

ST MICHAEL'S CHURCH PRE-SCHOOL AND NURSERY (THE NURSERY)

Admissions Policy - Nursery

1. St Michael's Church Pre-School and Nursery (the "Nursery") offers quality childcare to the local community surrounding Stoke Gifford. The Nursery admits children between the ages of 3 months to 5 years.
2. Nursery places are allocated on a first come first served basis, according to the date of application, with priority given to families resident or working in the immediate locality.
3. We only offer four 2 year funded sessions.
4. At the discretion of the Manager, priority is given to parents who already have a child attending the Nursery and to families requiring full time places.
5. Parents who want a full-time place but accept a part-time place as an interim measure, will be given priority whenever additional sessions become available.
6. St Michael's Church Pre-School and Nursery offers families a minimum of two full days per week per child.
7. All places are allocated to families at the Manager's discretion and in accordance with the Nursery's Constitution and Policies.

Registration and Fee Information

Registration Fee and Deposit

8. The Nursery is open all year round, Monday to Friday, 8 am to 6 pm, except for Bank Holidays, which you are charged for at your usual rate. It will be closed between Boxing Day and New Year's Day as an extended Christmas break without charge to parents for the non-Bank holidays. We offer a 7.30am start, subject to availability at an additional cost.
9. When you are in a position to apply for a place (exact start date and days required), an Application Form must be completed and returned to the nursery. When a space becomes available an Offer Letter will be sent to parents outlining current options and space availability, along with the Nursery's Terms and Conditions and a Registration Form which will need to be signed and returned with the **£25 Registration Fee** (non-returnable) and a refundable deposit of **£100** within two weeks of the letter of offer (this deposit will be returned when your child leaves as long as sufficient notice has been given and fees are paid up to date). The registration fee is waived for a second child if two or more children attend the Nursery.
10. A **Second Deposit equivalent to the first month's fee** will also be required to **secure** the place. This second deposit will be used to pay the first months fees of your child. If (subsequently) you wish to withdraw your application for your child's place prior to your child starting, this second deposit is non-refundable.
11. A Confirmation Letter will then be issued formally agreeing the child-care arrangements.
12. If, after your child has been attending the Nursery, you wish to withdraw your child from the Nursery, you are requested to give the Nursery one months notice in writing except for funded sessions which we require a terms notice. Failure to do so will result in you being charged a full month's fees.
13. A parent who has accepted a place in advance of the starting date, and then decides to delay the starting date (for whatever reason), will be liable to pay the full fee from the start date originally agreed.
14. The Nursery requires written notice to change or increase nursery sessions, all requirements are added to the nursery's waiting list and allocated according to the date

of application and availability. This only applies to families already using the Nursery. Once you have resigned your place you may not return for a minimum of three months except in exceptional circumstances agreed by the Management Committee.

15. All fees are payable **monthly in advance, on the 1st of each month**, by **Standing Order**, payable to **St Michael's Church Pre-School and Nursery**. Any child-care provision covered by the Government Funding will be deducted from your invoices.
16. **Parents need to provide the contact details of the previous Nursery or Child-Minder so that we can contact them to establish credit-worthiness and a satisfactory payment record. By signing this agreement, you are confirming that you have no outstanding payments owing to previous child-care providers.**
17. Late payment of fees (being 5 days or more after the due date) will result in a surcharge of £15 each time (month) payment is late.
18. A fee of £10 will be charged for every 15 minutes of late collection over the session booked, unless otherwise notified to and agreed by the staff more than 4 hours in advance of usual ending of the session.
19. The full fee for each session a child normally attends is fully payable even if the child is withdrawn from that session for whatever reason.
20. The payment of fees retains a place for your child regardless of attendance. In case of illness or absence, fees are not refundable apart from exceptional circumstances, solely at the discretion of the Nursery Manager and Committee.
21. We reserve the right to review the fees twice a year, and any changes will be notified to parents / guardians with 4 weeks.
22. Absences from the Nursery need to be notified to us by phone or e-mail, including a reason for absence. There is **no reduction in fees** for any absences from the Nursery (including holidays).

Other Conditions

23. All children's belongings are clearly marked as the Nursery cannot be held responsible for any lost items.
24. Items such as buggies, car seats etc left on the premises are left at the owner's risk.
25. Payment of fees is deemed to constitute the whole of the Agreement of these Terms and Conditions, unless agreed otherwise in writing.
26. If fees are unpaid for more than two weeks, then the Management Committee reserve the right to suspend your child's Nursery place and if necessary, will engage in a legal process to recover both the outstanding fees and all legal costs in recovering outstanding fees.

Please sign and return one copy of these Terms and Conditions and retain the other copy for your own records.

Signed

Date

Full Name:

Address:

Contact details of previous Nursery or child-minder are: Name:

Address and telephone number: