

The Fields Children's Centre
Terms & Conditions
(Effective from 1st September 2017)



Welcome to The Fields Children's Centre

At the Fields Children's Centre, we comply with national and local legislation in order to provide high quality education and care to all children. This document outlines the terms, condition and fees for our services to families who use the Centre.

Security

To support the safety of our children all staff employed by us have pass through the relevant DBS checks. All policies and procedures are available on request, you can also find them on our web site www.thefields.cambs.sch.uk. When you register with us we charge a non-refundable administration fee of £50.

Once your application process has been completed you will be issued with a key fob to enter the building, this is a refundable charge of £5.50 for each key fob issued. When you enter the building it is important that you don't let anyone through an area if you are not sure who they are. Each area of the Centre has different access, when moving from Cherry to Willow you will need to hand in your key fob for an update.

While the Fields Children's Centre has measures in place to ensure the security of children and staff using the nursery, it is the responsibility of parents to ensure that passwords and any other information are only divulged to those authorised to receive it.

If another person is to collect your child, please always inform us, preferably when you bring your child to nursery. If for reasons beyond your control you cannot, and you need to telephone, we will need identification of the person collecting (such as your child's password). Our staff have instructions not to release children, other than the usual parent/carer(s), without authority and identification. If you have any problems collecting, call us as early as possible, and we will endeavor to help you

Hours of opening

The Fields Children's Centre is open from 8am to 6pm, Monday to Friday. The nursery will close for a week at Christmas and 2 weeks in August. Bank holidays within this period are not chargeable. The reception opens at 7.45am to allow access to the building you are responsible for your child/ren until it is their time to start.

Emergency closure

The Centre will do what they can to ensure it stays open, however if an emergency does occur and we have prior notice of this a full credit will be given for the inconvenience caused. Please check our web site for updates especially with adverse weather conditions.

Training Days

We value the quality of the care and education that we offer in the Centre. In order to comply with legislation, we shut the Centre for training a number of training days' per year in order to ensure that our staff are trained and updated on current legislation (First aid, Fire safety, Prevent, child protection, education and welfare standards) as well as developing their Child Development knowledge and understanding. We offer no refund on days for closure due to training and development.

Cherry day care and the Children's Centre closes for 4 whole centre training days, and five days of late opening or early closure this equates to a fifth training day. Willow closes for 5 full days in line with council guidelines for schools. Please see your term dates list, and arrange alternative childcare for these days.

Fees and Payments

Included in your Cherry (day care) fee is breakfast, lunch, a light tea and snack, provided your child is attending at these times.

Willow (nursery) offers more flexibility in terms of hours; food is charged in addition to children having 30 hours care.

In addition we also provide wipes, nappy bags, Sudocrem, Calpol, Piriton and sun cream.

A non refundable deposit of **£50.00** is required when a child is registered.

Fees are invoiced monthly in advance and payment is due 7 days from invoice.

Please pay by bank transfer if possible, otherwise we do have a card machine on site where you can pay between the hours of 8am and 6pm.

The charges for Cherry (daycare) and Willow (nursery) are listed below:

Fees for children aged 3 months – 2 years in Cherry

| | 25 hours or more per week | Less than 25 hours per week |
|------------------------------|---------------------------|-----------------------------|
| Per hour | £6.20 | £6.70 |
| Full Day 8am-6pm | £62.00 | £67.00 |
| Half Day 8am-1pm and 1pm-6pm | £31.00 | £33.50 |

Fees for children aged 2-3 years in Cherry

| | |
|-----------------------------|--------|
| Per Hour | £5.70 |
| Full day 8am–6pm | £57.00 |
| Full day 8am-4pm | £45.60 |
| Half day 8am-1pm 1pm to 6pm | £28.50 |
| Three hour session 1pm-4pm | £17.00 |

Fees for children aged 3-4 years in Willow

| | |
|---------------------------|--|
| Per hour | £5.30 |
| Lunch charge | £2.50 |
| Breakfast charge 8am-8.30 | £3.50 |
| Light Tea | £1.50 |
| Snack contribution fee | £1.00 per week Term 1 £14.00 Term 2 £12.00 Term 3 £12.00 |

Additional sessions

On occasion, it may be possible to book your child in to day care for an extra session. This service is subject to availability. If you arrange an extra session and decide that you no longer need it, or need to amend it, an administration charge of **£10.00** will apply and will be added to your next bill.

Change to sessions or notice

If you would like to change your child’s session or give notice of leaving the Centre you are required to give one month’s notice.

Help with childcare cost

You may be entitled to child care vouchers from your place of employment. In addition you can register for tax relief for all childcare and for 30 hours free childcare for 3-4 year olds. Please see the office for more information or check on line on

Child’s sickness

If your child is absent due to illness or holiday’s / bank holidays (outside the closure period) full fees are payable.

Lateness

If you are late to collect your child you will be charged £6.00 per five minutes. This will be added to your next invoice.

Modification of terms and conditions

The Fields Children’s Centre reserves the sole right to amend its Terms and Conditions at anytime, to comply with revised fiscal, legislative or operating requirements. Such changes will be notified to parents in writing, and will supersede all proceeding Terms and Conditions.

Data Collection

We use a Nursery Management system called Parental and the school system Sims. These are secure systems used by many Schools and Nurseries. Your data will be held in accordance with the Data Protection Act 1998 and treated as confidential.

Fees are reviewed annually and at least one month’s notice will be given of changes in fees.

Where fees are overdue, the child’s place at Nursery will be considered no longer available until such time that an agreed payment plan is put in place to reduce the debt

Please sign and date below to indicate that you have read and understood the terms and conditions above

Parent/carerName: _____ Signature _____ Date ___/___/___