



Bluebell Barn Children's Nursery
Dittons Road, Stone Cross
Pevensey, East Sussex
BN24 5ES
01323 487081

Bluebell Hill Children's Nursery
The Circus, Seaville Drive
Eastbourne, East Sussex
BN23 6LJ
01323 724017

TERMS AND CONDITIONS

To enable Bluebell Children's nurseries (hereinafter referred to as "the nursery"), to provide and maintain the highest possible standards of childcare, it is necessary for all parents to be aware of, and to agree to the following terms and conditions:

1. AGE

Bluebell Children's nurseries are open to children aged between 3 months and 5 years of age.

2. HOURS OF OPENING

Monday – Friday 8.00 am – 6.00 pm (may be extendable by prior written agreement). The nursery is open all year round except for Bank Holidays.

3. REGISTRATION AND BOOKING A PLACE

A registration fee of £50 shall be paid by the parent/guardian to the nursery upon submission of the completed registration form. The registration fee is used to cover initial administration and settling in costs and is non refundable if a place is cancelled once it has been offered. If a place is not available on terms acceptable to the parent/guardian, then the registration fee will be returned and an offer letter will not be issued.

The nursery will confirm in writing that a place is booked for the sessions requested by the parent/guardian, or contact the parent/guardian with an offer of alternative sessions. Once agreement has been reached, written confirmation will be provided by the nursery. The registration fee will be held by the nursery and deducted from the final month's fees when your child leaves.

Submission of a registration form and registration fee deems the parent/guardian to agree to be bound by these terms and conditions once an acceptable place has been booked.

If after a place has been booked it is no longer required, or needs to be postponed, then the parent/guardian must provide one months notice in writing. If a place is cancelled the registration fee will be kept by the nursery. In the event of failure to provide one month's notice, the nursery will at its discretion also request one month's payment in full for the sessions booked.

4. FEES

Fees will be levied at the level shown in the current price sheet annexed to these terms and conditions, and displayed in the nursery. Fees are subject to annual review but may be revised at other times with reasonable notice.

The 2–5 years rate applies from the month following the child's second birthday.

Fees will be collected monthly in advance on the first of each month by Standing Order. Payment by any other method must be made by the 24th of the preceding month. The monthly rates are calculated by multiplying the weekly rate by 52 and dividing by 12. Full fees are payable for all days including Bank Holidays and for non-attendance for whatever reason.

*Please do not write post dated cheques, the nursery will not accept responsibility for any charges incurred by post dated cheques.

Extra sessions are payable at the time of booking.

A 5% per annum interest charge will be made in respect of late payment. In addition, in the event of a late payment of fees or a direct debit or cheque being returned unpaid, an administration fee of £20.00 will be charged.

A sibling discount applies to the oldest child at the rate of 5% per full day of joint regular attendance.

If the payment of fees shall be late by more than 14 days then the nursery may serve 14 days notice in writing to terminate the child's place and, on termination, the child shall cease thereafter to be admitted to the nursery. The nursery's notice to terminate shall be regarded as a formal demand for any outstanding fees.

5. CANCELLATION/TERMINATION

(i) Following a place being booked, either party may terminate the agreement by the service of one calendar month's notice in writing. During the said one month period the nursery will continue to admit the child and the parent/guardian must pay all fees due. In the event of the parent/guardian failing to pay the month's fees, the child's place shall be forfeit and the nursery shall be entitled to serve a formal demand for payment of fees.

(ii) Failure by the parent/guardian to provide one calendar months notice in writing to the nursery manager shall render the parent/guardian liable to the nursery for one month's fees.

(iii) If in the reasonable opinion of the nursery manager it is considered that the continuing presence of a child is detrimental to the health, safety or well-being of that child or other children in the nursery, or to the staff, then the nursery may serve notice to the parent/guardian to request that the child be immediately removed from the nursery and the provision of one months notice as in para 5(i) above shall not apply.

(iv) Any proposed reduction in sessions must be notified in writing to the nursery manager at least one calendar month in advance. Failure to do so will render the parent/guardian liable for one month's fees for cancelled sessions.

6. SICKNESS

In the general interest of all children in our care, the Nursery reserves the right to refuse admission to any child, who in the opinion of the nursery manager is unfit to attend. If a child is taken ill at the nursery, every effort will be made to contact either of the parents or the emergency contact number provided. Notification of any change to these telephone numbers must be made to the Nursery manager as soon as possible. The nursery reserves the right to seek medical attention for a child in an emergency.

If a child is suffering from, or is suspected to be suffering from a communicable illness, the child should remain at home until a doctor has certified that the child is fit to return.

7. PERSONAL SAFETY

Parents are requested to ensure the safety of their child/children before they enter the building and after collection at the end of their session. The nursery cannot accept responsibility for accidents to children before they enter, or once they have left, the premises.

8. PERSONAL PROPERTY/VALUABLES

The nursery cannot accept responsibility for damage or loss to any personal property, e.g. clothes, toys or any other items brought into the nursery.

9 EARLY ARRIVALS/LATE COLLECTIONS

Any early arrivals or late collections (unless previously arranged with the Nursery Manager) may incur a charge of £5.00 for every 15 minutes,

10. STAFF

Parents/guardians may not employ the nursery staff either on a full time or part time basis without being subjected by the nursery to an account fee based on 20% of that employee's annual salary at the nursery

Staff are not permitted to work for any parent/guardian for a period of six months after leaving the nursery, unless by prior agreement with the nursery, in which case a recruitment fee will be levied.

11. ACCEPTANCE

The above terms and conditions are considered to be fair and reasonable. In the event that any term is found by a court of law to be unreasonable, then that clause shall be removed but the remainder of the agreement will remain in full force and effect.