



Contract & Conditions of entry

Opening times

Snapdragons is open from 0800-1800, Monday to Friday throughout the year. The morning session is from 0800-1245 and includes mid-morning break and a two-course lunch. The afternoon session is from 1315-1800 and includes afternoon snack and a light tea. Flexible arrival and departure times can be arranged to suit individual needs at an additional fee.

Fees

Our current fees are as follows:	Registration fee	£30 per child
	Aged 0 - 2	£225 per full-time week £51 per day £25.50 per morning £25.00 per afternoon
	Aged 2 - 5	£194 per full-time week £45 per day £22.50 per morning £22.00 per afternoon

Fees include a mid-morning snack, a hot lunch, an afternoon snack and a light tea depending on sessions. In the case of younger children, nappies, formula milk and baby food are also included.

Registration

You are required to pay a £30 non-refundable registration fee, which guarantees a place on our waiting list. We will notify you as soon as a place becomes available. The registration fee is not part payment of fees.

Registration is subject to Snapdragons Conditions of Entry. The Principal reserves the right to resign the charge of any child.

Fees & holiday allocation

Snapdragons does not charge you for the week that we are closed between Christmas & New Year. For nurseries closed on bank holidays, no charge will be administered.

Refunds will not be given if the children are absent from nursery for any reason or if the nursery is forced to close through adverse weather conditions. Sessions may also not be swapped on these occasions. Parents may take two weeks holiday at half rate throughout the year which is already allocated in your fees.

Fees are calculated on the basis of a weekly charge multiplied by 50 weeks of the year and divided by twelve months to give a regular monthly amount.

Payment of fees is due by the 15th day of each month.

There is an annual fee increase in the month of January.

Late payment charges

Fees that are not paid by the due date will incur a surcharge of 5%.

Fees still unpaid at the time of the next issued invoice will incur a surcharge of 7.5%.

Re-presented or returned cheques will incur an additional charge of £10 per cheque.

Snapdragons may exclude children from the nursery if fees remain unpaid after more than one month.

Changing sessions

You are required to give one month's notice in writing when reducing sessions or leaving the nursery and normal monthly fees apply for the notice period.

Term time only places

The nursery operates a limited number of term-time only places for children. If you are allocated one of these spaces, you will pay on third retainer during state school holidays (excluding days when the nursery is closed).

Term time only places will be charged over 43 weeks of the year.

Early drop-off / Late pickup fees

It is possible to pre-book children to be dropped off between 07:30 and 08:00 or 18:00 and 18:30. These sessions will incur a charge of £5.

Children that are collected late at the end of their session will incur a late pickup charge of £7. For children who are still not collected by 18:15, a further charge of £15 will be administered.

Employees

The nursery does not accept responsibility for employees carrying out babysitting for parents. Employees are acting independently in these cases and all arrangements must be made outside of employee working hours. If a member of staff, within six months of leaving Snapdragons, is employed by a parent of a child who was previously registered at the nursery, then the parents will be liable to pay Snapdragons the equivalent of six months salary for the employee at the time that their employment ended.

Childcare Vouchers

Snapdragons accepts any type of childcare voucher that your employer may use. You are entitled by the government to a maximum of £243 per month which can be deducted from your salaries tax free to be used for the payment of childcare fees.

You will need to set up this arrangement with your employer. Please make sure that your use your child's name as a reference with any electronic payments.

Early Years Entitlement

The term after their third birthday, children are entitled to 12.5 hours a week of government funding. You will be provided with a form to complete for this the month prior to your child's entitlement commencing. The claim will then be made by the nursery. More details can be obtained from the manager.

The nursery is not obligated to transfer any remaining funding allocation to a new setting should a child leave the nursery.

Child illness

Snapdragons has an illness and exclusion policy in place for children suffering from contagious diseases. Please refer to this policy on our website for more information on specific illnesses.

Parents are required to notify the nursery if their child is absent from the nursery through illness.

Daily drop off / collection

Snapdragons will not accept responsibility for a child until the parent and a staff member has signed the register for the day.

Snapdragons will only release custody of a child to a named person under the authority of the parent or guardian. Collection will only be authorised upon the signing of the register by the named person and a staff member.

Parents should not drop off or collect children without first registering with a member of staff in the room.

Contact details

Parents have a responsibility to update the nursery within 24 hours of any change in address or contact details.

Policies & procedures

Snapdragons' policies, including Special Educational Needs, Safeguarding Children, Behaviour Management and the Complaints Procedure are available in the office and you may request to see these at any time. A parent policy pack is kept by the nursery entrance.

Conditions of entry

Snapdragons reserves the right to change these conditions at any time with one month's notice.

Emergency treatment permission

I hereby give my consent for the nursery to seek emergency treatment and / or medication (GP or Emergency Services) in the absence of parents.
If no, please give details of the procedure you would like us to follow.

Declaration

I agree to abide by the conditions of entry listed above and overleaf and register with the nursery. I enclose my registration fee of £30 to place my child on the waiting list at Snapdragons Nursery.

Child's Name:

Parent / Guardians' Signatures:

Date:

We will provide you with a copy of your signed contract for you to keep. If any of your details change, please notify us as soon as possible to ensure our files are up-to-date.

As a day carer registered with Ofsted, I am required to follow the Child Protection Act Procedures agreed through the Area Child Protection Committee in BANES.
I have a duty to refer to Ofsted if I suspect that child abuse may be an issue. My first concern will always be the welfare of your child.

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