



Terms and Conditions

Nursery Places and Bookings

The Nursery must receive a signed and fully completed application form before a place can be considered. Full and part time sessions must fit in to the session times detailed on the application form; however, we will attempt to meet individual needs where necessary.

Fees and Invoices

Nursery fees are payable termly in advance by cash, cheque, bank transfer or workplace vouchers on the 1st working day of the first school term in September and from then on the last school day of each new term.

All invoices will be sent out at least seven days prior to the end of the term. If invoices have not been received it is the responsibility of the parent to inform the Nursery.

Additional sessions cannot commence until payment has been received in full.

Any extra sessions above those not invoiced for, must be paid for separately before the session is taken.

Late Payments

If payment is not made by the date requested on the invoice an overdue invoice will be sent. Payment will be required immediately on receipt of the overdue invoice.

If the account is still not settled in full the additional requested hours will be withdrawn.

Once the account is brought back up to date and providing we still have places available, we may be able to reinstate the sessions. This will only be offered on one occasion of non-payment.

Any late payments delivered after the first week of the term may also incur a fee.

One month's written notice is required if you wish to take your child out of the Nursery.

No refund will be given for periods where your child's nursery place is unfilled due to holidays unless at least 1 months' notice has been given. If your child is absent due to illness, the nursery must be advised on a daily basis and any paid fees will be carried into the next term. Any absence due to un-notified holiday or illness will not be carried over or any refund given.

Early Years Entitlement

Early Years Entitlement funding is available for all 3 and 4 year olds from the term following their third birthday. We are able to accept children as soon as they have had their 3rd birthday

Operating Hours

The Nursery, including wrap-around care is open from 08:00am – 16:30pm. Please be punctual.

Nursery Closure

The Nursery is open during the school academic year; term time only. The Nursery is closed during school holidays and Inset days.

Behaviour Management

We may require parents to withdraw or remove their child from Nursery in the event that the Nursery Manager considers the child to be disruptive or displaying inappropriate behaviour.

We will not tolerate Nursery staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a Nursery place.

Insurance

The school has extensive Insurance cover - full details of the Insurance is available upon request, from the School Business Manager.

Personal Property and Belongings

We cannot be held responsible for any loss or damage to children's property. Please ensure all belongings are clearly named. Every reasonable effort will be made by the Nursery staff to ensure the children's belongings are not lost or damaged.

We suggest that all toys, books or other equipment are left at home.

Termination / Cancellation / Change

We require one month's notice, in writing, should you wish to terminate a Nursery place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable. We reserve the right to terminate a Nursery place with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour.

In all other circumstances apart from non-payment of fees we will give you one month's notice, in writing, should we wish to terminate a Nursery place for any reason.

If the parent for any reason postpones a start date, we reserve the right to charge from the original start date stated on the application form.

If a parent wishes to change the times or number of sessions taken at Nursery, one month's notice, in writing must be given. The school will do its best to accommodate this, however variations to sessions are not guaranteed. If you need an emergency session we will do our utmost to accommodate you providing there are places available.

Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Nursery being temporarily closed or the non-admittance of your child to the Nursery for any reason, this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on Nursery premises, i.e. prior to arrival or after pick up.

We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

We will make reasonable endeavours to keep parents and / or children's property in good order.

Liability for damage of such property is excluded except where caused by our negligence.

Accidents and Illness

We reserve the right to administer basic first aid and treatment when necessary.

Parents will be informed of all accidents. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Nursery to contact the parents but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment. We may require parents to withdraw their child from Nursery, in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend Nursery. We may also ask parents to withdraw their child from Nursery, if we have reasonable cause to believe that they are or maybe suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the Nursery may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections. Parents are requested to inform the Nursery if their child is suffering from any illness, sickness or allergies before attending Nursery.

We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during Nursery hours.

Security

Under no circumstances will the child be allowed to leave Nursery with anyone unknown to Nursery staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the Nursery will require the name, address and telephone number of the person permitted to collect the child. A list of responsible adults who are authorised to collect the child should be given to the Nursery Manager.

General Information

Parents are requested to inform the Nursery of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the Nursery of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the Nursery of any changes to all information kept in the Nursery.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents and the Nursery. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update / amend these Terms and Conditions at any time. One month notice will be given of any changes made.