

QCCA Nursery Terms and Conditions

'The nursery' offers a provisional place to the child who is to join the nursery on the following terms and conditions.

Registration

On submission of the completed registration form a non-refundable registration fee of £40 will be payable by parents/guardian to cover admin costs and the fee charged by Abacus (online fee management system). Parents and Guardian solely taking up the free childcare places are exempt from paying the registration fee under Section 7(1) of the Childcare Act. If additional childcare were needed on top of the free entitlement in the future the registration fee would apply to subsidies the cost of Abacus and our admin costs.

Offer & Acceptance of Place

A place will be offered once the nursery and parent/guardian's schedules are agreed. Acceptance of a place will be given only on the following conditions:

- Receipt of fully completed registration and enrolment form
- Fully completed Fee Planner direct debit mandate
- If applicable, the first payment as stipulated in the Finance Letter in order to guarantee your child's place

Payment of nursery fees

Fees are payable one month in advance by **Fee Planner** in accordance with their terms and conditions. Fees paid in any other method will be subject to a £5 administration fee per invoice.

Fees outstanding for more than 10 days will be considered a default of payment and will be subject to a fee of £100.00. This will also result in immediate termination of the child/s place and shall be regarded as a formal demand for all outstanding monies.

In the event of non-payment, written notice will be given that outstanding debts will be pursued via County Court or passed onto a 3rd party debt recovery agency. Any charges or fees incurred as a result of this action will also be recovered.

Calculation of fees

The fees will be calculated by our Nursery Management System based on your child's schedule.

The nursery does not permit the reduction of payment fees if the child is absent. Fees will still be applied for bank holiday closures and up to 3 staff training days.

Late pick-up fees will be charged at £5.00 for every quarter of an hour that you are late in picking up your child.

Full time places will be charged over 51 weeks, taking into consideration the Christmas Closure period.

Cancellation/Termination

After an offer has been made by the nursery, but before acceptance by the parent/guardian, either party may cancel the offer by serving 7 days written notice. After acceptance of the offer, one month's written notice must be given by either party should they wish to terminate the place.

In the event of the parent/guardian failing to provide notice of withdrawal, and immediately withdrawing the child, one calendar month's fees in lieu of notice will be due.

If the nursery considers that the child's continued presence is detrimental to the health, safety or wellbeing of the child, other children or nursery staff then the nursery will immediately terminate this agreement.

In the event of a cancellation or termination any fees due will be collected in the usual manner.

General

In exceptional circumstances there may be an event that triggers the closure of the nursery for example transport strikes, severe adverse weather conditions, personal health or acts of terrorism. In these circumstances The Nursery will not be held responsible and will not issue refunds for such forced closures.

The nursery reserves the right to increase fees at any time, giving one month's written notice.

Agreement

On submitting a signed and completed registration form, the parent/guardian confirms that they have read, understood and are bound to these Terms and Conditions.

These Terms and Conditions represent the entire agreement and understanding between the parent or guardian and the Nursery and are considered to be fair and reasonable. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law.

We reserve the right to update or amend these Terms and Conditions at any time. One months' notice will be given of any changes made.

Queen's Crescent Community Association Ltd
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