



## BEACONSFIELD CHILDCARE TERMS AND CONDITIONS

1. Registering your child for a place at the nursery requires you to complete and both parents/guardians to sign a Registration Form. By signing the form you agree to all the terms and conditions set out below; and to adhere to our policies.
2. A place is only secured once the Registration Form has been completed, signed and returned to the nursery with a non-refundable registration fee of £50 and a refundable deposit of £150. (Note that for the Brindley House Before & After School Clubs the non-refundable registration fee is £40 and there is no refundable deposit.)
3. For clarity, a calendar month means each of the twelve named periods into which a year is divided (January, February, etc). A half-term means one of the six periods in the Buckinghamshire schools academic year.
4. The deposit (£150 Day Nursery and Nursery School only) is refundable when your child leaves the nursery subject to one full calendar months' notice in writing by the first of the month for children to leave on the last day of that month (51 weeks/year Full Day Nursery or Nursery School) or a half-term's notice in writing by the first day of the half-term for children to leave on the last day of that half-term (for any child attending 38 Weeks/Year Term Time only Full Day Nursery or Nursery School). If this notice is not given then fees continue to be payable. If any fees are outstanding when your child leaves the nursery the refundable deposit is forfeited. For clarity, children attending for 51 week/year will only leave at the end of a month; children attending term time only will only leave at the end of a half-term.
5. A half-term's notice in writing by the first day of the half-term for children to leave on the last day of that half-term is required to cancel a place in the Brindley House Before & After School Clubs. If this notice is not given then fees continue to be payable for another half-term. For clarity, children will only leave at the end of a half-term.
6. 48 hours' notice (2 working days before the session) is required for cancelling additional sessions. If this notice is not given then the session continues to be chargeable.
7. If you cancel your child's place without the child starting at the nursery the refundable deposit is forfeited. If you cancel within one month of the due start date fees are also payable for the period between the due start date and the end of the next calendar month (Full Day Nursery and 51 Weeks/Year Nursery School) or the due start date and the end of one half-term's notice (for any child attending 38 Weeks/Year Term Time only Full Day Nursery & Nursery School and the Brindley House Before & After School Club).
8. A full calendar months' notice in writing is also required (Day Nursery and 51 Weeks/Year Nursery School only) should you wish to reduce the number of sessions your child attends. Failure to give this notice will result in fees being charged on the existing number of sessions for the month. For clarity, at least one calendar months' notice is required to reduce sessions, with the reduction commencing at the start of a calendar month.
9. A half-term's notice in writing is required by the first day of the half-term (38 Weeks/Year Term Time Only Nursery School and the Before & After School Club) to reduce the number of sessions attended. Failure to give this notice will result in fees being charged on the existing number of sessions for the half-term. For clarity, at least a half-term's notice is required to reduce sessions, with the reduction commencing at the start of a term or half-term.

10. Following receipt of a Registration Form, the start date can only be delayed once, and only be delayed by one month, before the child's reserved place will open to others and the child's name added to the waiting list. Notice of the delay must be in writing. If the notice to delay is less than one month from the original start date then fees are due from the original start date until the end of one full calendar month's notice (to coincide with the end of a calendar month). The refundable deposit will be forfeited if the child subsequently does not start at the nursery (see 7. above).
11. No refund or reduction of fees is made if your child is absent from the nursery (e.g. holiday; illness).
12. No sibling discount is given where a sibling is in receipt of Early Education Funding (EEF).
13. No refund or reduction of fees is made if the nursery is closed for reasons beyond our control (e.g. adverse weather conditions). Please see Extreme Weather Policy.
14. The nursery closes for Bank Holidays and for 1 working week at Christmas and re-opens on the first working day in January.
15. The nursery will be closed for one day each year around the Easter period for staff training. No refund will be given, nor will an alternative day be provided.
16. Fees are calculated on either a 51 or 38 week year. No refund is given for Bank Holidays.
17. Our opening times are from 7:30am to 6:30pm, Monday to Friday. We are unable to take responsibility for children outside these times as your child is not covered by our insurance.
18. Fees:
  - a. Fees are payable monthly in advance by the first day of each month (Day Nursery and 51 Weeks/Year Nursery School).
  - b. The first month's fees for new starters are due in full one month before the start date.
  - c. Fees are payable monthly in advance, by your child's first day (for any child attending 38 Weeks/Year - Term Time Only Nursery School and the Brindley House Before & After School Club).
  - d. Fees for additional sessions are due before the sessions.
  - e. For fee calculations please see our fee sheet.
  - f. If any fees outstanding after the 10<sup>th</sup> of a month a charge of £5 per day will be applied until the outstanding fees are paid in full.
  - g. If any fees are outstanding after the 20<sup>th</sup> of a month we reserve the right to immediately cancel your child's place. The outstanding fees, including the appropriate notice period and interest will still be payable and you will forfeit your deposit. When necessary we will take legal action to recover outstanding fees with interest and costs.
19. If a child becomes ill at nursery, you or your named emergency contact will be telephoned. Therefore it is your responsibility to inform us of any changes to your details (e.g. mobile phone; address).
20. Any child suffering from an infectious illness must not be brought into nursery until a doctor has certified that the child is no longer infectious.

21. Please do not bring any personal possessions (e.g. jewellery; money) into the nursery as we cannot take responsibility for any loss or damage.
22. Please label ALL items of clothing. We cannot take responsibility for unlabelled items.
23. Please try to be punctual when collecting your child. It is very important to collect your child at the correct time; otherwise some distress could be caused. We appreciate there may be times when this is unavoidable but you could incur extra charges if it were to happen frequently. These will be £10 for every 5 minutes late. If you are going to be late then please telephone the nursery (Brindley House 01494 677 061; Northgate House 01494 676 272).
24. If a person other than the parent or guardian has to collect your child please inform a member of staff in advance. It is nursery policy not to allow any child to leave with an unnamed person. We prefer to have seen the nominated person before collection. If this is not possible we will use a password scheme to identify your nominated collector.
25. We reserve the right to refuse admission.
26. We reserve the right to amend the terms and conditions.

Dated: 29<sup>th</sup> February 2016