**Lilycroft Nursery School Terms and Conditions**

**Admission**

 A completed Childcare Agreement Form and Retainer Fee are required to secure your child's place.

**Retainer Fee**

A retainer fee of £50 is required at time of booking. This will secure your child’s place at the nursery and will be refunded by the 20th day of the following month of your child’s leaving date, providing a minimum period of three months attendance and 4 weeks written notice is provided.

**Fees and Invoices**

A minimum of 3 sessions per week must be booked and childcare accounts are payable monthly in advance. Accounts are payable by standing order, cash, debit card or cheque made payable to "Lilycroft Nursery School". We also accept childcare vouchers. Invoices will be issued in the first week of the month for the month ahead and will be due for payment before the end of this month. A charge of £15 will be made for fees outstanding after this date, this will automatically be added on to the next month’s invoice unless there is a prior written arrangement.

Any parent or carer whose fees remain unpaid after the **1st month**, without prior written agreement of the Head of School/ Business Manager, will have their child’s place withdrawn and you will be asked to meet with the Business Manager to agree a repayment plan. Failure to keep up with this plan will lead to a Debt Agency becoming involved.

All booked sessions must be paid for regardless of child’s attendance. No refunds are given for sessions missed due to sickness or holidays or unavoidable nursery closure. Staff training days will not be charged for. Christmas and New Year closure will be factored into your invoices accordingly. Lilycroft Nursery School will give parents and carers two months’ notice of increase of fees which will normally be reviewed in June.

**Late Collection**

If you expect to be late collecting your child please notify reception on **01274 545647** as soon as possible. If notified, the additional time will be charged at £5 per hour. Un-notified late collection will be charged at a rate of **£10 per quarter hour** to cover emergency staffing and other arrangements and will be due to be paid the following day. **Our site closes at 5.45pm.**

**Opening times for childcare**

Monday to Friday 07:45 - 17:45. Open 50 weeks and closed for Bank Holidays and Staff Training Days.

**Termination, cancellation and change of sessions**

Four weeks written notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, their deposit will not be refunded. Lilycroft Nursery School is unable to accommodate swapping childcare sessions without previous written notification and each case will be looked at individually.

**Personal property and belongings**

Lilycroft Nursery School cannot be held responsible for any loss or damage to any child’s property or belongings. Every reasonable effort will be made by the staff to ensure that property or belongings of any child is not lost or damaged. Please ensure your child’s clothing is clearly labelled.

**Accident and Illness**

Lilycroft Nursery School reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required the nursery will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment. We will administer prescribed medicines only if parents have completed a Medicine Consent form. We may also request parents to keep their child at home if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Health Illness and Emergency Policy regarding exclusion and incubation periods by which we are bound. Parents must inform the reception if the child is suffering from any illness, sickness or allergies before attending for their session.

Lilycroft Nursery School is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

I have read and understand these Terms and Conditions and agree to be bound by them.

Child’s Name ………………………………………………………………….

Signed (parent/carer)…………………………………………………………

 Print Name……………………………………………………………Date…………………………………………