

# **Tots & Juniors Parent Contract and Child Registration Forms Terms and Conditions**

## **Contracted Fees**

- Payment of fees is due monthly in advance. Payment should be made on or before the 1<sup>st</sup> of each month unless an alternative date has been agreed by management.
- We do not accept cash. Payment types authorised are
  - Bank transfer
  - Direct Debit
  - Tax Free Childcare
  - Childcare Vouchers
  - Job Centre Payments
  - Student Payments
- Where your child has a contracted place (set regular days/sessions) Tots and Juniors save this space ensuring staff, resources, food etc are always available, therefore fees remain payable where absent for any reason.
- Late payment will result in your childcare space being placed on hold whilst continuing to incur usual fees and a late payment charge. Where a childcare place is put on hold for two weeks Tots and Juniors will then proceed with inputting the four week notice period for the cancellation of your child's place.

**Please refer to our online registration system visit:**

**<https://totsandjuniors.kidsclubhq.co.uk/rdr?u=home> in reference to parent / child contract registration form for terms and conditions.**

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>November 2024</i>	<i>NHutchinson</i>	<i>November 2025</i>