

## Terms and Conditions

### **Fee Payment terms**

Nursery fees are payable monthly in advance and must be paid in full by the THIRD day of the month.

We accept vouchers from all childcare providers, but we must receive either a paper voucher or cleared funds in our account by the first day of the month.

Please note that it is very time consuming and disruptive for management to be engaged in pursuing unpaid fees. If fees are not paid in full by the due date, we will unfortunately have no option but to withdraw your child's nursery place until the arrears have been cleared.

We charge a £10 administration fee for each cheque that is returned unpaid by your bank.

### **Notice requirement**

The Nursery requires one full month's notice on termination of a child's place or the deposit will be returned in lieu of notice.

We reserve the right to terminate a child's place without notice if the terms and conditions of the Nursery are not complied with.

### **Holidays and absences**

Absences from the nursery, including for sickness and family holidays will require full payment. In the unlikely event of circumstances beyond our control, any closures must also be paid for in full. Refer to policies folder for closure policy.

### **Illnesses and medication**

Certain infectious childhood ailments (e.g. Chicken pox, sickness and diarrhoea) will require your child to be excluded from the nursery for an appropriate period to prevent the spread of infection. Any cases of sickness require 24 hours clearance and 48 hours clearance if both sickness and diarrhoea occur. We take advice from NHS Direct and follow guidance issued by the Department of Health to determine the most appropriate course of action in each case. If your child becomes ill at nursery, we may ask you to collect him or her.

Any medication that your child requires must be clearly labelled and handed to a member of staff. You will be asked to sign a medicine form each time a medicine is administered.

### **Dropping off and collecting you child**

Children must always be collected on time at the end of each session and must not arrive at the nursery before the beginning of their session. This is very important as we may otherwise exceed the maximum child numbers permitted by our Ofsted registration. Any late collection will be charged at £10.00 for every 15 minutes.

Please ensure that you notify the nursery if your child is to be collected by someone other than the parents/carers

listed on Page 1 of this application form. We have a password system in place to maximise security.

**Refreshments**

To avoid any jealousy or resentment between the children, please refrain from allowing your child to bring sweets or snacks etc into the Nursery without prior agreement with our staff.

**Smoking**

No smoking is permitted on Nursery premises.

**Responsibility**

We regret we cannot be responsible for the loss of anything brought into the Nursery or left on the premises. Please ensure all clothing is marked with your child's name.

**Agreement confirmation**

By signing below, you are confirming that :

- 1. This application form has been correctly completed to the best of your knowledge.
- 2. You have read and agree to abide by the terms and conditions detailed above.
- 3. You agree that you are jointly and severally liable to pay the nursery's fees in accordance with the payment terms detailed above.

**Parent or carer (1) :**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Full name \_\_\_\_\_

**Parent or carer (2) :**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Full name \_\_\_\_\_