



Alpha Nurseries Children's Registration Document 4.0

Financial Terms and Conditions

Alpha Nurseries Group

Financial Terms and Conditions for Alpha Nurseries Group

- A) A non-refundable registration fee of £35.00 is payable on submission of the registration forms for non-funded children.
- B) A deposit the equivalent of one week's fees will be charged at registration and held for the duration of your child's time at the setting. This payment will be offset against your final invoice when notice has been given that your child is leaving.
- C) All invoices are issued monthly in advance. Fees are calculated by the sessions booked for that calendar month.
- D) Alpha Nurseries Group charge for all holidays and bank holidays throughout the year, with no exclusions.
- E) Any additional items such as extra sessions, penalty charges, t shirts etc shall be added on to the monthly invoice.
- F) If your child is ill during the day and needs to be collected you are still liable for the full day's fees.
- G) Full fees are payable when a child is off sick and on holiday. Alterations may be made if the period extends 21 days this would be solely at the managers/directors discretion.
- H) One month's written notice will need to be given if you wish to reduce the hours your child is doing. Failure to do so will result in you still being liable for full payment of fees until you do so.
- I) Any discrepancies with your invoice MUST be raised with the nursery manager by the 1st of the corresponding month for amendments to be made.
- J) All fees are to be paid as cleared funds by the 1st of each month. With exception to vouchers or TFC (tax free childcare).
- K) Invoices that remain unpaid by the 1st will receive a £25 per week late charge.
- L) Fees can be paid by cash, cheque, (returned cheques incur a £10.00 administration charge) directly in to the bank, through standing order, or over the phone by credit/debit card (admin charges may apply).
- M) When paying directly to the bank it is the bill payers responsibility to put the correct reference of nursery name-child's surname. Failure to do this will result in monies going unallocated and you may be chased for late fees.
- N) The nursery accepts all registered childcare voucher providers either for full payment or part payment towards fees. If the voucher is in part payment it is the customer's responsibility to ensure the outstanding for the full balance is paid in full by the 1st.
- O) If fees are unpaid the nursery reserves the right to terminate the child's place without notice, however we will not cancel Free Early Education hours.
- P) In the event fees remain unpaid Alpha Nurseries Group will take the customer to a small claims court to retrieve all outstanding monies using these signed terms and conditions as evidence. Alpha Nurseries Group will also add all charges incurred to be recovered.
- Q) Termination of all children's places needs to be given in written notice to the nursery manager one month in advance. Failure to do so will mean you are still liable for full fees until notice is given and a one month period has expired. There will be no exclusions.
- R) The customer is not entitled to withhold any monies due to the nursery.
- S) The parent/carer is ultimately responsible for payment of all fees regardless of funding.
- T) Fees will be reviewed annually and you will be notified at least 30 days in advance of any increases.
- U) We reserve the right to apply a late collection charge of £10 for the first 15 minutes and, and then £5 per 15 minutes after this. This applies at the end of all booked sessions.
- V) We offer a 10% discount to parents booking a full time place and a 5% sibling discount of the total bill while both children attend the setting.

Early Education for 2, 3, and 4 year olds

- W) All children who are 3 years old are entitled to early education funding the term after their third birthday. Some 2 year olds also qualify for early education funding the term after they turn 2. The sessions can be taken at the nursery in line with the nurseries individual funding offer.
- X) If you wish for your child to attend outside of their funded hours or entitlement you will be charged at the nurseries full session/hourly rate.
- Y) Children who access 2 year old funding will need to provide breakfast/snack/lunch/tea or one can be provided for a charge. Please speak to the nursery for more details.
- Z) The funded sessions at the nursery are subject to availability.
- AA) Early education funding is subject to our receipt of the government funding from the local authority. Alpha Nurseries Group reserve the right to make changes with immediate effect to this agreement and/or our funding offer of early education funding if the local authority does not pay the government funding to the nursery, or if they make changes to the amount of government funding.

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30 hours funded Childcare

- AB) Parents and carers are required to provide the setting with their eligibility code prior to the start of each term.
- AC) By signing the code form you are consenting for the nursery to check this code to confirm your eligibility for funding.
- AD) Settings reserve the right to charge a subsidy rate to cover costs above and beyond care and education of your child. The subsidy rate is in line with the nurseries individual funding offer.
- AE) If your child attends the setting after the funding head count day, then you will be required to pay for their funded sessions until the end of term (they will become eligible the following term).
- AF) Subsidy rate covers items such as: meals, snacks, wipes, nappies, sun cream, costs towards visits/outings/ extra tuition, some craft materials.

Privacy notice:

In order to provide Funding Entitlement to you, regulation requires us to share information related to your child and his/her care with the relevant local authority or the Department for Education (DfE). The information may include the following: age, gender, attendance, absence. This list is not exhaustive.

You are provided with a full privacy notice as part of the registration process at the nursery.

These terms and conditions should be read in conjunction with our nursery policies, in particular the Admission and Charging Policy. All terms and conditions will comply with legal requirements for funding purposes

I have read all the Financial Terms and Conditions above and confirm that I understand and agree to them.

Parent/carers name:

Signature:

Child's name:

Date: