



Grant Funding

Term time and stretched funding is available for eligible 9 months as well as 2, 3 & 4-year old.

We offer 15/30 hours per week over 38 weeks of the year as part of our term time offer and 11/22 hours per week over 51 weeks of the year as our stretched offer. Funded hours will be made available where applicable.

Notes:

1. Sibling Discount: 4 days = 5% off, 4.5 + days = 10% off (the discount is only off the 2nd child's fees)
2. Fees (Inc. Vouchers) are due in advance on the 1st of each month. If fees are not paid within a week, a charge of £10 per week is added to your invoice until the balance is cleared (unless a regular payment date has been agreed)
3. Interest is charged at 8% pa over the Bank of England base rate on fees outstanding at the end of each month & your child's place may be terminated.
4. Session times are non-negotiable any extra time over these will be charged at the hourly rate.
5. Consumable charges do not apply to full paid sessions.
6. Charges may occur for extracurricular activities (these will be agreed in advance)
7. NHS Staff & Armed forces receive a 5% discount off monthly fees, when attending a minimum of three paid sessions per week (ID proof required).
8. Lateness: A fee of £5 is charged for every five minutes late after the end of the pre-booked session times.

Terms and Conditions

1. Registering your child for a place at the nursery requires you to complete and 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 and returned to the nursery with a non-refundable registration/administration fee of £50 and a refundable deposit of £100. The deposit will be taken off of your last month's invoice once a full calendar months' notice of leaving has been given to the setting. (No registration fee is charged for funded only sessions, however a holding deposit will be charged and returned to you 1 month after your child has started with us).
3. The deposit is refundable when your child leaves the nursery subject to one full calendar months' notice in writing by the 1st of the month for children to leave on the last day of that month. 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 will only leave at the end of a month.
4. 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.
5. If you cancel your child's place without the child starting at the nursery the refundable deposit is forfeited. (This also applies to a holding deposit for funded sessions). 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.
6. A full calendar months' notice in writing is also required 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.

7. 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 be 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 the one full calendar months' 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 5. Above)
8. No refund or reduction of fees is made if your child is absent from the nursery (e.g. personal holiday; Bank Holidays; illness).
9. 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 the policies.
10. The nursery closes for Bank holidays and for 1 working week at Christmas and re-opens on the first working day in January. We may hold inset days for staff training; therefore, we will reopen the next working day commencing this, you will be notified of this in advance.
11. Fees are calculated on a 52-week year. No refund is given for Bank Holidays.
12. Our opening times are from 7:30am to 6:00pm, Monday to Friday. We are unable to take responsibility for children outside these times as your child is not covered by our insurance. (Please refer to .18 below)
13. Fees:
 - a) Fees are payable monthly in advance on the first of each month for the full day nursery.
 - b) The first month's fees for new starters are due in full before the start date.
 - c) Fees for additional sessions or hours are due before the sessions.
 - d) For fee calculations please see our fee sheet.
 - e) If any fees are not paid in full within the first week of a month a charge of £10 per week will be applied until the outstanding fees are paid in full. (Unless a regular payment date has been agreed with the setting manager)
 - f) If fees are outstanding for over one 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.
 - g) Fees are required to be paid online via our preferred partner 'Go Cardless' (the setting manager will explain this process). Please note that **no cash** is taken on our nursery premises.
14. Illness:
 - a) 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, email address).
 - b) 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.
 - c) If your child suffers from sickness/diarrhoea a period of **48 hours** should elapse since the last period of sickness/diarrhoea before returning to nursery.
 - d) If your child is prescribed medication by the doctor your child needs to of been administered this at home for **48 hours** before returning to the setting.
 - e) **Only one dosage** of calpol (suitable for the age of the child) will be administered and only if the child has a temperature (as stated in our policies and procedures), and the temperature remains high you will be called to collect your child.

(Our nursery follows the guidelines set out by the department of health).

15. Please do not bring any personal possessions (e.g. Jewellery; money, toys) into the nursery, as we cannot take responsibility for any loss or damage.
16. Please label ALL items of clothing. We cannot take responsibility lost items.
17. 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 will incur extra charges if it were to happen frequently. These will be £5 for every five minutes late. If you are going to be late then please telephone the nursery (01494 527807).
18. If a person other than the parent or guardian must 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 it is not possible, we will use a password scheme to identify your nominated collector.
19. Please do not ask staff members to babysit or 'Friend' you on social media as this is against our policies and procedures. (Please refer to our policies regarding this)
20. It is understood that the Priory Day Nursery is under an obligation to report to social services any incident where we consider a child may have been abused or neglected. This may be done with or without informing the parent or guardian depending on the level of concern.
21. We reserve the right to refuse admission.
22. We reserve the right to amend the terms and conditions.

Dated: July 2024