



TERMS AND CONDITIONS

Childcare Fees

The College Finance Department invoice fees. These are charged monthly in advance and must be paid by the 10th of each month at the Childcare Centre Office or at Central Point at the main college. The fees will be charged according to the childcare fee structure of 51 weeks per year.

Full Fees are required for 51 weeks per year and for non-attendance, sickness and holidays. The Centre will be closed on Bank Holidays and the period between Christmas and New Year, there will be no charge for these days or any other days that the College may close.

Annual Childcare Fee Increases

The childcare fees will be reviewed annually; increases will be implemented from 1st August each year, prior notice will be given regarding childcare fee increases.

Non payment of fees

Payment of fees will be monitored by the College Finance Department, non payment of fees will result in the termination of the childcare place

Extra sessions

From time to time you may wish to increase the number of sessions your child attends the Centre. We do try to accommodate your request, but cannot guarantee to have places available. You may need to be placed on the waiting list. One off, extra sessions may be available on request and extra sessions will be recorded and invoiced the following month.

Late Collection of Child

Children who are collected late from the Centre will incur an additional charge. The charge of £5.00 will begin from the end of the pre booked session, half day or full day. An additional charge of £5.00 will apply for every 15 minutes thereafter.

Absences

Please inform us when your child is absent due to illness, or if they cannot attend due to any other reasons, especially if they have an infectious disease as advice and support can be given to other parents regarding these issues.

Holidays

Full fees are required for non-attendance, sickness and holidays. The Centre will be closed on Bank Holidays, for a staff training day each year and between the Christmas and New Year period; there will be no charge for these days or any other days that the College may close. Credits and swapped sessions are not given for sessions missed due to absence, illness or holidays.

Changes to Child's Details

Please can you notify the Centre of any changes to your child's/children's details e.g. home address, emergency contacts etc. This is to ensure that records are up to date in the event of an emergency.

Termination of Place/ Intention to Decrease Childcare Place

The Centre requires one month's notice in writing to terminate a childcare place or to decrease a childcare place. Full fees are required for the period of notice, even if the place is not used during this time.

Holiday Club Bookings

Places within the Centre's Red Room can be booked on a first come first served basis for children already attending school up to their 8th birthday. We require two weeks' notice for cancellation of a place or full fees will be required. The holiday club place is non-transferable.

Illness and infectious diseases

If your child has an infectious disease, we have set guidelines and exclusion times detailed within the Public Health Agency document - 'Guidance on infection control in schools and other childcare settings' that must be adhered to. This information is displayed on the parent's notice board.

Health and Safety

Children are not permitted to wear earrings within the Childcare Centre and parents will be asked to give Childcare staff permission to remove earrings if they forget to do so before the start of the childcare session.

Contract

All parents will be required to sign a contract stating the terms and conditions of your child/children's place/places. Your child's attendance at the nursery is considered to be acceptance of these terms and conditions.

Parents as Partners

The Childcare Centre promotes positive relationships at all times, recognising the importance of children's relationships with both parents. We believe that good relationships with both parents contribute to children's positive self-esteem, behaviour and also healthy future relationships.

In the event of parental separation - if there is no legal documentation provided and there are no safeguarding concerns regarding a parent - then the Childcare Centre has a legal responsibility to involve both parents in their child's life at nursery. This will include inviting both parents to parents' meetings, parental interaction days and any other special events that we hold at the Centre. Both parents will also receive a Childcare Centre newsletter, copies of their child's Learning Journey and any other information that is shared by the Childcare Centre. No parent will be permitted to remove the other from the emergency contact list and if other contacts are to be added or removed then both parents must be informed and in agreement.

If communication has unfortunately broken down between parents, the Childcare Centre must remain impartial and adopt the same practices as stated above. This is to ensure that the Childcare Centre acts in the best interests of the child/ren. If any safeguarding issues or concerns arise then the normal safeguarding procedures will be adhered to as to ensure the safety of the child/ren.

Birth Certificates

On admission to the Childcare Centre you will be required to provide your child's birth certificate in order for the Centre to keep a copy for their records.