



Welcome to Aspire Day Nursery Ltd





## All inclusive Fees

At Aspire Day Nursery Ltd, we want your time with us to be as easy as possible, when arriving to and from nursery. This is why we offer an all-inclusive fee.

### **Included in our fees**

- ❖ Additional extra curriculum classes - classes depend on age group, we provide tennis, mandarin, music and movement, Zumba, ballet and woodland adventure sessions.
- ❖ Nappies
- ❖ Sensitive Wipes
- ❖ Nappy sacks
- ❖ Formula milk for under 1 year olds (Aptamil, cow and gate, SMA etc).
- ❖ Semi skimmed or full fat milk for over 1 year olds
- ❖ Homemade, freshly prepared 2 Course meal for Lunch and Tea
- ❖ Breakfast including Baby Porridge
- ❖ Snack times including fresh fruit/veg and Milk





### Nursery registration form

#### Registration

A registration fee of £85 is payable to the nursery. This fee is non-refundable. The fee will be taken once a place is secured and offered, at the same time a deposit will be requested, this is a set fee of £500. The fee is returned upon adhering to the 2-month notice. The parent/guardian's attention is drawn to the terms and conditions overleaf with regard to the return or forfeit of the deposit.

Childs full name:	Date of birth:
Home Address and post code:	
Phone Number:	Male or female

Parent 1 Name and Title:	Do you have parental responsibility? Yes or No if no – name of person who does:
Occupation:	Mobile number:
Email address:	

Parent 2 Name and Title:	Do you have parental responsibility? Yes or No if no – name of person who does:
Occupation:	Mobile number:
Email address:	

Doctor Name:	Phone number:
Doctor address:	

**Please contact us your child has a severe allergy before registering**

Please tick which days you require <b>Are you flexible? Yes or No</b>	Monday	Tuesday	Wednesday	Thursday	Friday
	Start date (required):				

Reason for choosing us?	
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Parents/Guardians signature: ..... Date: .....

**Note: this registration form incorporates the terms and conditions overleaf. In registering at Aspire Day Nursery Ltd, I have read and agree to abide by all the terms & conditions laid down by Aspire Day Nursery Ltd.**



## Fees and Financial Arrangements - September 2024 to August 2025

Opening hours are 7.30am to 6.30pm sharp. Monday to Friday, 51 weeks per year. We close for Bank Holidays and for one week from Christmas Eve until the New Year, Christmas eve closure at 12.00pm. All fees are payable on the 25<sup>th</sup> of each month in advance via standing order.

Funding over covers 38 weeks year, we are not a term time nursery, therefore ALL funding is stretched across 51 weeks a year.

**We can only provide care for two or more days a week and if doing two days it must include a Monday or Friday depending on availability.**

### Children under 9 months and a term to 2 year and a term-

Number of days	Daily	Monthly fee Non funded	Funded rate	Funded hours claimed for <b>Extended</b>
5	£96	£2040	£1441.50	15
4	£99	£1683	£1084.50	15
3	£99	£1262.25	£663.75	15
2	£99	£841.50	£243	15

### 2 years and a term to 3 years and a term years

Number of days	Daily	Monthly fee	Funded rate	Funded hours claimed for <b>Extended</b>
5	£96	£2040	£1612.50	15
4	£99	£1683	£1255.50	15
3	£99	£1262.25	£834.75	15
2	£99	£841.50	£414	15

### Over 3's and a term entitled to funding for 15 and 30 hours

Number of days	Daily rate	New monthly	Funded hours claimed for <b>Universal</b>	New monthly	Funded hours claimed for <b>Extended</b>
5	£93	£1679.38	15	£1382.50	30
4	£93	£1284.13	15	£987.25	30
3	£93	£888.88	15	£592	30
2	£93	£493.63	15	£394.66	20

The monthly fees are calculated using this formula:  
Daily Fee multiplied by 51 weeks divided by 12 months. We are closed between Christmas and new year.

If starting or leaving part way through a month, the rate will be charged at a daily rate.

**Have you check if you are eligible to tax free childcare and Early years funding? If not check now to make savings – most families are eligible**

<https://www.childcarechoices.gov.uk/>



## Terms and Conditions

These terms and conditions relate to the contract between Aspire Day Nursery Ltd (the nursery) and the Parent/guardian.

### **1 Policies and Procedures**

All policies and procedures must be adhered to at all times. All policies are readily available on request via email or on nursery premises.

### **2 Registration**

Once we have received the completed registration form, the nursery will begin to process your application. The registration fee is non-refundable. Once you have registered with the nursery, you are agreeing to the Terms and Conditions of the nursery.

### **3 Offer acceptance**

On acceptance to the nursery, a deposit is paid into a deposit account and will be deducted from the final months fees - upon receiving 2 months' notice of termination of place.

Once the deposit is paid to secure your child's place, should you decide not to take the place at Aspire Day Nursery Ltd - your deposit is non-refundable.

Spaces are for two days a week or more and if doing two days, one day must include a Monday or Friday depending on availability.

Providing you give the required full two months' notice to leave, your deposit will be deducted from last month's fees in full. Any outstanding fees owed to the nursery will be deducted from your deposit at the end. **Should you wish to delay your child's start date, this can only be moved by 6 weeks providing you give at least 2 months notice of needing to delay start**, any further moving of place will result in loss of placement at Aspire Day Nursery Ltd.

### **4 Nursery fees**

- i. Payments shall be made by the parent/guardian monthly, in advance, on the 25th of each month for the following month (the due date) by standing orders, bank transfer and government incentive schemes such as tax free childcare scheme or childcare vouchers.
- ii. If the payment of fees referred to in (i) above stays outstanding for more than 7 days then the nursery may serve notice in writing to terminate this contract - the child will not be admitted into the nursery, and the nursery's notice to terminate shall be regarded as a formal demand for all outstanding monies.
- iii. In the event of late payment of fees (after 1st of each month) the nursery reserves the right to charge late payment charges to the parent of £50 per day until the full amount has been received.
- iv. The nursery reserves the right to increase the said fees at any time upon giving two calendar month's written notice.
- v. Any payments by a parent/ guardian upon this basis may be regarded by the nursery as a breach of the parent/guardian payment obligations and the nursery reserves the right to terminate this agreement upon serving 7 days' notice of the parent/guardian payment default. Upon the expiration of the said 7 days' notice and the parent/guardian having failed to remedy their payment default then the nursery shall be entitled to treat this agreement as terminated and the provision of clause 3 shall apply. Fees will still apply on all Bank holidays (including Christmas).
- vi. **In the event of a lockdown** (localised or national), the nursery will request parents to pay 25% of nursery fee payments during closure. This is to ensure retention of staff and nursery facilities.
- vii. In the event of **room closure**, parents will be requested to pay 25% of fees during room closure period.
- viii. Full fees are payable should your child be off with an illness including covid. Isolation periods must be followed and exclusion for illnesses must be followed according to public health and NHS advice. If your child requires one to one care as they are suffering from an illness you will be expected to collect your child and care for them at home.
- ix. The nursery closes between Christmas and New year and all other Bank Holidays, and closes at 12.30pm on Christmas eve.
- x. All children are eligible for the nursery funding (15 hours – 3 and 4 year old funding) from the term after their 3rd birthday and have to be present for the new head count. Parents who are eligible for this must fill out necessary paperwork to qualify for this, failure to do this will result in paying full fees and back date payment for any last fees. 9 month old plus funding and 30 hour



funding for 3 and 4 year olds will be eligible if they meet the gov criteria and have applied for the funding, received a code and completed our paper work for this in the time frames set.

- xi. If the nursery needs to close due to bad weather, power failure or other reasons beyond the nurseries control, parents will be informed as soon as possible, and fees will not be refundable.

**4a. Funded fees** children who are entitled to 9 months plus funding, must ensure that they apply for it within the correct time frames. The nursery will not take responsibility for failure to do this, and full fees will apply if this is missed.

It is your responsibility as a parent to ensure you read and pay the correct fees, adjusting any standing orders/ TFC/ Vouchers in time, to be reflected in the next month's fees. Any over payments will not be refunded.

You are also responsible for reconfirming your code, failure to do so may mean full fees are payable. The nursery will not and cannot take responsibility if missed.

## 5 Cancellation / Termination

- i. Two month's notice in writing is required should the Parent/ guardian decide to withdraw their child from then nursery. Notice must be handed in at the beginning of the month for it to take effect. Failure by the Parent/Guardian to provide notice as such of the above at shall render the parent/guardian liable to the nursery for two month's fees,
- ii. Notice must be in writing and posted or emailed to the Nursery Manager in writing and should be received on the 1st day of the month.
- iii. Should a Parent/ Guardian wish to reduce their sessions two month's notice in writing is required at the beginning of the month.

## 6 Nursery Hours and Late collection

- i. Nursery hours are 07.30 until 18.30 Monday to Friday 51 weeks per year. The nursery is closed on all Public and bank holidays. You should aim to arrive at the nursery by 6.15pm to ensure collection completed by 6.30pm.
- ii. Parent/Guardians are required to pay a late collection fee of £15 for late collection between 6.30pm and 6.45pm, after this time then it is charged at £1 a minute. If you have not contacted the nursery on being late, we will follow our procedure of uncollected child.
- iii. The nursery closes on all UK government bank holidays. If a bank holiday date or day changes, the nursery will follow these changes.
- iv. The nursery closes at 12.30 on christmas eve should it fall on a week day.

## 7 Sickness

- i. Children are not permitted to attend nursery if they are suffering from illness that is considered contagious or dangerous for the child.
- ii. If symptoms that the nursery considers to be contagious or dangerous for the child and other children in the nurseries care, the child must be collected.
- iii. Once the nursery has contacted the parent, parents must collect their child promptly (within 2 hours) If parents are not contactable, emergency carers will be called.
- iv. Children are not permitted back into the nursery until they are well again - 48 hours after diarrhoea or sickness has stopped.
- v. The nursery follows the guidance on infection control in schools and other settings, this is available in our policies and procedures. (Health protection agency advised)
- vi. If your child has been given antibiotics, they will not be able to attend the nursery for a minimum of 24 to 48hours.

## 8 Non – solicitation of Staff

- i. The parent/ Guardian of the child/children hereby agrees to all subjects of this registration form and that during the term of this agreement and for 6 months following the termination (however terminated) that he/she will not employ or entice away from the employment of the nursery.



- ii. If a position is offered and or excepted the parent/guardian will be expected and subjected to pay a charge of 20% of the staff members annual salary before they left.

## **9 Variation**

- i. There shall be no variation of this agreement unless it is in writing and made between a duly authorised representatives of the Nursery.

## **10 Acceptance**

The above terms and conditions are considered to be fair and reasonable. In the event of any term being found by the Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in with full force and effect. The parent /guardian have read and understands the Terms and Conditions and undertakes to be bound by the same. The nursery may make changes to these terms and conditions if and when required.

## **11 Information Sharing**

In signing these terms & conditions you are also agreeing for the nursery to pass on information relating to your child's/children's progress to their next setting/school, this will include the "Moving On" assessment, observations & learning journey etc. This also covers safeguarding information sharing.

## **12 Discounts**

If you work for the NHS, we are able to offer you a 10% discount if your child attends the nursery 4 or more days. Proof of working for the NHS must be shown.

If you are a sibling at the nursery, you will receive a discount on the second child of 10% whilst both children attend.

## **13 Data Sharing Agreement**

At Aspire Day Nursery Ltd we will only share data with the relevant people. We will share data with the local authority as required, however names of children are not shared. We will also respond to requests for data from local authority agencies such as the police and social services.

## **14 Data Storage**

All sensitive data giving to us will be kept in a locked office and only made available on written request with 14 days' notice. Data will we kept for an appropriate amount of time and then will be destroyed accordingly.

## **15 CCTV**

CCTV is onsite and is to record for security purposes and safeguarding all on site. CCTV is not shared with parents or shown to them.

**Aspire Day Nursery Ltd, 1A Howard Road, Surbiton, KT5 8SA Tel 020 8241 9661**

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