

Terms & Conditions

We ask all parents to sign and return a copy of this with their acceptance form.

If your 3 year old child accesses any additional sessions over and above their free 15 hours you will be required to pay a one-off, non-returnable registration fee of £75.00.

If you are paying for a 2 year old place you will be required to pay a one-off, non-returnable registration fee of £75.00. Funded 2 year olds do not need to pay any registration fee.

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 Brunswick and Colleges to continue to provide and to develop our service.

Fees and payments

	2 year olds	3 year olds
Morning/Afternoon session	£27.00	£25.50
Lunch	£11.00	£11.00

Payment

You will receive your invoice at the beginning of each month in advance. We accept payment by cash (exact amount please), cheque, bank direct payment and childcare vouchers. Payment is due within seven days of the date of the invoice. Weekly payments 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 reference when setting up your bank transfer:

Colleges Nursery School

Sort Code: 52-10-46

Account No: 25738267

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 arrive at the school on or before the due date.

Prices and terms and conditions are subject to annual review. At least one month’s written notice will be given of any change in fees and terms and conditions.

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

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 you will be sent a letter from the Headteacher and/or the Chair of Governors. 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 monthly 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 month’s invoice. Please note, if you book extra sessions you will be charged for them even if you don’t use them.

Cancellation of childcare and changes to booked sessions

One term’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. If you make more than 3 changes to your child’s sessions in one half term period you will incur an administration charge of £25.00 per change.

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.

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

Signature of Parent/Carer:

Child’s Name:

Date:

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