



## TERMS AND CONDITIONS

1. A registration form must be completed in full and signed by both parents/carers (if applicable) before a place at nursery can be considered.
  2. When a place has been confirmed in writing and a start date agreed, a £150 reservation fee will be required within 10 calendar days from the date of the letter or email. The reservation fee will be refunded when the child starts at nursery and will be deducted off your first months' fees. If the reservation fee is not received within the 10 days, it will be assumed that the place is no longer required, and the place will be offered to another child.
  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 reservation 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 monthly fees will be added up and divided into equal monthly payments for the invoice period. You also have the option of paying each month's variable fees. 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 in 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. We do not charge for the 8 regular annual bank holidays and 3 days of Christmas closure. Fees will not be refunded for any periods of sickness, holidays, days absent from the nursery, extra bank holidays over and above the annual 8 days. Christmas Eve early closure will be charged as an AM session.
  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.
  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 20 minutes or part thereof for late pick-up to cover the wages for the staff members who will have to remain on the premises.
- There will be a surcharge of £5.00 for early drop-off on Half Days.
9. If your child is eligible for Early Years Education Funding, any additional fee for care which is not covered by funding will be calculated accordingly. A charge for meals will be applied for funded hours. Meal charges will be refunded to you for planned absences provided a minimum of 7 days' notice is given. Should you choose to self-cater your child's meals you will need to follow the guidelines in our self-catering policy.
  10. In the case of a child being collected by any other than the usual person, a password will have to be agreed with the nursery staff.

11. We invoice and communicate via email and online platforms like Tapestry. If you would prefer to receive printed communications and reports on paper this can be arranged.
12. 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**

Person 1: Signature .....

Print Name ..... Date .....

Person 2: Signature .....

Print Name ..... Date .....

**Please return a signed copy with your completed registration form.**