

Rydal Day Nursery Terms and Conditions of Business

The terms and conditions of accepting a childcare place are:

1. The Parent / Guardian shall accept the Terms & Conditions of Business as set out in this agreement and will email the Manager for clarification of any Terms & Conditions, if required.
2. **PAYMENT OF ACCOUNT:** One calendar month payable in advance by **1st of every month**.
3. The Parent / Guardian shall register the child on our Nursery Administration system, Nursery in a Box, using the parent login link (sent via email). **All areas of the registration form must be completed.**
4. Late payments will result in interest being charged at 5% and a £5 charge for written reminders, at the discretion of the proprietor.
5. A late collection fee of £5 is charged for every 3 occasions you are late to collect your child.
6. Please note that fees are reviewed annually and may be increased from the start of the Spring term (March/April).
7. Rydal reserves the right to seek to recover from the Parent / Customer all costs and expenses (including legal costs) incurred in the collection of any overdue amount, especially when assigned to Rydal's' contracted debt collectors.
8. All contracted sessions are due for payment, regardless of adverse weather closure, sickness, self-isolation or holidays/family days. Except Bank Holidays and Christmas Week as these are scheduled nursery closure dates.
9. Should one of our Nursery rooms be required to close due to unforeseen circumstances or unavoidable situations out of our control, a percentage of the fees for the closure period will be payable to cover unavoidable overheads incurred by the business. Percentages will be calculated at the start of the closure and will not exceed 25%.
10. **Six weeks' notice, in writing**, is necessary to terminate sessions *including* breakfast, lunches and teas, failure to do so will incur the relevant notice period costs.
11. Any requests to change your session pattern must be submitted in writing. All requests will be considered by the Manager and will be accommodated only if Government imposed staff to child ratios can be maintained.
12. Any changes to sessions will only take place from the 1st. of the month unless there are extenuating circumstances. For funded places, changes can only take place from 1st day of the new funding term.
13. It is the policy of Rydal Day Nursery Ltd that all our sessions are for a minimum of 3.5 hours.
14. The nursery cannot undertake the care of sick children; however, as part of our diversity policy, children requiring regular medication will be welcome.
15. Any child appearing to be suffering from any infectious disease or having suffered their last attack of sickness and diarrhoea within the preceding 48-hour period will be refused admittance (please refer to our Sickness policy).
16. If a child has a life-threatening condition that can be alleviated with medication, training will be given to staff, the medication stored in a locked cupboard at the Nursery and an individual management plan arranged via our health and safety officer.
17. Please inform Rydal if your child will be absent from nursery.
18. An emergency contact number needs to be given to Rydal so that your child can be collected within 20 minutes in case of their ill health.
19. Rydal does make charges for funded sessions which relates to that part of the session NOT covered by the Nursery Education Grant and for services not linked to the Nursery Education funded place. If you would like further details, please ask.
20. If your child is funded and misses 2 weeks' worth of funded hours in one single occasion, due to holidays or sickness, any sessions over the 2 weeks will be charged at full price (see our fee & funding info for further details).
21. Funding for all year round settings can only be claimed over 47.5 week of the year (this is a Local Authority rule), therefore parents will be charged unfunded rate fees for 2.5 weeks a year (weeks are set by NS Council).
22. Children in receipt of 2 year-old funding will move to our 3 year-old funding charges when they are eligible for three-year-old funding.
23. If you are no longer eligible for 30 hours funding, sessions over and above the Universal funding limit will be charged at full price. It is the parent's responsibility to re-validate their 30 hours code every 3 months.
24. Please note: Rydal reserves the right to immediately terminate this contract if you, your child or any other family member behave unacceptably towards any member of staff, volunteer or parent of any other child.

By continuing to bring your child into nursery you acknowledge the above contract and agree to abide by the rules and regulations of the nursery. Please ensure you sign your Nursery in a Box registration form. If you click NO to any of the permissions or consents, please discuss this with the Nursery Manager. If you have any queries, please contact the Nursery Manager. This agreement shall be binding upon both parties, their successors and assignees.