



Littleview Day Nursery

TERMS AND CONDITIONS

From January 2023

In these terms and conditions “Littleview”, “we” and “our” means Littleview Day Nursery, located on the site of Hillview School for Girls, Brionne Gardens, Tonbridge, Kent TN9 2HE, “parents” or “you” means the parents or guardians or the person responsible for any child registered at Littleview; and “children” or “child” means any child that has been registered at Littleview.

1. On a place can being allocated a deposit equating to one month’s fees, which is **non-refundable** if the place is **not taken up** must be paid. The deposit is refundable upon their child leaving nursery or transferable to subsequent children providing a term’s notice is given in writing. (see point 16)
2. Deposits will only be returned for the actual days taken up on admission. I.E. If a family pay a deposit for 3 days a week and then decide only to use 2 of the days when their child starts at Littleview the deposit will be returned only on the 2 days taken up.
3. Upon admission of a child at Littleview, Littleview and the staff employed will act in Loco Parentis for the duration of the time that the child is in our care, both on and off the premises, until a parent or Chosen Representative collects the child. In the case of any illness, accident or emergency, to safeguard, protect and meet each child’s welfare, Littleview shall have the right to take such actions as are deemed necessary, including arranging medical treatment, the administering of anaesthetics and hospitalisation if necessary, even if the parents have not yet been informed.
4. Opening hours are 8.00am to 5.00pm term time only. We are not registered or fully insured outside these times.
5. Our fees apply to our standard hours of 8.00am to 5.00pm Monday to Friday. The outline of the availability of the Early Years Universal 15 hours Education funding plus the 30 hours funding (dependant on parental eligibility) can be seen in our admissions policy. Fees are payable monthly in advance.
6. Please note that it is important for the children, and for our staff, that children are collected promptly. We appreciate that delays can sometimes be unavoidable, but to cover our costs we do reserve the right to charge £15.00 per 15 minutes for caring for children when parents are late.
7. Extra days can be arranged depending on availability. This will be charged at the daily rate and are payable at the time of booking.
8. Fees are payable for term time plus inset days. Full fees
9. Our monthly fees are calculated by the actual usage for the forthcoming month. Children in receipt of FF2 funding or Early Years Free Education will have their fees calculated on an hourly basis; rather than daily; with up to 15 hours free each week. Parents who are eligible for the 30 hours funding will have their fees calculated on actual usage per month. We are sorry but we cannot give refunds or offer any days in lieu for any absence, however caused.

10. There will be a charge made of four weeks at half fees spread over the following holidays – 1 week (autumn break in October/November), 1 week (either Christmas or Easter), 1 week (spring term in February), and 1 week (May/June).
11. 8% will be added to all fees that are overdue by 14 days.
12. Any Bank Holiday that fall outside 'normal' KCC school holidays i.e. May Day Bank holiday will be charged at the full daily rate.
13. A charge of £35.00 per term will be added to fees at the beginning of Terms 1, 3 and 5 to cover the cost of consumables.

Occasionally Littleview will offer Extra-curricular activities. These will often incur an additional cost to families once permission is sought.

14. Notice period: A reduction in a child's attendance, or a child leaving, can only occur on the last day of a month. In addition, a minimum of one month's notice is required in writing. The month is calculated from the day we receive the letter, so, for example, if we receive it on the 15th April then the fees are payable until the 31st May. If the child leaves before this the fees are still payable.
15. The deposit may be reduced or not refunded if there are any outstanding fees on the child's account at the date of leaving.
16. Littleview Nursery may give the parents one month's notice to terminate a child's place. This is intended to cover, but not limited to, the following circumstances: In the event of any fees remaining unpaid; a child failing to settle in; continued highly unacceptable behaviour.
17. If a child is withdrawn from the Nursery, the place will be offered to families on the Waiting List. If parents require the place to be taken up again at a later date a charge of 50% of the fees for that period will be required to guarantee the place.
18. When the nursery has planned closures, no charge will be made. However, unplanned closure for circumstances beyond our control cannot be refunded.
19. The nursery can only operate with the correct ratio of staff; children. If, for instance, due to staff illness and the inability to gain sufficient 'cover staff' this is not possible to maintain ratio's then children will be taken in, in the first instance from Hillview school staff, up to the ratio of staff to children we have available. Parents will be notified as soon as possible should we be unable to admit their child and credit notes will be given.
20. Fees are reviewed annually by committee in March and increases will be charged from the following September.
21. Parents/Carers must comply with all policies and procedures. These are available to read at all times situated in a file in the nursery entrance hall or copies can be emailed on request.

22. Parents must inform Littleview of any changes to any inform on their child's admissions form most especially; in marital status, address or telephone numbers along with GP details, medication, allergies and emergency contacts.
23. It will be assumed that Littleview has permission for all the children to be taken outside the premises and for them to be taken on excursions and activities. Further information is available in the nursery outings policy. If parents wish their child to be excluded from any specific activity they must inform Littleview in writing.
24. Parents are asked to notify the nursery by 9.30am if their child will be unable to attend. We reserve the right to send home any child if such an action is deemed to be in the best interests of that child or the other children.
25. Littleview cannot accept responsibility for accidental injury or loss of property. Littleview does maintain public liability insurance, a copy of which is displayed in the entrance hall.
26. Children must not attend nursery if suffering from or having suffered within 48 hours of diarrhoea or sickness.
27. To protect all nursery users, Littleview management reserves the right to refuse entry to any child who presents at nursery suffering from any form of illness, unless written authorisation is obtained from a medical practitioner.
28. From time to time Littleview may revise/add to the existing Terms and Conditions Policies and Procedures. Any amendment will be effective immediately upon notification.
29. Staff are advised not to babysit for Littleview families to maintain professional continuity.
30. In the event of parents breaching any of these terms and conditions or we deem this action to be necessary in the interests of other children or of Littleview, we reserve the right to suspend or terminate a child's place.