



Our terms and conditions

Registration

A registration fee of £100.00 is required to secure a place at Mulberry Corner Nursery & Preschool ("the nursery"). £75.00 of the registration fee will be deducted from your first month's invoice. The remaining £25.00 is treated as an admin fee. Upon receipt of the registration fee and completed application form the nursery shall confirm in writing whether the requested sessions are available. If so, payment of the registration fee shall be treated as acceptance of a place at the nursery.

Opening Times and Attendance

The nursery is open between 8a.m. and 6p.m. Monday to Friday all year round, except for Bank Holidays, when the nursery is closed. The nursery reserves the right to charge a £10.00 late collection charge if your child is picked up after 6p.m. Children will not be allowed to leave the nursery premises alone. The person collecting the child must be known to the nursery or have been notified to the nursery in advance and be able to state an agreed password on collection. Children can attend as much of their chosen session as they wish. A minimum attendance of 2 sessions per week is required by all children. Casual attendance for extra sessions is available on request, if spaces are available. Advance notice of holidays would be appreciated. Should the nursery be unable to open due to bad weather or any other unforeseen circumstances, parents will still be charged for their session.

Payment of Fees

Invoices are issued monthly and fees are to be paid in advance on the first day of each month. Any late payments will be charged a £10.00 late payment charge. Fees are calculated by taking the child's weekly attendance fee, then multiplying the same by 51 weeks (to take account of the Christmas closure week) and dividing by 12 to give a monthly payment amount. The nursery charges for all bank holidays notwithstanding that the nursery is closed. The nursery does not permit the pro-rata reduction of fees due if your child is absent from nursery due to illness, holidays or other unforeseen circumstances whilst the nursery is open. In the event of non-payment of fees, the nursery reserves the right to terminate your child's place at nursery. The nursery reserves the right to increase its fees at any time upon giving at least one calendar month's written notice of the proposed increase to all parents/guardians.

Cancellation/termination

One month's notice in writing is required to terminate a child's place at the nursery. Full fees are payable during a child's notice period.

Personal details and property

Parents/guardians are required to inform the nursery immediately if any of the information given on their child's enrolment form changes. This includes mobile phone numbers, a change of address, GP details, emergency contacts and details of those individuals allowed to collect. All children should wear clothes which are practical and allow freedom to play comfortably. Parents are required to keep a supply of spare clothes in their child's nursery backpack. Parents are required to provide nappies for the child. The nursery will provide wipes.

Liability statement

The nursery is unable to accept responsibility for loss or damage to any children's possessions or clothing. The nursery accepts no responsibility for children whilst in the care of their parent/guardian on nursery premises.

Illness and Accidents

Notification of absence or illness is requested and parents are required to discontinue a child's attendance until they are free from symptoms and cause. We reserve the right to administer basic first aid and treatment to your child where necessary. Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by the nursery to contact a child's parents/guardians but failing this we are hereby authorised to act on behalf of the parent/guardian and authorise any necessary treatment.

Allergies

Parents are requested to inform the nursery of any food, medicine, activity or other circumstances that may cause their child to have an allergic reaction/allergy. Parents must provide details, in writing, of the severity of the reaction/allergy and must continue to inform the nursery of any changes/progress to the condition, in writing, when they become aware.

Our policies

The nursery has detailed policies in place governing all aspects of nursery life. Copies of all our policies are available to view at any time by asking a member of staff.

Acceptance

The above terms and conditions are considered fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent/guardian has read and understands these terms and conditions and undertakes to be bound by them.