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## **Lincolnshire Maintained Nursery School Federation (LMNSF)**

### **Terms and Conditions for Parents and Carers**

#### **Applies to all schools within the Federation**

Effective from 1<sup>st</sup> March 2026

These Terms and Conditions apply to all children attending any school within the Lincolnshire Maintained Nursery School Federation (LMNSF).

By accepting a place for your child, you agree to comply with these Terms and Conditions.

### **1. Government Funded Early Education Entitlement**

(For eligible 2, 3 and 4 year olds – 15 or 30 hours)

All government funded early education entitlement hours are provided **free at the point of delivery** in accordance with statutory guidance.

Parents and carers will not be charged for accessing their child's funded entitlement hours. No payment is required as a condition of taking up funded sessions.

Funded hours are allocated as agreed "core sessions" and are booked for the full term. We will assume the same attendance pattern continues each term unless a written request for change is received at least two weeks before the end of the current term.

Funded sessions that are missed due to absence cannot be moved, transferred or rebooked.

Department for Education guidance states that funded childcare may be taken for a maximum of 10 hours per day. Where a child attends for more than 10 hours in one day, any additional time will be charged at the published session rate.

Before a child starts nursery, the following must be received and verified:

- Completed admission form
- Proof of date of birth
- Valid funding code (where applicable)
- Signed Early Years Parent Declaration (EYE form)

**A child cannot start until all documentation has been completed.**

### **2. Additional (Non-Funded) Sessions**

Sessions attended in addition to a child's funded entitlement are chargeable and must be paid for in advance at the published rate.

If payment is not received, additional sessions may be withdrawn until the account is cleared.

Medical absences for paid sessions may be credited upon receipt of appropriate evidence.

A minimum of 48 hours' notice is required to cancel a paid session. With sufficient notice, payment may be credited or transferred subject to availability. Notice received outside office hours will be treated as received on the next working day. If 48 hours' notice is not provided, payment cannot be refunded or credited.

### 3. Fees Transparency and Voluntary Contributions

In line with statutory guidance, LMNSF publishes clear information about:

- Funded entitlement hours
- Additional paid hours
- Any voluntary contributions

This information is available on each school website.

#### Voluntary Contributions

Some Federation schools may invite parents and carers to make a voluntary contribution towards snack provision and enhancement activities.

Any such contribution is entirely voluntary and is **not a condition of accessing funded early education entitlement hours**.

Parents and carers are under no obligation to contribute. No child will be treated differently if a parent chooses not to make a voluntary contribution.

The amount and purpose of any voluntary contribution are clearly published on the relevant school website.

#### No Additional Charges

The Federation does not charge for consumables, resources, meals or activities beyond:

- Published rates for additional (non-funded) sessions
- Any optional voluntary contribution described above

### 4. Food and Packed Lunches

The Federation does not provide lunches.

Children attending for a full day must bring a healthy packed lunch from home.

There is no charge made by the school in relation to lunches.

Packed lunch guidance is in place to:

- Promote healthy eating
- Reduce choking risks
- Minimise allergen risks
- Protect children with medical or dietary needs

Parents and carers are responsible for providing suitable food for their child.

### 5. Illness and Infection Control

To safeguard all children and staff, parents and carers agree to:

- Keep their child at home when they are unwell
- Follow recommended exclusion periods for infectious illnesses
- Inform the school promptly of the reason for absence

Exclusion periods will follow official public health guidance, including guidance published by the UK Health Security Agency and NHS.

Current guidance can be found at:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Parents and carers must ensure children remain at home for the required period to help limit the spread of infection within the school community. The school reserves the right to request that a child is collected if they become unwell during the session.

## 6. Late Collection

Children must be collected promptly at the end of their session.

If a child is collected more than 10 minutes late, the full cost of the next session may be charged to cover additional staffing and safeguarding requirements.

Persistent late collection may result in a review of the child's place.

## 7. Notice to Leave

If you no longer wish your child to attend a Federation school, four full school weeks' written notice must be provided.

After this period, your child's funded entitlement will be released and may be allocated to another provider.

## 8. Safeguarding and Attendance

All LMNSF schools operate in accordance with:

- The Statutory Framework for the Early Years Foundation Stage (September 2025)
- Lincolnshire County Council safeguarding procedures

Parents and carers must:

- Ensure their child attends regularly and arrives on time
- Inform the school on the first day of absence
- Keep emergency contact details up to date
- Share relevant medical, SEND or safeguarding information

Failure to provide accurate information may result in appropriate referrals in line with safeguarding duties.

## 9. Parent and Carer Code of Conduct

As Lincolnshire County Council schools, we expect all of our families to follow Lincolnshire County Council's Parent and Carer Code of Conduct.

Please ensure you read this document fully on our website before your child starts.

All parents and carers are expected to behave in a respectful, safe and lawful manner towards staff, children and other families at all times.

Failure to comply may result in:

- Restricted access to the school site
- Formal warnings
- Further action in line with local authority procedures

By accepting a place at one of our schools, you agree to follow the Lincolnshire County Council Parent and Carer Code of Conduct.

## 10. Invoices

Where charges apply (for example, additional sessions) itemised invoices will be provided.

Invoices will clearly show:

Additional paid sessions

Invoices will include the full details of the relevant school.

## 11. Changes to These Terms and Conditions

These Terms and Conditions may be updated to reflect:

- Changes to Government funding rules
- Updates to EYFS statutory guidance
- Local Authority or Federation policy changes

Parents and carers will be informed in writing of any significant changes.