

CRANSTON COUNTRY NURSERY (Cranston Nurseries Ltd.)

TERMS & CONDITIONS

REGISTRATION

A registration fee of £75 is payable for all children registering with Cranston Country Nursery. This is non-refundable

DEPOSIT

For all children attending Cranston Country Nursery a deposit is payable for retention of a place. This sum is refunded in your last month's fees, providing one full calendar months' notice is given in writing. Your deposit is non-refundable if you decide not to take up the placement. Deposit is £75 for full time and £50 for part time.

REDUCING SESSIONS

When reducing sessions in the nursery, one full calendar months' notice is required and a new fee advice will be issued with reduced fees. Advance/ new bookings that are due to start must give one months' notice if reducing sessions before start date. Failure to do this will result in the full fees for sessions booked in the first instance being paid.

EXTRA SESSIONS

If the nursery has availability you may be able to book extra sessions. Advance notice in writing is required. One week's cancellation notice is required or extra sessions will remain payable.

INCREASING SESSIONS

When increasing sessions in the nursery one full calendar months' notice is required and a new fee advice will be issued with increased fees. In situations where extra sessions are required immediately, the nursery may be able to accommodate this.

TRIAL/ INTRODUCTORY SESSIONS

The nursery offers 2 x 1hr, free trial sessions to all children within two weeks of their start date. You may wish to book extra sessions prior to your normal set sessions which can be arranged through the manager (this is offered should you wish to introduce your child into the nursery setting gradually). A minimum of two sessions per week is recommended.

ABSENCE/ILLNESS

Contact should be made as early as possible concerning any individual days of absence and relevant information with regard to illness is always appreciated. Fees remain payable.

NOTICE

It is essential (except in extreme circumstances) that one calendar months' notice be given in writing when taking your child from our care, alternatively one month's payment in lieu will be charged. Cranston Country Nursery reserves the right to serve one months' notice if we feel that we cannot meet the needs of your child, or the safety of other children is at risk.

FEES

Fees are payable monthly in advance on the 1st day of the month. Standing Order is the preferred method of payment. If you are planning to use your employer's Childcare Voucher Scheme, please remember to inform the nursery in plenty of time to avoid double payment.

Accounts overdue by the 15th of the month will have a £25.00 surcharge added; by the 25th of the month £50.00 surcharge added. Should non-payment continue your child will be excluded from nursery until your account has been cleared. Failure to comply will result in notice being served and your child's placement being cancelled.

Please state person(s) responsible for payment of fees:

Name/Print: _____ Name/Print: _____

Sign _____ Sign: _____

Relationship to child: _____ Relationship to child _____

HOLIDAYS

Fees will be calculated over 50 weeks and divided into 12 equal monthly payments. The nursery will be closed on the following days:

Easter Break – Good Friday & Easter Monday: Christmas Break – The nursery will be closed on Christmas Eve and will re-open on the first working day of the New Year: (When Christmas Eve falls on a weekend the nursery will close at 6pm on the Thursday before.)

Please inform the nursery of intended absence due to own holiday dates. **If your child is on holiday for more than 4 weeks but less than 6 weeks a retainer of 50% of monthly fees will be payable.** If your child's time away from nursery exceeds 6 weeks, fees will be charged at full rate from 7th week.

NURSERY CLOSURE

There may be occasions where it will be necessary to close the nursery due to unforeseen circumstances. These will be due to outside influences that affect the day to day running of the nursery and do not allow us to meet strict health and safety guidelines, e.g. adverse weather conditions, power failure etc. – this list is not exclusive or exhaustive. Fees will remain payable.

All information received by nursery administration will be held in the strictest confidence. I have read, accept and agree to be bound by the above terms and conditions in my contract of registration including all of the terms and conditions in the Cranston Country Nursery's brochure, leaflets and Policies & Guidelines of the Nursery.

Signed: _____ Date: _____

Print: _____ Relationship to child: _____

SIGNED _____ for and on behalf of Cranston Nurseries Ltd

Print: _____ Date: _____

*Please sign 'Terms & Conditions' and return one registration copy to the nursery. (Retain a copy for your records)

The Company reserves the right to make changes to terms and conditions. We will notify you of any changes in advance.