



TERMS AND CONDITIONS

Confirmation of Place

Your child's place will be confirmed in writing. This confirmation will include details of your child's allocated sessions, dates of home visit and commencement date.

Policy Documents

The Kindergarten has formulated a comprehensive set of policies and procedures to which we adhere. Parents /carers are requested to read these prior to your child's attendance.

Nursery Fees

Fees are payable prior to attendance (unless they are paid by monthly Nursery Vouchers). The initial deposit of £135 is paid to secure your child's place. This includes a £35 non-refundable registration fee, £100 being held on account and refunded following transfer to school and on payment of all other fees due. Deposits are not refundable if a place has been offered and the place is not taken up.

If you wish to accept the sessions offered a further deposit of £250 is payable which is held against the first term's fees.

The Early Education Funding Grant (EEF) is available to parents/carers from the term after your child turns three and this is reflected in our billing arrangements. We also accept the additional 15 hours (30 hours funding), if you are eligible. The Grant for the financial year 2017/2018 is calculated at £4.70 per hour for a maximum of 3 hours per session. As sessions at Windsor Kindergarten are for longer than three hours, parents will be charged an additional fee in order for the Kindergarten to remain sustainable and to cover the higher ratio and more qualified staff than required by Ofsted.

All grant fees will be deducted from your Invoice.

Fees are reviewed at the start of each academic year.

If the Kindergarten fees remain outstanding for a period of two weeks after the start of term, the Kindergarten reserves the right to charge a late payment fee of an additional 5%. If persistent non payment continues we will follow the procedures outlined in our Non-Payment Policy.

Attendance and Absence

All children should attend regularly at the sessions booked. Notice should be given in advance of absence for holidays, appointments etc. and as soon as possible in case of illness. Fees will be charged at the full rate for any periods of holiday or sickness.

Cancellation of Place/Changing days of attendance

If at any time you should decide that you no longer wish to retain your child's place at the Kindergarten, or you wish to de-crease your child's sessions a minimum of one term's notice in writing will be required or a terms payment in lieu will be owed.

Unforeseen Closure

In the event of closure of the Kindergarten due to extreme weather conditions, transport difficulties, flooding, loss of utility supplies, heating failure or other causes beyond the reasonable control of the Director, the Kindergarten will close and the parent/carer accepts that no refund of fees will be made. This is due to continued operational costs of the Kindergarten.

Outings

The Kindergarten occasionally organises outings further afield, for example, Garson Farm. Parents/carers are encouraged to participate and each child must be accompanied by a parent/carer who is responsible for their own child. On these occasions the nursery is closed and parents/carers accept that no refund of fees will be made.

Sickness/emergency treatment

Children must not attend the Kindergarten while they are unwell or suffering from a contagious illness or infection. In the event of a child becoming ill whilst at the Kindergarten, the parent / carer will be contacted to arrange to take their child home.

In the case of an infectious illness the recommended exclusion time must elapse before the child can be readmitted to the Kindergarten. The Kindergarten will adhere to the guidelines provided by the Health Protection Agency. In the case of an emergency the Kindergarten will contact the appropriate health professionals. If attendance at a hospital is required a senior member of the team will accompany the child and remain with the child until the child's parent/carer arrives. The Kindergarten will continue attempts to make contact with the parent/carer, if they have not been able to reach them immediately.

Complaints procedure

The Kindergarten has a complaints procedure. A copy of this is held in the Kindergarten, in compliance with Ofsted requirements.

Ofsted Registration

The Kindergarten is registered with Ofsted and complies with all Ofsted policies and procedures. The Kindergarten reserves the right to change the above Terms and Conditions as and when the need arises. One month's notice will be given in writing to notify parents/carers of any changes.

Agreement

As parent/carer, I acknowledge that I have read and agree to the Terms and Conditions set out above.

Name

Parent/Carer 1

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

Name

Parent/Carer 2.....

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

This policy was adapted by -

Date -

Date to be reviewed -

Name of signatory -

The Director, Managers and Team of Windsor Kindergarten

September 2017

September 2018

Tanya Webber