

PRIMLEY WOOD NURSERY **TERMS AND CONDITIONS**

From September 2021

Registration

No registration fee is required to register your child at the nursery and secure a booking. We just ask that you complete and return the necessary paperwork before your child starts.

Minimum Booking

The minimum number of sessions your child can be booked into the nursery is 2 sessions per week. One session equals either a morning or afternoon half day session.

Nursery Fees and Charges

The nursery is open term time only in accordance with the school holidays.

Nursery fees are calculated from the booked weekly attendance, based on the stated fees. Fees are calculated from the number of sessions booked to attend in the half term. This means that the invoice amount will vary each month, depending on the number of days in the half term.

Fees are due by the date on the invoice by either BACs, voucher or Tax Free Childcare.

No refund will be given for Bank Holidays or in the event of the Child's absence due to illness, holiday (with less than four weeks notice) or for any other reason. This is because the nursery has to reserve a place for the child with appropriate staffing in advance. Any extended absence through sickness will be charged at the discretion of the Nursery Manager.

Extra/Ad-Hoc Bookings

Additional ad-hoc sessions booked and lunches will be charged on an actual basis, in addition to the monthly amounts. Ad-hoc sessions can be cancelled provided at least two weeks' written notice is given to the Nursery Manager. Unused booked sessions and lunches are not refundable.

Arrears

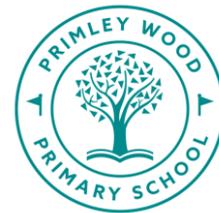
If there are outstanding fees at any time, the Nursery reserves the right to immediately suspend or terminate childcare services for the child until the position is rectified. Any cost incurred because of suspension or termination will be paid for by the parent/guardian of the child. Any reasonable costs incurred by the nursery as a result of arrears such as Legal, Bank or administrative charges, will be refundable in full by the parent/guardian.



Fir Tree Rise, Alwoodley, Leeds, LS17 7EZ

Tel: 0113 8873680

Email: info@primleywood.co.uk



Cancellation/Termination

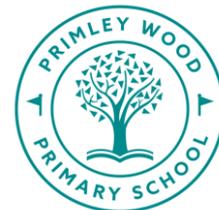
- (i) After an offer of a place has been made by the nursery but before acceptance by the parent/guardian, either party may cancel the offer by serving 14 days' written notice.
- (ii) After acceptance of the offer by the parent/guardian either party may terminate this agreement by the service of one calendar month's notice in writing. During that one-month period the nursery undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due. In the event of the parent/guardian failing to pay the month's fees the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies.
- (iii) In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing the child there shall be due to the nursery one calendar month's fees in lieu of notice. Failure by the parent/guardian to provide one calendar month's written notice or any notice at all shall render the parent/guardian liable to the nursery for one month's fees.
- (iv) Notice must be in writing and provided to the Nursery Manager.
- (v) The nursery reserves the right to terminate any child's enrolment, or restrict access to parent/guardian or child, at any time without notice, in consideration of the protection of other children and staff, and the well-being and smooth operation of the nursery. Any disruption caused by a parent or child that is deemed inappropriate or not conducive to a nursery environment, or undermines the reputation of the nursery, or its staff, will be cause for termination at the discretion of the Nursery Manager.



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Infections & Illnesses

Primley Wood Nursery cannot normally undertake the care of sick children. The nursery must be informed of any child sickness or problems before attempting to bring the child to the premises. Each case can then be considered on a strictly individual basis.

In the interest of other children and staff it will be necessary to exclude any child who has been diagnosed with certain contagious illnesses and diseases. The exclusion will remain in force until the child's Doctor has cleared the condition.

As noted above no refund will be given in the event of the child's exclusion due to illness.

Personal Property

Primley Wood Nursery cannot be held liable for the loss or damage of any item belonging to the public on the premises. This particularly applies to children's clothing and toys as well as motor vehicles, prams and buggies.



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