## Oak Tree Day Nursery 58 Blairderry Road, Streatham Hill, London SW2 4SB

Fees: Please contact the nursery for a copy of our latest schedule of fees.

## **Terms and Conditions**

- 1. There is a non-refundable registration fee of £50 payable on acceptance of a place.
- 2. A refundable deposit equivalent to two weeks fees is payable in addition to a months fee in advance before the agreed start date. The deposit is fully refundable only on receipt of 30 days written notice to terminate your child's place. The deposit will be refunded to parent on the child's last day in the nursery. However, should you cancel your child's place before the agreed start date then this deposit will NOT be refunded. We are not able to postpone the start date of a confirmed place except on medical grounds with medical certificate as proof. Fees will become due from the confirmed start date.
- 3. Full day attendance is 8am to 6.00pm
- 4. Morning half day attendance is 8am to 1:00pm
- 5. Afternoon half day attendance is 1.00pm to 6pm
- 6. Parents will be charged a late fee of £1 per minute if they do not collect their child on time.
- 7. Fees for fee paying children include: For all children Music and French lessons. For full-day children breakfast, lunch, tea, snacks and drinks. For part-time children attending morning session breakfast, lunch, snacks and drinks. For part-time children attending afternoon session tea, snacks and drinks. Parents of babies are required to supply disposable nappies, wipes and formula milk. Visits and trips are extra.
- 8. Fees are payable during nursery closure, staff training days, public holidays and when your child is absent. Where a child is unable to attend and our services remain available, full charges will be due.
- 9. Fees are payable <u>weekly or monthly in advance</u> on the first day of each week / month preferably by direct bank transfer, standing order or nursery vouchers.
- 10. We participate in the Free Early Learning Entitlement scheme, which entitles eligible two, three and four year old children to 570 or 1140 hours of free nursery attendance which may be taken over 38 weeks of the year or stretched all year round. Eligible 2, 3 and 4 year olds attending over 15 or 30 hours per week will be entitled to a reduction in their weekly or monthly fees taking the entitlement into account as shown on the fee schedule. Your child would normally be entitled to the grant in the term following their second or third birthday.
- 11. To secure a Free Learning Entitlement place, we would require £50 refundable deposit which will be returned no later than the first headcount day. This deposit will be forfeited if parent does not take up the free entitlement place offered without a good reason. We would also require a refundable deposit equivalent to 2 weeks of additional charges for food and /or extracurricular activities e.g. French and Music, this will be refunded on the child's last day at the nursery.
- 12. Fee changes due to birthday will be implemented in the month following the month in which the birthday occurred.
- 13. Changes from fee paying to Free Entitlement only can only be made from the beginning of the term following the 30 days written notice to request the change.
- 14. We are not able to swap or refund days missed for any reason.
- 15. Fees not paid on the due date will attract a levy of £10 per week for every week overdue. Deposit will be forfeited and child's place terminated after 14 days of non-payment of fees.
- 16. For unpaid cheques and unpaid standing order, there will be an administrative charge of £15 payable by the
- 17. Parents are required to give at least 30 days written notice if they wish to terminate their child's place, change or reduce their child's sessions. Fees must be paid in full for the notice period. No notice period is required for additional sessions / days.
- 18. The nursery operates a minimum session policy. A minimum of 2 half days or 2 full days per week is recommended help your child settle into the nursery and support their development.
- 19. The acceptance of a place, these terms and conditions, our policies and procedures and our parents handbook govern the contract between us and you for the childcare services that we provide. By signing the registration form, you acknowledge that you have read and understood our terms and conditions and agree to abide by them.