

**Rooftops Montessori Nursery Limited
Terms and Conditions**

A completed registration form, payment of the administration fee and a signed copy of these terms and conditions are required to secure your child's place.

Registration Fee – A **non-refundable** fee of **£100** is required at the time of booking for any child not in receipt of funding.

Reservation Fee – A refundable fee of £75 payable on registration for funded only places. This is refundable at the end of your contract.

Fees and Invoices – Our fees are shown on the prospectus. Childcare fees are payable monthly, in advance for a calendar month of childcare. Accounts are payable by BACS or standing order (Please use your child's name as the reference when paying fees). We also accept childcare vouchers & tax free childcare payments. We do not accept cash or cheques. We can apply on your behalf for the Free Entitlement from your local LEA (more information will be given to you when your child becomes eligible).

Invoices are issued in the week preceding the start of the month and will be due for payment on the 1st of the month in advance of attendance. Any parent or carers fees that remain outstanding after the 1st will have an automatic late fee applied to the account charged at £50 and risks their child's place at nursery being withdrawn. Any payments that are cancelled or returned from the bank will incur a £50 administration charge. 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. Please be aware that the number of day's childcare provided each month may vary so your invoice will vary monthly. **Bank holidays and Christmas/New year closures will be charged for.**

If you expect to be late collecting your child please notify the nursery as soon as possible. If notified, the additional time will be charged at the standard hourly rate in 30 minute amounts. Un-notified late collections will be charged at a rate of £15 for the first 15 minutes and £10 per 15 minutes afterwards to cover emergency staffing and other arrangements.

In case of default on payment, the nursery reserves the right to apply £100 administration fee for preparation of court papers and interest will be charged at 8% above the bank's base rate. The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowances. The nursery will give parents and carers at least **two months notice** of increase of fees, which will be reviewed annually.

Additional items such as nappies and wipes must be provided by parents. If they are not nursery will provide at an additional charge.

Contracts and Termination of Contracts – Full time contracts are for 52 weeks of the year,. Where your child attends school in September, your contract is until the 31st of August, if you decide to take your child out of nursery for the school holidays preceding their start at school you will still be invoiced for this period. Termination of contract – **Two months written notice** must be given when terminating a nursery place and **One months written notice** must be given when wanting to change hours and sessions.

Funded 2,3,4 year old places (where 15 or 30 hours **only** are taken per week) are under a termly contract (set by the LEA as part of the funding agreement). We confirm the sessions we have available for your funded hours each term, we will endeavour to give you the sessions requested where possible for funded only sessions, Termination of contract - Half a terms written notice is required for funded places only.

Holiday club - (5-8 years) needs to be paid in advance, if you require holiday club 0-5 years we are able to provide these by agreement of space available and the normal nursery fees apply. Holiday club cancellation of sessions require **one months written notice once booked.**

If parents choose to leave prior to the end of their notice, fees are non-refundable. If the parent changes the notified start date, we reserve the right to charge from the original start date notified on the registration form. The nursery reserves the right to terminate this agreement with immediate effect in the case of non payments of fees, or if a parent/carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause of abuse to our staff will not be tolerated and may result in immediate termination. In all other cases the standard period of **two months will apply.**

Meals and snacks – These are included in the day rate fees for non funded children but will show separately on your invoice. Funded places will be charged a service charge for meals, snacks and activities on your monthly bill in advance where applicable and must be paid for in advance in order for your child to receive them. Free milk is included with snacks and meals.

Opening times – The nursery full day session runs from 7.30am - 6.30pm. The nursery is open all year except bank holidays, Christmas and New year. Funded hours are offered between the hours of 8am and 6pm.

Insurance – The nursery has extensive insurance cover for nursery based activities and outings. Details of insurance may be requested from the nursery. The certificate is displayed in the nursery.

Personal property and belongings – The nursery cannot be held responsible for any loss or damage to any parent's/carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent/carer or child is not damaged and returned,. Please ensure your child's belongings are clearly labelled and we suggest that all toys, books and equipment are left at home.

Liability The nursery accepts no liability for any losses suffered by parents arising directly or indirectly as a result of nursery being temporary closed or the non admittance of your child to nursery for any reason. We accept no responsibility for children whilst in their parents care on nursery premises. We will not be liable to parents and/or children for any loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

Accidents and illness – If your child is ill we ask that you contact the nursery before 9.30am if your child attends morning session or by 1.30pm if your child attends afternoon session. The nursery 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 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 will act on behalf of the parent and authorise any necessary emergency treatment. Please refer to our sickness policy regarding exclusion and incubation periods by which we are bound. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending nursery. The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible.

Agreement – These terms and conditions represent the entire agreement and understanding between parent including other carers and the nursery. We reserve the right to update/amend these terms and conditions at anytime with **1 months notice** given of any changes made.

This form must be signed by the person who pays the nursery invoice.
I have read and understood these terms and conditions and agree to be bound by them.

Child's name.....

Signed.....

Print Name.....

Date.....