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**All Inclusive Fees**

At Coombe Day Nursery, we want your time with us to be as easy as possible, when arriving to and from nursery. This is why we offer an all-inclusive fee - so you won’t have to remember to bring the kitchen sink every time you come to nursery!

**Included in our fees**

* Nappies – Pampers (other brands will be used if pampers are not available)
* Pampers Wipes (other brands will be used if pampers are not available)
* Formula milk for under 1 year old
* Semi skimmed or full fat milk for over 1 year old
* Homemade, freshly prepared two course meal for lunch and tea
* Breakfast variety including Baby Porridge and fruits
* Healthy Snacks - including fresh fruit/veg and Milk
* Teddy Tennis for Preschools
* Kinderama drama class for Toddlers
* Mandarin classes for Toddlers and Preschools
* Zumba class for Preschools
* Baby Zumba for Babies and Toddlers
* Baby Sensory class
* Kiddies Yoga class for Toddlers and Preschools
* Woodland adventure walks to Richmond Park
* Cooking Classes for Preschools
* Preschools annual trips (Rose Theatre, London Aquarium)

**We are Registered for the Government subsidized childcare of 15 and 30 hours (terms and conditions apply) and accept Childcare Vouchers**

**Nursery registration form**

**Registration** A *non-refundable* registration fee of £50 is payable to the nursery along with the registration form and a copy of your child’s Birth Certificate.

***Deposit account***

***(Reference “CDN child name’***

***ZK T/A Aspire Day Nursery***

***Account no: 12221543***

***Sort code: 40-26-12***

 Once this has been received the registration process will begin.

**Deposit** Once Coombe Day Nursery has confirmed that place is available for your child, a non-refundable deposit of one £500.00 to secure the place. The parent/guardian’s attention is drawn to the terms and conditions overleaf with regard to the return or forfeit of the deposit.

|  |  |
| --- | --- |
| Preferred start date |  |
| **Sessions (Please tick required days)** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| If you require a part-time place are you flexible on which days per week? Yes / No |

| What is your reason for choosing Coombe Day Nursery? |
| --- |
|  |

|  |
| --- |
| **Details and History of Child** |
| **Details of Child** |
| Surname |  | First Name |  |
| Known as |  | Date of birth |  |
| Sex |  M F | First Language |  |
| Nationality |  | Religion |  |
|  |  | Ethnic Origin |  |
| Mothers Ethnic Origin |  | Fathers Ethnic Origin |  |

| Details of Parents / Guardian / CarerChilds Name ………………………………………..D.O.B…………………………………………. |
| --- |
| Parent Carer 1 |
| Name |  | Relationship |  |
| Address |  | Email Address |  |
| Home No. |  | Mobile No. |  |
| Work Address |  | Work No. |  |
| Occupation |  |  |  |

|  |
| --- |
| Parent Carer 2 |
| Name |  | Relationship |  |
| Address |  | Email Address |  |
| Home No. |  | Mobile No. |  |
| Work Address |  | Work No. |  |
| Occupation |  |  |  |

| Who has LEGAL Parental Responsibility for the child? |
| --- |
|  |

| Declaration |
| --- |
| I have read and agree to the Terms and conditions for a nursery placement for my / our child. I enclose the non-refundable Registration fee of £50 (cash or cheque)Signature ………………………………… Print Name ………………………………………Date ………..Signature ………………………………… Print Name ……………………………………… Date ………. |

**Fees and Financial Arrangements**

**Under 3’s January 2023**

|  |  |  |
| --- | --- | --- |
| No. of Days | Daily Rate  | Monthly Fee 2023 |
| 5 | £94.50 | £2008.13 |
| 4 | £97.50 | £1657.50 |
| 3 | £97.50 | £1243.13 |
| 2 | £97.50 | £828.75 |
| 1 | £97.50 |  £414.38  |

**Over 3’s January 2023**

|  |  |  |
| --- | --- | --- |
| No. of Days | Daily Rate  | Monthly Fee 2023 |
| 5 | £94.00 | £1997.50 |
| 4 | £97.00 | £1649.00 |
| 3 | £97.00 | £1236.75 |
| 2 | £97.00 | £824.50 |
| 1 | £97.00 | £412.25 |

**Over 3 Funded (15 hours and 30 hours) *(Funding begins the term after the child’s third birthday)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. of Days | Monthly Chargeable Fee*15 hours*  | Funded Hours Per Week | Monthly Chargeable Fee*30 hours*  | Funded Hours Per Week |
| 5 | £1729.13 | 15 | £1460.75 | 30 |
| 4 | £1380.63 | 15 | £1112.25 | 30 |
| 3 | £968.38 | 15 | £700.00 | 30 |
| 2 | £609.80 | 12 | £466.67 | 20 |
| 1 | £233.34 | 10 | £197.55 | 12 |

Monday – Friday, 51 weeks per year (closed for Bank holidays and one week from Christmas Eve to the New Year). **All monthly fees (standing orders and vouchers) are payable, in advance, on 25th of the month for the following months fees.** *A sibling discount of 20% applies for the* ***second*** *child if parents have two children at the nursery, with both attending 3, 4 or 5 days per week.*

**Early Drop-offs (by prior arrangement)** We will do our best to assist parents if they request an early drop-off, However, occasionally, we may not be able to accommodate this. Early drop-off’s must be booked in advance. Please note that, if parents change their mind after booking, charges will still apply, as staffing will have been arranged accordingly. Early drop offs: 7.45am-8am - £3 per child, per day.

**Terms and Conditions**

These terms and conditions relate to the contract between Coombe Day Nursery (the nursery as named below) and the Parent/guardian.

1. **Policies and Procedures**

All policies and procedures must be adhered to at all times. All policies are readily available on request via email or on nursery premises.

1. **Registration**

Once we have received the completed registration form, the nursery will begin to process your application. The registration fee is non-refundable. Once you have registered with the nursery, you are agreeing to the Terms and Conditions of the nursery.

1. **Offer acceptance**

On acceptance to the nursery, a deposit is paid into a deposit account and will be returned to the parent/guardian - upon receiving the full 2 calendar months’ notice of termination of place. The deposit will be refunded within one month of leaving.

Once the deposit is paid to secure your child’s place, should you decide not to take the place at Coombe Day Nursery - your deposit is non-refundable.

Providing you give the required full two months’ notice to leave, your deposit will be refunded in full. Any outstanding fees owed to the nursery will be deducted from your deposit at the end.

**Should you wish to delay your childs start date, this can only be moved by 2 months,** any further moving of place will result in loss of placement at Coombe Day Nursery.

1. **Nursery fees**
2. Payments shall be made by the parent/guardian monthly, in advance, on the 25th of each month for the following month (the due date) by bank transfer, vouchers, tax free childcare systems & standing orders.
3. If the payment of fees referred to in (i) above stays outstanding for more than 7 days then the nursery may serve notice in writing to terminate this contract - the child will not be admitted into the nursery, and the nursery’s notice to terminate shall be regarded as a formal demand for all outstanding monies.
4. In the event of late payment of fees (after 1st of each month) the nursery reserves the right to charge late payment charges to the parent of £50 per day until the full amount has been received.
5. The nursery reserves the right to increase the said fees at any time upon giving two calendar month’s written notice.
6. Any payments by a parent/ guardian upon this basis may be regarded by the nursery as a breach of the parent/guardian payment obligations and the nursery reserves the right to terminate this agreement upon serving 7 days’ notice of the parent/guardian payment default. Upon the expiration of the said 7 days’ notice and the parent/guardian having failed to remedy their payment default then the nursery shall be entitled to treat this agreement as terminated and the provision of clause 3 shall apply. Fees will still apply on all Bank holidays (including Christmas).
7. **In the event of a lockdown** (localised or national), the nursery will request parents to pay 25% of nursery fee payments during closure. This is to ensure retention of staff and nursery facilities.
8. The nursery closes for one week between Christmas and New Year and all other Bank Holidays.  If a bank holiday date or day changes, the nursery will follow these changes.
9. All children are eligible for the nursery funding from the term after their 3rd birthday and have to be present for the new head count. Parents who are eligible for this must fill out necessary paperwork to qualify for this, failure to do this will result in paying full fees and back date payment for any last fees.
10. The nursery will make every effort to open as usual in the event of bad weather or power failure. However, should the nursery close beyond the nurseries power, parents will be informed as soon as possible for collection and fees will still apply (not refunded).

**4a. Funded fees** children who are entitled to 9 months plus funding, must ensure that they apply for it within the correct time frames. The nursery will not take responsibility for failure to do this, and full fees will apply if this is missed.

* It is your responsibility as a parent to ensure you read and pay the correct fees, adjusting any standing orders/ TFC/ Vouchers in time, to be reflected in the next month’s fees. Any over payments will not be refunded.
* You are also responsible for reconfirming your code, failure to do so may mean full fees are payable. The nursery will not and cannot take responsibility if missed.
1. **Cancellation / Termination**
2. Two months’ notice in writing is required should the Parent/ guardian decide to withdraw their child from then nursery. Notice must be handed in at the **beginning of the month for it to take effect.** Failure by the Parent/Guardian to provide notice as such of the above at shall render the parent/guardian liable to the nursery for two month’s fees,
3. Notice must be in writing and posted or emailed to the Nursery Manager in writing and should be received on the 1st day of the month.
4. Should a Parent/ Guardian wish to reduce their sessions two month’s notice in writing is required at the beginning of the month.
5. **Nursery Hours and Late collection**
6. Nursery hours are 8:00 until 18.30 Monday to Friday 51 weeks per year. The nursery is closed on all Public and bank holidays.
7. Parent/Guardians are required to pay a late collection fee of £15 for late collection between 6.30pm and 6.45pm, after this time then it is charged at £1 a minute. If you have not contacted the nursery on being late, we will follow our procedure of uncollected child.
8. **Sickness**
9. Children are not permitted to attend nursery if they are suffering from high temperature, sickness or diarrhoea. This also applies to illnesses considered contagious or dangerous.
10. If symptoms that the nursery considers to be contagious or dangerous for the child and other children in the nurseries care are displayed whilst at nursery, the child must be collected.
11. Once the nursery has contacted the parent, parents must collect their child promptly (within 2 hours) If parents are not contactable, emergency carers will be called.
12. Children are not permitted back into the nursery until they are well again - 48 hours after diarrhoea or sickness has stopped.
13. The nursery follows the guidance on infection control in schools and other settings, this is available in our policies and procedures. (Health protection agency advised)
14. If your child has been given antibiotics, they will not be able to attend the nursery for a minimum of 24 to 48hours.
15. **Non – solicitation of Staff**
16. The parent/ Guardian of the child/children hereby agrees to all subjects of this registration form and that during the term of this agreement and for 6 months following the termination (however terminated) that he/she will not employ or entice away from the employment of the nursery.
17. If a position is offered and or excepted the parent/guardian will be expected and subjected to pay a charge of 20% of the staff members annual salary before they left.
18. **Variation**
	1. There shall be no variation of this agreement unless it is in writing and made between a duly authorised representatives of the Nursery.
19. **Acceptance**

The above terms and conditions are considered to be fair and reasonable. In the event of any term being found by the Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in with full force and effect. The parent /guardian have read and understands the Terms and Conditions and undertakes to be bound by the same. The nursery may make changes to these terms and conditions if and when required.

1. **Information Sharing**

In signing these terms & conditions you are also agreeing for the nursery to pass on information relating to your child’s/children’s progress to their next setting/school, this will include the “Moving On” assessment, observations & learning journey etc. This also covers safeguarding information sharing.

1. **Discounts**

Sibling discount also applies for 20% off the younger child if both children attend 3 or more days.

1. **Data Sharing Agreement**

At Coombe Day Nursery we will only share data with the relevant people. We will share data with the local authority as required, however names of children are not shared. We will also respond to requests for data from local authority agencies such as the police and social services.

1. **Data Storage**

All sensitive data giving to us will be kept in a locked office and only made available on written request with 14 days’ notice. Data will we kept for an appropriate amount of time and then will be destroyed accordingly.

**Coombe Day Nursery, 6 Station Approach, Norbiton Avenue, Kingston upon Thames, KT1 3QT.** **info@coombedaynursery.co.uk****.** [**www.coombedaynursery.co.uk**](http://www.coombedaynursery.co.uk)**. 02085495343**