

Terms and Conditions

Admission

a completed Childcare Agreement form and Registration fee deposit are required to secure your child's place. There is a minimum requirement when joining Fundamentals Childcare limited to ensure continuity for your child – 2 sessions a week.

Registration Fee and Deposit

The registration fee of £30.00 covers administration and settling sessions. And one month's fees is required at the time of booking. Please note the registration fee of £30.00 is non refundable.

Fees and invoices

Childcare accounts are payable monthly, in advance for a calendar month of childcare. Accounts are payable by Cash, BACS and standing order made payable to the following

Fundamentals Childcare Limited

Natwest Bank

Sort code 51-70-15

Account number 78718449

We also accept childcare vouchers. We can apply on your behalf for the Free Entitlement from your Local Authority (more information will be given to you when your child becomes eligible).

Invoices will be issued around the 18th of the month and be due for payment on the 1st of the month. Unless there is a prior arrangement, a charge of £20.00 will be made for fees outstanding after 5th of the month. Any parent or carer whose fees remain unpaid after 5th of the month, without prior agreement of the Fundamentals Directors risks their child's place at the nursery being withdrawn. Any payments that are cancelled or returned from the bank will incur a £25.00 administration charge, and the parent/carer will be asked to pay by cash in the future.

Unless we are in breach of these terms and conditions all booked session must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or holidays or unavoidable nursery closure. Be aware that fees are charged pro rata over the 12 month period. Bank holidays are charged for. However, we are closed for one week over the Christmas period and this is not chargeable.

If you expect to be late collecting your child, please notify the nursery as soon as possible. If notified, the additional time will be charged at the standard hourly rate. Un-notified late collection will be charged at a rate of £10 per quarter hour to cover emergency staffing and other arrangements.

In case of default on payment the nursery reserves the right to apply a £50 administration fee for preparation of court papers and interest will be charged at 8% above the bank's prevailing base rate. The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance. The nursery will give parents and carers two months notice of increase of fees which will normally be reviewed in April.

Opening times

The nursery sessions run from 08.00 to 18.00. Care between 07.30 to 08.00 is by arrangement only and a separate fee is chargeable of £6.75 until the beginning of April 2018. Thereafter the core nursery opening hours will be 07.30 to 18.00. If your child attends funded hours only it is from 08.00 to 18.00. If funded children require early start 07.30 to 08.00 this will be charged at £7.50. The nursery is open for 51 weeks of the year except bank holidays, Christmas & New Year closure.

Termination, cancellation and change of sessions

One month notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month. If the notified start date is changed by the parent, we reserve the right to change from the original start date notified on the agreement form. If your child becomes ill or on holiday and do not attend their booked session/s the nursery does not offer a swapping facility. However, extra additional sessions can be requested with 24 hours notice at sessional/daily cost if available.

The nursery reserves the right to terminate the agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

Insurance

The nursery has extensive insurance cover for nursery based activities and outings. Details of the insurance may be requested from the Fundamentals Directors. The certificate is displayed in the entrance way of the nursery.

Personal property and belongings

The nursery cannot be held responsible for any loss or damage to any parent's carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child is not

damaged. Please ensure your child's clothing is clearly labelled and we do not allow toys, books and equipment from home to nursery unless they are comforters, such as dummies, blankets, and small soft toys.

Liability

The nursery accepts no liability for any losses 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. We accept no responsibility for children whilst in their parent's care on nursery premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's 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.

Accidents and illness

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an accident record form. If emergency treatment at hospital is required, the nursery will make all reasonable attempts to contact the parents but if this not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a medicine consent form.

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 the parent., or it is considered that the child is not well enough to attend nursery.. We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our health illness and emergency policy regarding exclusion and incubation periods by which we are bound. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery. The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

Agreement

These terms and conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreement, warranties, conditions, terms and representatives, 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 anytime. One month notice will be given of any changes made.

The nursery is operated by Fundamentals Childcare Limited.

I have read and understand these terms and conditions and agree to be bound by them.

Signed (parent).....

Print name.....

Date.....