



TERMS AND CONDITIONS

Contract/Admission

Confirmation of admission will be formed between you and the Nursery once we have received a signed, fully completed registration form and a non-refundable booking fee of £30.00; application place requested has been confirmed in writing. Once secured, parents /carers are required to pay one full week deposit and the first month fees in advance before the child start at the Nursery. The sessions required must be indicated on their child's full application/registration form. The Nursery will try to meet parent's/carers request where possible.

One month notice period is required for termination of contract at any time. You are liable for fee during the notice period and you will lose your deposit if you fail to do so. **We reserve the right to terminate the contract if there is /are abusive, aggressive or inappropriate behaviour by any child, parents or carers without refund been given on this conditions**

Fees /Payments

Fees and Payments are payable by agreed method on the application form but must be received prior to your child starting at the Nursery. Afterwards payment should reach us last week of each calendar month in advance. We reserve the right to charge £30.00 fee to cover bank charges incurred by the Nursery for any incorrect payment made and thus refunds required. Parents/carers are liable to formally amend or cancel any payment methods agreed.

The fees will be based on monthly basis and child's requested sessions *i.e. weekly fees x 51 weeks/ 12 calendar months = monthly invoice*. **Full/Occasional/temporary days/placement paid for in advance cannot be refunded if cancelled/missed.**

5% sibling discount is applied to full time placement which is applicable to the total amount of the lowest child's fee registered at the Nursery.

The charges for daily late payment will be £5.00 per calendar day from the 1st of the month. The contract may be terminated after reasonable reviews. Parents/Carers are liable for all outstanding fees. Third parties payments collection will not be carried out by us for any reason e.g. voucher providers or colleges or Tax credits etc. We reserve the right to refer all outstanding debts to appropriate legal action and specialist unit(s).



Late collection will be £5 for the first 10 minutes and £10 for every £10 minutes after the second occasion past the pickup time (13.01pm or 18.31pm). This is applicable also during morning and afternoon overlap sessions (13.01pm or 18.01pm).

The nursery must be informed by 9.30am if a child would be absent, arrival late, ill or change of collection times.

Remember that one month notice will be given before any changes are made to closure of business, operation, services offered and the above fees.

Days and Session changes

Parents and carers can make changes to their child's days /sessions by completing the 'Amendment Form'. The notice period is one week if a parent is increasing their child's days and one month if reducing their child's days or sessions at the Nursery. This is a MUST

Medication and Infectious Diseases

We can only administered ***prescribed medicine*** at the Nursery .All medication should be handed to the senior member of the staff who will require a written permission from the parents /cares with information for the medicine time, date and dosage. This is a MUST, without prior authorisation no medication will be administered at the Nursery. The Nursery will not be liable for any adverse reaction to any medication given.

Parents and Carers will be informed of any out breaks of any infectious diseases at the Nursery immediately so that the incidents can help with symptoms recognition, preventive steps and treatments necessary to be taken accordingly.

Personal Items

Parents and carers should dress their children in items of clothing clearly labelled with their name and to leave toys, books etc. at their homes unless needed for strong comfort during the child' settling period. The Nursery will try to avoid any loss or damage BUT not liable for any loss or damage to any children personal items.

Please refer to our full Policies and Procedures on these and other relevant Policies for full details.