

The Mulberry Room

September 2017

Terms and Conditions of Booking

Admission We admit children subject to the completion of a registration form, sight of their birth certificate and confirmation of the child's home address. If providing this in advance causes a problem please let us know. Acceptance of our policies and a deposit of one month's fees is also required.

Deposit A deposit of one month's fees is required with acceptance of the place, which will be refunded, less any arrears, at the end of your time in Childcare.

Payment Payment is required for your booking in accordance with your termly* invoice that will be provided prior to the start of the booking and is due within 14 days of the invoice date by Bank transfer. Cash or by cheques will also be accepted. Payment by monthly instalments maybe possible with prior agreement from the Head Teacher.

Late Payment If full payment is not made before the due date on the invoice, the booking for the following term will be automatically cancelled and an administration charge of £25.00 will be made

Absence No refunds can be made for booked sessions that your child does not attend.

Returned Cheques If cheques are returned from the bank, the bank charges plus a £25 administration charge will be added to the invoice.

Unpaid Debts Debts that have not been pre-arranged will be forwarded to the County Solicitor for action.

Late Collection A late collection charge of £10.00 for each 15 minute slot will be charged to parents who are late collecting their child.

Inset Days There will be three Inset days a year when the childcare will be closed for training. These dates will be available at the end of the academic year.

School Holidays During school holiday periods children are required to bring a packed lunch.

Price Increases Fees will be reviewed from time to time and you will be provided with one small terms notice of any change.

Parent Conduct Aggression or abuse, either verbal or written directed towards staff will not be tolerated, and may result in cancellation of your booking.

Policies Policies will be reviewed on a regular basis.

Terms and Conditions Terms and conditions will be reviewed annually and may be subject to change.

Bookings for Under 3's

Bookings for all children are for 48 weeks of the year i.e. inclusive of school holiday periods. Any change/cancellation of booking needs to be handed in at the office by the end of the second week of each term. The new booking will then commence at the start of the following term. All existing bookings will be carried forward to the next term unless cancelled.

Lunches will be provided during term time, and parents will need to provide a packed lunch during the holiday periods. The total cost of lunch has been spread over the year and included within the session charge. There will be no charge for lunches during the holiday period.

Extra sessions can be booked during the term subject to availability and should be paid for at the time of booking (unless you pay using childcare vouchers) No refund will be issued for cancelled extra sessions.

Bookings for Over 3's

Bookings for all children are made for one short school term (old "half term").

Separate bookings must be made for school holidays and any school INSET days or other days when the Nursery is closed.

Bookings cannot be changed for the period of a short school term*. Any change/cancellation of booking needs to be handed in at the office by the end of the second week of each term. The new booking will then commence at the start of the following term. All existing bookings will be carried forward to the next term unless changed/cancelled.

Extra sessions can be booked during the term subject to availability and should be paid for at the time of booking unless you pay using childcare vouchers. No refund will be issued for cancelled extra sessions.

School Holidays and Inset days will not be included in your main booking. They can be booked on a first come first served basis and must be paid for at the time of booking.

No refund will be issued for cancelled holiday bookings.

Bookings for St Ebbe's Children

Children that no longer attend Grandpont Nursery School can still attend the after school club, subject to availability. Priority is always given to the children attending Grandpont Nursery. Bookings will be renewed automatically if places are available. It should be noted that if the place is needed for a child attending Grandpont the booking will not be renewed. Notice will be given.

**** We currently work on a 6 term per year basis.***

I/We, the undersigned parents/guardians/carers of

Name of child

have read and understood these terms and conditions and agree to abide by them and the childcare policies at all times.

Name(s) of Parents/Guardians.....

Signature.....Date.....

Signature.....Date.....