



Kingsmead

**DAY NURSERY
CHANDLER'S FORD**

TERMS AND CONDITIONS

1. A registration form must be completed in full and signed before a place at nursery can be considered.
2. When a place has been confirmed in writing and a start date agreed, a £50 administrative charge will be required within 10 days from the date of the letter. If this is not received within this time, it will be assumed that the place is no longer required.
3. On receipt of your confirmation to commence your nursery place, you will be invoiced from the agreed start date. Should the place not be taken up, you will be responsible for one month's fees in lieu of notice.
4. Fees must be paid in advance by standing order or bank transfer from your bank or building society. This should be arranged for the first day of every month. Your account will be divided into twelve equal monthly payments. You will be notified in writing what the monthly payments will be. Any extra fees accrued throughout the month will be invoiced separately (outings, additional days etc). Late payment of fees which arrive into the nursery bank account after the 10th of the month will be subject to a charge of 10% of the outstanding payment. We reserve the right to give one week's notice of termination if payments are not made.
5. Fees will not be refunded for any periods of sickness, holidays or days absent from the nursery.
6. Should you decrease the number of days your child attends during the year, one month's written notice will be required. You will be notified in writing of your revised payments.
One month's paid notice in writing is required if a place is terminated.
7. The nursery will be closed on bank holidays. There will also be a period over Christmas/New Year when the nursery will be closed in order that essential maintenance and repairs can take place. This period will also be used for staff training.
8. Nursery hours: Full day: 8.00am - 6.00pm
Half day: 8.30am - 1.00pm and 1.30pm - 6.00pm

There will be a surcharge of £5.00 per half hour or part thereof outside the stated Nursery hours.

9. When your child is eligible for DfEE vouchers any additional fee for rollover care will be calculated accordingly. You will receive a monthly standing order mandate to forward to your bank.
10. Where a member of any staff, within two months of leaving the employment of Kingsmead Day Nursery is employed by a parent/guardian to care for their child, who was previously registered at the nursery, then the parent/guardian will be liable to pay Kingsmead Day Nursery the sum equivalent to two months salary for the employee at the time of their employment with Kingsmead Day Nursery terminated.

These Terms and Conditions may be altered at the discretion of the Nursery.
Parents/Guardians will be given at least one month's notice of any such changes.

I have read and agree to the above Terms and Conditions

Signed..... Date.....

Please sign both copies and return one with your completed registration form.