

## Terms & Conditions

**We ask all parents to sign and return a copy of this with their acceptance form.**

***if your child accesses any additional care other than lunch club linked to Option 3 and 4 you will be required to pay a one-off, non-returnable registration fee of £50.00.***

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 Brunswick and Colleges to continue to provide and to develop our service.

### Fees and payments

Breakfast Club 8.00am to 8.45am	£8.00 per day (Brunswick Only)
AM session 8.45am to 11.45am	£22.50 per session
PM session 12.45pm to 3.45pm	
Lunch Club 11.45am to 12.45pm	£10.00 per day
After school 3.45pm to 5.15pm	£12.00 per day (Brunswick only)

### Payment

You will receive your invoice at the beginning of each month in advance. We accept payment by cash (exact amount please), cheque, bank direct payment and childcare vouchers. Payment is due within seven days of the date of the invoice. Weekly payments maybe negotiated in certain circumstances, please speak to the Finance Officer.

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

**Brunswick Nursery School**  
Sort Code: 20-17-68  
Account No: 33054160

**Colleges Nursery School & Family Centre**  
Sort Code: 20-17-68  
Account No: 00126314

We are registered with several childcare voucher companies – please ask us if you would like to pay with vouchers. **However, please be aware that if you were not signed up to vouchers before 4 October 2018 the Government has changed the system.**

*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 Headteacher or the Chair of Governors.

**Absence**

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

**Late payments and payment defaults**

After 7 days the Finance Officer will send you a reminder, if payment is not received you will receive a letter from the Headteacher 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 £5 per five minutes** will be due if parents / carers are late collecting children. Charges will be shown on your next monthly 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 month’s invoice. Please note, if you book extra sessions you will be charged for them even if you don’t use them.

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

***One term’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. Please speak to us if this situation applies. If you make more than 3 changes to your child’s sessions in one half term period you will incur an administration charge of £25.00 per change.

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

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

**Child’s Name:** .....

**Date:** .....

Brunswick and Colleges 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.