

Terms & Conditions

We ask all parents to sign and return a copy.

If your child accesses any additional sessions over and above their entitled 15 hours you will be required to pay a one-off, non-returnable registration fee of £75.00.

Cambridge Nursery Federation is delighted to provide additional care for children to enjoy and where parents can be confident that their children will be happy and well looked after. Our additional care can only run with adequate funds and prompt payments. Our terms and conditions detailed here will enable the nursery schools to continue to provide and to develop our services.

Fees

	2 year olds	3 year olds
Breakfast Club session	£10.60	£9.95
Morning/Afternoon session	£30.15	£28.25
Lunch session - Food & Care	£12.00	£12.00
After School Club session	£16.45	£15.50

Payment

You will receive your invoice at the **beginning of each month**. We accept payment by bank transfer and childcare vouchers. **Payment is due within seven days of the date of the invoice**. Weekly payments and payment plans maybe negotiated in certain circumstances, please speak to the Finance Officer.

If paying by bank transfer please pay to the following account– please use your **child's name** as a reference when setting up your bank transfer:

Brunswick Nursery School

Sort Code: 52 10 46

Account No: 25739115

We are registered with several childcare voucher companies – please ask us if you would like to pay with vouchers.

Parents are responsible for ensuring that payments are made on or before the due date.

Fees and Terms & Conditions are reviewed annually and at least one month's notice will be given of any changes.

We do appreciate your co-operation in these matters; any concerns should be addressed in writing to the Executive Headteacher.

Absence

No refunds will be given for absence including lunches; this includes sickness, holiday or other reasons.

Late payments and payment defaults

After 7 days the Finance Officer will send you a reminder. If payment is not received 7 days after the reminder, the Finance Officer will be in contact. If we still have not received payment you will be sent a letter from the Executive Headteacher. If you have difficulty in paying your fees, please speak to us as soon as possible.

We reserve the right to withdraw the place without notice to persistent late payers.

Late collection

We understand that sometimes parents do have difficulty in keeping to exact times due to traffic problems and other unforeseen difficulties, but please appreciate that staff costs mean that a charge must be made for extra time. A **charge of £5 per five minutes** will be due if parents / carers are late collecting children. Charges will be shown on your next invoice.

Booking extra sessions

Subject to availability, it may be possible to pre-book extra sessions. The cost of these extra sessions will be added to your next invoice. Please note, if you book extra sessions you will be charged for them even if you do not use them.

Cancellation of paid sessions

One month’s notice in writing is required if you no longer need your place. We may consider a shorter period of notice in the case of extenuating circumstances. Please speak to us if this situation applies.

Changes to paid sessions

Any changes will be considered but are subject to availability. However, if you make multiple changes to your child’s paid sessions you will incur an administration charge of £25.00 per change, which will be added to your next invoice.

Stretched hours

15 Hours – You will be charged for any hours that exceed 570 hours per year at the normal hourly rate.
30 Hours - You will be charged for any hours that exceed 1140 hours per year at the normal hourly rate.

The universal 570 hours are tracked from the period of eligibility. This is the period after the child’s third birthday. It is tracked for three periods and then a new allocation of 570 hours commences.

For example if a child turns three years old in March the first period of entitlement will be the Summer and the universal 570 hours will be tracked Summer, Autumn and Spring. In the Summer a new allocation of 570 hours will commence.

The extended hours are tracked from the period of entitlement so this depends on when parents apply and in which funding period it commenced. The continuation over the three periods is based on the parent remaining eligible and successfully reconfirming the code every three months.

I agree to the Terms & Conditions of the Cambridge Nursery Federation (Brunswick, Colleges and The Fields Nursery Schools)

Signature of Parent/Carer:

Child’s Name:

Date:

Brunswick, Colleges and The Fields Nursery Schools (Cambridge Nursery Federation) are committed to equal opportunities for everyone, ensuring we are ensuring we are accessible to all families in the community whilst providing high quality care and education