

## **South Hills School Nursery Terms and Conditions (51 weeks)**

**Application** Our standard application form must be completed before a child can be considered for a place. Full time and part time placements are available within the normal session times.

**Closure** The Nursery and Baby Unit is closed on ALL statutory holidays. Normal charges will apply for these days. We are also closed for the additional days between Christmas and New Year for which no charge is made. Fees for the Nursery and Baby Unit are based on 51 weeks. A refund of 50% will be given for up to 4 weeks holiday providing it is booked one month in advance.

**Fees** You will be required to pay a deposit on reserving a place for your child, which will be offset against your final invoice providing all fees have been paid promptly. This is not refunded if the place is not taken up or you leave the placement before completion of the Baby Unit or the Nursery. For those entering the Baby Unit the same deposit will be carried forward to the Nursery. A non-refundable Registration Fee is charged three months in advance or on application if later.

Fees are payable by monthly direct debit on the 1<sup>st</sup> of every month. An administration charge of £3 is made for monthly payment by DDA and a 3% charge for all other methods of payment. Any additional hours or sessions taken up will be billed in arrear.

The school reserves the right to recover from parents any costs incurred in collection of overdue fees or charges in connection with cheques and the directors may levy a surcharge on fees, which are paid late. The surcharge will be 2% per month over HSBC Bank Base Rate. The level of fees is detailed on the relevant application form.

Failure to pay the deposit, registration Fee or any subsequent payment due may result in immediate termination of the place. Parents are required to inform the Manager if they are going to be late collecting their child to ensure there is sufficient staff cover. A charge will be made for every half hour or part thereof at twice the standard pre and post care rate for late collections or earlier drop offs. An administration charge will be made for each returned cheque or rejected direct debit.

### **Termination/Cancellation/Change**

Any postponement of the agreed starting date requires three months notice otherwise the place fee will be charged from the original start date.

Three months notice must be given **in writing to the Principal** before the removal of a child or reduction in sessions in the baby unit & Nursery. In default of such notice, 3 months fee must be paid whether the child attends the nursery during this period or not. Any changes in sessions must be confirmed in writing.

This agreement may be terminated if either party is in material breach of the agreement and fails to remedy such breach within 7 days, following written notice from the other party specifying the details of the breach. If the Nursery is in breach then South Hills School will refund the deposit without interest after confirming that all fees have been paid.

South Hills School reserves the right to terminate the contract without notice, for non payment of Nursery fees and if the behaviour of your child is unduly disrupting the enjoyment and smooth running of the nursery for other children or for any other reason.

### **Uniform**

The school has a uniform which children are expected to wear and a charge will be made for any item of clothing supplied by the school.

### **Accident and Illness**

The school maintains a register of all accidents and if your child is involved in an accident no matter how minor that requires recording then you will be asked to countersign the record when you collect your child. Your child will not be admitted to the Nursery whilst suffering from any contagious disease if there remains a danger of other children being at risk of catching the illness.

## Property and Belongings

Whilst the school will make every reasonable effort to ensure children's belongings are not lost or damaged we cannot be held responsible for any loss or damage. If the school has to supply items for the children that you are usually expected to provide such as nappies then a small charge will be made to cover the cost.

## Security

The doors of the school and gate to the playground are kept locked outside of collection times. Please assist us by closing all doors behind you when you arrive or leave. We will only release children into the care of people we know and who have been authorised in advance to collect your child. If in an emergency it is somebody new please ensure we are informed and the adult has proof of identity with him or her.

## Liability

South Hills School accepts no liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of the nursery being temporarily closed or the non- admittance of the child to the Nursery for any reason.

## Car Parking

Parents are asked to use the car park when collecting their children. The director's of the school can accept no liability for loss or damage to cars or their content whilst left on the school grounds. Parents should not leave other children or valuables on view in their car when collecting their child.

## Information

Please ensure you keep the school informed of any changes to the personal data submitted with your application.

South Hills School Ltd reserves the right to amend these terms and conditions at any time.

I have read and accept the above terms and conditions \* **I wish to pay monthly by direct debit/cheque**

*\* Please delete as applicable*

Signed..... Signed.....

Print Name.....Print Name.....

Date.....