School Nursery, you affirm your understanding and agreement to these Terms and the policies set forth by the School. These Terms constitute the entire agreement between the parties and supersede any prior agreements or understandings.

Important Information

Kindly be aware that you must submit an application to Trafford in order to secure a place for your child at our school for Reception. For detailed information, please refer to the Admissions section on our school website.

If you have any questions or concerns about these Terms, please contact the School Nursery administration. nurseryandclubadmin@parkroadacademy.co.uk.

Reviewed Mrs S Breen – August 2026

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