

## Terms & Conditions

**We ask all parents to sign and return a copy of this.**

*If your 3 year old child accesses any additional sessions over and above their funded 15 hours you will be required to pay a one-off, non-returnable registration fee of £60.00.*

*If you are paying for a 2 year old place you will be required to pay a one-off, non-returnable registration fee of £60.00. Funded 2 year olds do not need to pay any registration fee, unless your child accesses hours over and above their funded hours.*

Cambridge Nursery Federation is delighted to provide additional care for children to enjoy and where parents can be confident that their children will be happy and well looked after. Our additional care can only run with adequate funds and prompt payments. Our terms and conditions detailed here will enable the nursery schools to continue to provide and to develop our services.

### Hours of Opening

The Fields is open from 8am to 4pm, Monday to Friday. The Nursery is Term Time Only. Bank Holidays and training days within this period are chargeable.

### Fees and payments

	3 year olds	2 year olds
<b>Breakfast Club session (inc food) 8:00-8:30</b>	£6.50	£6.50
<b>Morning/Afternoon session 8:30-11:30/12:30-15:30</b>	£24.00	£24.00
<b>Lunch session (inc food) 11:30-12:30</b>	£11.00	£11.00
<b>After School Club session 15:30-16:30</b>	£4.00	£4.00

### Payment

You will receive your invoice at the beginning of each half term in advance. We accept payment by bank transfer and childcare vouchers. Payment is due within seven days of the date of the invoice. Weekly payments and payment plans may be negotiated in certain circumstances, please speak to the Finance Officer.

If paying by bank transfer please pay to the following account – please use your child’s name as reference when setting up your bank transfer:

**CCC RE THE FIELDS CHILDRENS CENTRE**

Sort Code: 52-10-46

Account No: 25741152

We are registered with several childcare voucher companies – please ask us if you would like to pay with vouchers.

*Parents are responsible for ensuring that payments arrive at the school on or before the due date.*

Prices and terms and conditions are subject to annual review. At least one month’s written notice will be given of any change in fees and terms and conditions.

We do appreciate your co-operation in these matters; any concerns should be addressed in writing to the Head teacher or the Chair of Governors.

**Absence**

No refunds will be given for absence including lunches; this includes sickness, holiday or other reasons.

**Late payments and payment defaults**

After 14 days, the Finance Officer will be in contact. If payment is not received, you will be sent a letter from the Head teacher and/or the Chair of Governors. If you have difficulty in paying your fees, please speak to us as soon as possible.

*We reserve the right to withdraw the place without notice to persistent late payers.*

**Late collection**

We understand that sometimes parents do have difficulty in keeping to exact times due to traffic problems and other unforeseen difficulties, but please appreciate that staff costs mean that a charge must be made for extra time. A **charge of £10 per five minutes** will be due if parents / carers are late collecting children. Charges will be shown on your next invoice.

**Booking extra sessions**

Subject to availability, it may be possible to pre-book extra sessions. The cost of these extra sessions will be added to your next invoice. Please note, if you book extra sessions you will be charged for them even if you do not use them.

**Cancellation of childcare and changes to booked sessions**

**One month's notice in writing is required if you no longer need your place.** We may consider a shorter period of notice in the case of extenuating circumstances. If you would like to make changes to your child's sessions, subject to availability, you will incur an administration charge of £25.00 per change. Charges will be shown on your next invoice.

The universal 570 hours are tracked from the period of eligibility. This is the period after the child's third birthday. It is tracked for three periods and then a new allocation of 570 hours commences.

For example if a child turns three years old in March the first period of entitlement will be the Summer and the universal 570 hours will be tracked Summer, Autumn and Spring. In the Summer a new allocation of 570 hours will commence.

The extended hours are tracked from the period of entitlement so this depends on when parents apply and in which funding period it commenced. The continuation over the three periods is based on the parent remaining eligible and successfully reconfirming the code every three months.

**I agree to the Terms & Conditions of the Cambridge Nursery Federation  
(Brunswick, Colleges and The Fields Nursery Schools)**

**Signature of Parent/Carer:** .....

**Child's Name:** .....

**Date:** .....

Brunswick, Colleges and The Fields Nursery Schools (the Cambridge Nursery Federation) are committed to equal opportunities for everyone, ensuring we are accessible to all families in the community whilst providing high quality care and education.