

Terms and Conditions

Admissions

A completed Application Form and registration fee are required to secure your child's place. The registration fee is non-refundable.

Opening times

The nursery sessions run from 07:00 a.m. to 6:30 p.m Monday to Friday.

The nursery closes for all bank holidays and 1 week at Christmas.

Fees and Invoices

Fees are to be paid **in advance** in twelve monthly installments on or before the 1st of each calendar month. Fees should be paid by standing order, childcare voucher, or cash. (Cash payments must be paid before the 1st of the month). 2 year old and 3/4 year old funding is also available. Fees are payable for 51 weeks of the year (not including bank holidays). A 10% discount is offered to second and subsequent siblings attending the nursery (This 10% discount ends when only one child per family remains in the setting). No refund will be given for sessions missed due to holiday's sickness or emergency closure due to circumstances beyond our control. Parents are responsible for fees. **A late charge of £10 will be added each time an invoice is not paid by the following month's fees calculation date (20th)**. The nursery is not liable for collections from third parties. If our payment policy is not adhered to we reserve the right to terminate the child's nursery place with immediate effect. Parents remain responsible for all outstanding fees at the point of termination and will be charged interest of 5% per week on the outstanding balance.

Termination, cancellation and change of sessions

4 weeks' written notice (letter or email) is required for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The nursery manager may at her own discretion allow sessions to be swapped providing there is availability and it does not affect staff ratios. The minimum period for any permanent change of sessions is 4 weeks. The nursery reserves the right to terminate the child's nursery place with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. We will not tolerate nursery staff being spoken to in an abusive or threatening manner. In all other cases the standard notice period of one month will apply.

Insurance

The nursery has extensive insurance cover for nursery based activities and outings. Details of the insurance may be requested from the nursery manager. The Certificate is displayed in the nursery.

Personal property and belongings

The nursery cannot be held responsible for any loss or damage to any parents, carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child are not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

Liability

The nursery accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the nursery being

Temporarily closed or the non-admittance of your child to the nursery for any reason. We accept no responsibility for children whilst in their parent's care on nursery premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

Accidents and Illness

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Incident form. If emergency treatment at hospital is required the nursery will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment. We will administer prescribed medicines only if parents have completed a Medicine Consent form on arrival or an individual healthcare plan. We may require parents to withdraw their child from the nursery in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend nursery. We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Illness Exclusion Policy regarding exclusion and incubation periods by which we are bound. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery. The nursery is mindful of the needs of working parents and will endeavor to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at anytime. One month notice will be given of any changes made.

Ofsted Contact Details: The National Business Unit Ofsted Piccadilly Gate Store street Manchester M1 2WD- Telephone: 03001231231

I have read and understand these Terms and Conditions and agree to be bound by them. I have taken a copy for my records.

Signed Parent..... Signed Parent:.....Date.....

