



Nagila Pre-School

Edgware & Hendon Reform Synagogue
118 Stonegrove, Edgware Middlesex HA8 8AB

Tel: 020 8238 1022

Email: info@nagila.org.uk

Web: www.nagila.org.uk

Head Teacher: Milissa Seiler MA

Ofsted Registration: EY555436

Terms & Conditions (from January 2024)

In order for us to offer your child a place at Nagila Pre-School, we require you to read and accept our terms and conditions listed below:

- Nagila Pre-School is open every Monday – Thursday 7.45am – 5.30pm and Friday 7.45am -12pm term time only and not including Bank Holidays. (The terms will be in accordance to the Jewish holidays and may NOT necessarily coincide with other schools.)
- **Children are expected to stay at Nagila for a minimum of three terms and are required to attend a minimum of 3 morning sessions a week or 2 full days (a session is 3 hours).**
- Holiday times and Bank Holidays are not charged for.
- Fees are payable in respect of all times throughout the year. This includes periods where the nursery is closed unexpectedly. If you choose not to send your child to us on any day, you will still be charged. Fees for each term are payable in full in advance on or before the 1st day of each term. Fees may be paid by monthly instalments via childcare vouchers or the government Tax Free Childcare scheme, subject to prior agreement with the Head Teacher.
- Fees are reviewed annually. A term's notice will be given of any increase in fees, but we reserve the right to give less notice.
- A term's written notice must be given if your child intends to leave our nursery or is reducing his/her sessions. This applies in all cases once you have accepted the offer of a place in the nursery, without exception.
- A £250 deposit is payable in advance on accepting a nursery place. This will be deducted from your last payment, where appropriate, subject to the correct notice in writing having been given according to these terms and conditions and there being no outstanding liabilities. When no final payment is due, or the final payment is less than the deposit, the difference will be repaid by bank transfer.
- The term after children turn 3 they will be eligible for 15 funded hours per week. These can be taken in the morning but not over a breakfast or lunch session. Funded 30 hours for 3-4 year olds places, plus 15 hours for 2 year olds of 'working families' places are also available, please check eligibility at HMRC. Once your child is in receipt of Government funding you may still be asked to pay a voluntary contribution to the pre-school. There is a charge for extracurricular activities which are included on the invoice.

Nagila Pre-School is an operating entity of
Edgware & Hendon Reform Synagogue Ltd
118 Stonegrove, Edgware Middlesex HA8 8AB
Tel: 020 8238 1000 Email: admin@ehrs.uk
Company regn no: 10622971. Charity No: 1172458



- If children are ill, parents are expected to keep them at home. If a child does not attend nursery due to illness, parents should inform the nursery at the earliest opportunity and give details of the illness in case we need to alert other parents.
- Any child with an infectious or contagious disease will be excluded from the nursery for a period of time depending on the severity of the disease and in accordance with medical advice. **Forty-eight-hour clearance is required for any fever or for diarrhoea or vomiting.** If your child becomes unwell during the day you will be contacted and asked to collect them.
- If a child needs to take medicine during the course of the day it must be clearly marked and in the original packaging with the child's name, date, and dosage instructions. It must be given to the designated person in charge and together you will fill in a medication consent form. Only prescribed medicine can be administered.
- Please allow enough time for the collection of your child. In the case of late pick up when the nursery has closed you will be charged £20 per 20 minutes or part thereof beyond the time when the nursery closed.
- The nursery is a Nut Free Zone. Please do not send in any food containing nuts. We also do not allow children to bring in grapes or cherry tomatoes as these are a choking hazard.
- A qualified first aid trained staff member will be on site at all times that the nursery is open.
- Parents are responsible for notifying the nursery of any changes of address, home or mobile numbers. It is vital that nursery staff can contact parents in the case of an emergency.
- There is a strict no smoking policy in the nursery and garden.
- We operate a waiting list which is open to all. See our Admissions Policy for more details.
- The nursery must be notified in advance if someone other than yourself will be collecting your child from nursery.
- Uniform tee shirts and jumpers are available from the nursery and should be worn by all children. Please ensure your child always has a spare set of clothes. Sun hats should be provided in summer and Wellington boots in winter. All items must be clearly labelled with your child's name.
- Children that are not fully toilet trained must attend nursery with at least 4 nappies, wipes and a full change of clothes. Should we have to supply then we charge 50p per nappy.
- All staff have a commitment to equality of opportunity and are able to recognise and respect differences in Race, Culture and Religion.
- Nursery Policies are held in a file in the nursery, available on the Nagila website and on Tapestry. Parents are encouraged to read these and familiarise themselves with them.
- These Terms and Conditions may be updated from time to time. All amendments will be communicated to you and must be accepted by you as a part of your nursery contract. If you have any concerns regarding the updates you should contact a member of the management team immediately.