



Valid from 1st February 2018

- **A registration fee** (non refundable) is required to secure a place for your child (per child). This is payable to the Nursery prior to your child's attendance.
- **First Four weeks fees:** Your first four weeks fee's are to be paid prior to your child's first day at nursery. Unless by prior agreement with Manager
- **Payment of fees:** Fees are payable for 51 weeks of the year, divided by 12 months of year to give a monthly cost. Fees are payable at all times regardless of personal holidays, sickness or nursery closure including statutory holidays. Payments will only be accepted by standing order and childcare voucher.
- **Childcare Vouchers:** Please inform the nursery manager of the voucher provider, you will be using and email the nursery a remittance once your voucher payment has been made. Please ensure your child's name is used as a reference on any payments made.
- **Invoices:** Fees are invoiced monthly and invoices are emailed to you directly, please ensure we have your up to date email address.
- **Unpaid fees and late charges:** In the unlikely event that your monthly fees remain unpaid for more than 28 days from the date on your invoice, your child's place will be reviewed and the service may be withdrawn. If your fees remain outstanding for more 28 days, a late charge will be applied to your account. **Failure to pay fees after 28 days will result in refusal to the nursery, until all arrears are paid in full.**
- **Arrears:** Any arrears that are not addressed after full consultation with the nursery will result in your account being transferred to Debt collection and will be subject to a 15% surcharge plus VAT to cover any company costs.
- **Cancellation:** Any cancellations will be charged at full rate, places reserved must be paid for including periods of sickness, holidays or any other absences. This is because you are reserving a place in the nursery not just paying for your child's attendance.
- **Changes of booking patterns and notice Period:** Four week's notice must be given in writing to terminate your place or make any changes to your child's booking pattern. We will adhere to be as flexible as we possibly can be and met your childcare needs but all changes should be in writing to the manager and availability will be checked.
- **Extra sessions:** Extra sessions can be accommodated, where spaces allow it, and are payable with your next invoice.
- **Late collections:** We respectfully ask that you adhere to attendance times, however we do understand on occasion this isn't always possible please notify the nursery as soon as these situations arise and necessary arrangements must be made. Please note that a late collection charge will be applied, at a rate of £10 for every fifteen minutes.
- **Unforeseen Closures and staff training Closures.** There will be no refunds given should the nursery close due to reasons beyond our control. The setting may close for staff professional development. **Fees still remain payable.**

Bright Starts Nursery (Scotland) Ltd reserves the right to change the terms and conditions as necessary and will give four week's notice of any changes

I confirm that I have been provided with a copy of the Terms and Conditions.

Child's Name: _____ Parents Signature: _____ Date: _____

Copy of signed Terms and Conditions is to be retained by Nursery and a copy to be provided to parent.