



**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 £150 administrative charge will be required within 10 calendar days from the date of the letter or email. £100 of this will be refunded when the child starts at nursery and will be deducted off your first month's fees. If the administrative charge is not received within the 10 days, 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 and the full administration fee will be charged.
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 equal monthly payments for the invoice period. 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 10<sup>th</sup> 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 £10.00 per half hour or part thereof for late pick-up and £5 for early drop-off.

9. When your child is eligible for Early Years Education Funding any additional fee for rollover care will be calculated accordingly and a charge for meals will be applied.
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**

Print Name ..... Signed .....

Date .....

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