



Terms and conditions

A registration fee of £100.00 full time place or £50 for part time place is payable on acceptance of the Registration Form. The registration fee will only be refunded if we are unable to provide a place on the required commencement date.

Confirmation of Place: The child's place will be confirmed by phone call/email. The confirmation will include details of the child's commencement date along with the required sessions.

Nursery Fees: Fees are charged on a calendar monthly basis and are payable on the 28th of the month in advance. The initial payment of fees will be determined by the child's commencement date with us and will include all sessions booked from that date, up to, and including the remainder of that particular month. Depending on the period of daily attendance lunch, along with morning and afternoon snacks are included in the fees. The nursery will provide cow's milk for those children of an appropriate age and pureed food to babies. Nappies and formula milk are also provided. If you have specialised formula milk you will be asked to provide. Payment may be made by Standing order, Childcare Vouchers and Bank Transfer. Returned payments from the bank may incur an administration charge equal to any charges the nursery may be charged by the bank.

Please Note: On commencement of a child attending the nursery, the nursery fees shall be made in full and any voucher payments made will be deducted from subsequent months. The nursery reserves the right to review the fees. In the event of there being changes to the fees one calendar month's written notice shall be given. A refund will not be given where a child is absent from the nursery due to sickness or holiday. If fees remain outstanding for more than 5 days:

- The nursery reserves the right to charge a late payment fee of 5% on any outstanding balance
- The nursery may serve 14 days notice in writing to terminate the contract. Upon termination of this contract the child shall cease forthwith to be admitted to the nursery and the nursery's notice to terminate shall be regarded as a formal demand for all outstanding monies.

The session types available are set sessions. Further details of these, accompanied by the Fees Schedule, can be obtained from the nursery or viewed online. Set sessions are permanently booked recurring sessions or days requiring one full calendar month's notice in writing should this be necessary to change.

Extra Sessions/Hours: We are happy to offer extra sessions and hours if they are available: Please try to give as much notice as possible if you require extra sessions so that we can organise staff and food for your child. Extra sessions booked but not taken are not refundable or transferable unless agreed by the nursery Manager due to exceptional circumstances.

Cancellation/Termination of Contract: After the child's initial admission to the nursery either party may terminate this contract by giving one calendar month's notice in writing. This period is subject to the termination not being due to non payment of fees as outlined above. During that said one month period the nursery undertakes to continue to admit the child and the parent/carer undertakes to pay for

all fees due. In the event of the parent/carer failing to pay the month's fees the child's place shall be immediately withdrawn and the nursery/club shall be entitled to serve a formal demand for payment of such monies. In the event of the parent/carer giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery one calendar month's fees in lieu of notice. Failure by the parent/carer to provide one calendar month's notice or any notice at all shall render the parent/carer liable to the nursery for one month's fees. One months notice must also be given if sessions are requested to be reduced. Notice must be made in writing to the nursery Manager. Sibling Discount: Where there is more than one child from the same family attending the nursery on a full time basis a discount of 5% will be applied to the fees. Late Collection Policy: The nursery reserves the right to charge parents/carers when they do not collect their child at the agreed time, a charge at the rate of £10 for every 15 minutes. Notification of Absence/Lateness: The parent/carer is expected to notify the nursery if their child is going to be late or absent from the nursery. Unforeseen Closure: In the event of closure of the nursery due to extreme weather conditions, flooding, loss of utility supplies, heating failure, or other causes beyond the reasonable control of the nursery, the nursery will close and the parent/carer accepts that no refund of fees will be made due to continued operational costs. Sickness/Emergency Treatment: Children must not attend the nursery when they are unwell or suffering from a contagious illness or infection. In the event of a child becoming ill whilst at the nursery, the parent or nominated carer will be contacted to arrange to take their child home. In the case of an infectious condition the recommended exclusion time must elapse before the child can be readmitted to the nursery (the nursery can advise on this). In the case of an emergency nursery staff will call health professionals. A senior member of staff will accompany the child to the hospital until the child's parent/carer arrives. The nursery will continue to make contact with their parents/carer if they have not been able to reach them immediately.

Data Protection: Larkfield daycare requires data about your child to ensure appropriate and relevant learning opportunities are provided to your child according to age and development. We require this information to ensure your child has the best opportunities for further development / pre-school funding / outside agencies. We require parent information so we have contact details for you in case the Nursery needs to contact you due to your child's ill health, accidents or any other circumstances. We also require parents data to share with College if the parent attends College and College will be funding childcare and the Early Learning Team if your child will be receiving funding. Loss or Damage: The nursery does not accept responsibility for any loss or damage of property on its premises. Nursery Policies and Procedures: All nursery policies and procedures can be viewed online or they are available at the nursery. It is parents responsibility to read these and familiarise yourself with all policies and procedures. If you require clarification on any policies / procedures then please speak to the management team. The policies will be reviewed on a yearly basis and this will be done through our "Policy of the month" parents will receive a copy via e-mail and will be asked to read through and if they would like to include anything they can speak to management. Receiving nursery correspondence via e-mail: If you are happy to receive all nursery correspondence via e-mail, please write your preferred e-mail address below
EmailAddress.....

..... The nursery reserves the right to change the above Terms & Conditions as and when the need arises. One months notice will be given in writing to any changes. As

parent/carer I acknowledge that I have read and agree to the Terms & Conditions set out in the above three pages. Signed Parent/Carer

1.....

Name..... Date..... Signed Parent/Carer

2.....

Name.....Date..... Please note that a copy will be kept and placed on file and you can keep a copy for your own records.