

# BEECHES DAY NURSERY LTD

## Terms & Conditions

*Beeches Day Nursery, The Lifelong Learning Centre, Stephenson Square, Beechdale, Walsall, WS2 7LF  
Tele: 01922 620524*

Fees are to be paid in advance on the first day of every month. Fees are payable by standing order, through the Family app or by Tax Free Childcare (TFC). Fees are payable throughout the year for your child's reserved place.

### **Admission**

To secure a place at Beeches Day Nursery, completed registration documents accompanied by a deposit of 4 weeks fees must be accepted. This deposit is non-refundable once a child has been added to our waiting list or a place has been reserved, unless we are unable to offer the requested sessions.

Child's proof of ID must also be supplied upon registration. This could be either a birth certificate or passport.

Your booking is not secured until you receive written confirmation.

You will not be charged for your child's settling in sessions, as the nursery will provide these for free.

### **Hours**

It is a statutory requirement that staff/child ratios are adhered to at all times, therefore we appreciate parents cooperation regarding hours. Please note that a £10 late collection charge will be applied if your child is collected after the end of their session.

Booked days may not be exchanged, except in special circumstances which are agreed by management.

### **Bank holidays**

The nursery is open all year round with the exception of Bank Holidays and the week between Christmas and New Year. You will be invoiced for 52 weeks of the year as you are paying for your child's place to be retained. Bank Holidays will be charged at your normal rate.

### **Holidays**

All holidays taken remain payable under the current booking pattern, and no reduction is given during this period.

Occasionally, parents may experience some difficulties paying their fees. If this should happen, please speak to the nursery owner, who will help to find a method to resolve the situation.

### **Reduction in bookings**

A minimum of one month's notice, in writing, is required for reductions in bookings.

### **Terminating the booking/placement**

4 weeks' notice, in writing, is required to terminate the booking/placement of your child. If you do not provide appropriate notice, you will still be required to pay one month's fees.

### **Facebook**

We respectfully request that parents/carers do not make friend requests or personal contact with staff on Facebook, for reasons of confidentiality and privacy.

Beeches Day Nursery Facebook page is available for all parents/carers to follow.

### **Links on the nursery website**

Our website may contain links to other sites. These sites are not under the control of Beeches Day Nursery. We assume no responsibility for the content of such websites and disclaim liability for any and all forms of loss or damage arising out of the use of them. The inclusion of a link to another site on our website does not imply any endorsement of the sites themselves or of those in control of them.

### **Use of communications facilities**

When using the enquiry or registration form, or any other system via the website, you should do so in accordance with the following rules:

- You must not use obscene or vulgar language
- You must not submit content that is unlawful or otherwise objectionable. This includes, but is not limited to, content that is abusive, threatening, harassing, defamatory, ageist, sexist or racist
- You must not submit content that is intended to promote or incite violence
- It is advised that submissions are made using the English language as we may be unable to respond to enquiries submitted in any other languages
- The means by which you identify yourself must not violate these terms of use or any applicable laws
- You must not impersonate other people, particularly employees and representatives of Beeches Day Nursery
- You must not use our system for unauthorised, mass communication, such as `spam' or `junk mail'
- You acknowledge that Beeches Day Nursery reserves the right to monitor any and all communications made to us, or using our system
- In order to use the enquiry or registration form, and any other communication facility that may be added in the future on our website, you are required to submit certain personal details. By continuing to use these communications you represent and warrant that any information you give is accurate and truthful, and
- You will keep this information accurate and up to date.

### **Nursery policies and procedures**

Nursery policies and procedures can be located in a folder by the signing in desk, and also on the Family online system. By reserving a place for your child, you are agreeing to read and abide by these policies and procedures.

### **Funded places**

When completing the registration form, parents/carers must provide the code for the funding.

Working parents must renew their code each term and provide the nursery with confirmation.

Funding provided by the government does not cover the cost of snacks and other consumables, therefore, parents/carers are responsible for the cost of these.

Regulatory obligations & the conditions of the funding granted, stipulates that child attendance be regular and is monitored. By accepting a funded place, you are agreeing to abide by these terms, and ensure regular attendance of your child.