



Terms and Conditions

The Terms and Conditions outlined below are written to help the Hebden Lodge Nursery run effectively and efficiently, making sure your child gets the most out of his/her time with us. Please read them carefully.

FEES

Fees are payable monthly **in advance**. Bills will be sent at the beginning of each term and costs will be divided equally between the number of months in that term.

Fees should be paid on the first session that your child attends each month. Fees paid after this time will incur a 10% surcharge to cover bank charges caused by late payment.

SESSIONS

The cost of sessions varies according to the age of your child. Fees for the basic hours at present are:

	9-12.30 / 12.30-4.00pm	8-12.30 / 12.30-5.00	8-5pm
0 – 3-year olds	£22.30	£30.00	£60.00
3 – 4 years olds	£21.20	£28.90	£57.80

Children aged 3 and over are eligible for the Government Grants and can claim 15 or 30 hours free, which can be used between the hours of 9am-4pm. Emily will discuss this with you if your child is eligible.

Session times are as follows: -

9.00am – 12.30pm

12.30pm – 4.00pm

9.00am – 4.00pm

Earlier mornings and later afternoons (8.00am start and 5.00pm finish) are available at an extra charge of £7.70 for the morning (breakfast included) and the same for the afternoon.

Children should not arrive before the time booked.

Children must be picked up promptly on or before the end of the session. Late collection of children will incur a charge of £7.00 per 15 minutes or part thereof.

All extra sessions booked must be paid for on or before the session. If you book extra sessions and your child does not attend, you will still be expected to pay for those sessions.

If you need to cancel or reduce the number of sessions, you must give one month's notice.

All sessions missed through illness or holidays must be paid for.

NEW STARTERS

A £50 registration fee is required when you put your child's name down for a place at Hebden Lodge Nursery. The £50 will be deducted from your first month's fees when your child starts nursery.

CLOTHING

Children should be dressed in clothes that are suitable for the weather. We try to go outdoors every day regardless of weather conditions. All children should have a pair of wellies which can be left at nursery, a waterproof coat and trousers and when it is cold, gloves, hat and scarf.

In Summer, children should come to nursery having had sun cream applied. (Please see our Application of Sun Cream Policy) Sun hats should be brought, and clothes should cover the shoulders.

It is **essential** that all clothes and shoes are named as we cannot be responsible for those that are lost or taken home by mistake by other families.

All children, regardless of age should have a bag of spare clothes to change into should they need to. This bag can also be left on your child's peg.

We try to give your child opportunities for lots of messy play indoors and out. This often involves paint, glue, mud etc which may not always completely wash out of clothes. Your child should wear clothes that he/she is not afraid of getting dirty.

LUNCHES

We have no facilities for making lunches so packed lunches must be brought if your child is staying for their lunch. They should be sent in a **NAMED** lunch box, with an **ice pack** to keep the contents cool.

We appreciate that children can be fussy eaters, but we would encourage you to send healthy and nutritious lunches, low in salt and sugar.

We can reheat food in the microwave if you prefer your child to eat a hot lunch. We request that chocolate and sweets are not included. If you choose to include sweets etc. your child will only be allowed to eat them as a treat if they have eaten everything else. Please don't bring nuts as we have children with allergies.

Should you need further information or clarification of any of the points raised here, please don't hesitate to speak with Emily.

info@hebdenlodgenursery.co.uk

tel 01756 720141

Hebden Lodge Nursery Terms and conditions

I, confirm I have read the terms and conditions for Hebden Lodge Nursery Ltd and agree to them all.

Name.....Signature.....

Date.....

Please return this slip to nursery and keep the terms and conditions for your reference.

Thank you for your co-operation.