**TERMS AND CONDITIONS OF REGISTRATION For The Nest Flexible Childcare Option.**

**1.The following definitions below apply in these terms and conditions.** “Child” The child or children for who registration has been applied. “You” the person, firm or company who purchases services from us “Services” the services as agreed and outlined in our policies and on our website. “Us/We” The Nest Hove Ltd. A reference to writing or written includes e-mails but does not include text messages. **2. Formation of the contract**

2.1 A contract for the services will be formed between you and us once you have given us a signed, fully completed registration form and a deposit (unless otherwise agreed) has been paid. Once we have confirmed in writing that your place has been accepted, these terms and your registration form will be your contract of children. 2.2 In any case of dispute regarding terms, the terms set out here will apply. 2.3 There is no deposit, a £30 registration fee is payable on registration. 2.4 There is no refund of registration fee should you decide not to take up the space.

**3 Duration of the contract**

 3.1 The contract shall last until it is terminated by either you or us giving to the other, in writing, eight weeks’ notice of withdrawal of a self-funded space or one full term for a funded space. 3.2 You are liable for the full monthly fee during the notice period and for any pre booked sessions.

**4. Our obligations**

4.1We will use all reasonable efforts to provide the services to you, in accordance with all material, with these terms and conditions and any other documentation.

 **5. Your obligations**

5.1 You shall cooperate with us, provide to us any information as we may reasonably require about the child and their immediate family. 5.2 You must ensure that all information that we hold about the child, parents, emergency contact and people with permission to collect the child are kept up to date, by promptly informing us whenever they change.

5.3 You shall not employ or attempt to employ any member of our staff without our written consent until twelve months from the termination of this contract

5.4 Any babysitting arranged with our staff team, is a private arrangement between you and them. We shall not be liable for any injury or losses. 5.5 You shall follow all our policies and procedures including our sickness policy which can be found in our Care and Education Handbook.  **6. Charges and Payments** 6.1 You shall pay all charges that have been agreed including late collection fees. 6.2 Charges are due even if the child is absent.  **6.4 Our monthly fee OF £70 FOR THE FLEXIBLE SERVICE is payable on the 1st of each month.**

6.4a The monthly fees is payable every month from the registration start date. To end the contract, you should give us 8 weeks’ notice. If the monthly fee is not paid on time, you will be charged an additional fee of £50.

6.4b If we are unable to provide you with the sessions that you require, there is no refund of the monthly fee. 6.5 The nursery is closed on all bank holidays. 6.6 Invoices will be issued when the space is booked and payments for the session will be due before the session. There is no refund available for booked sessions regardless of the amount of notice given. 6.7 All payments must normally be paid by standing order or by childcare vouchers. No payment shall be deemed to be paid until it is cleared into our bank account. We may agree payment by cash, for which you should obtain a receipt. 6.8 Fees may be increased annually in line with inflation and where costs have increased to the nursery. A review is carried out in September each year. If it is necessary to increase fees a minimum of two months’ notice is given. 6.9 If you fail to pay us on time for any booked sessions we will apply: 6.9.1 An immediate fee of £5 plus a daily fee of £2 on any overdue sum. 6.9.2 Suspend services until payment has been made in full, for which normal fees will continue. 6.10 If you are 60 days or later in paying us, we may also charge you our reasonable costs of seeking to recover the overdue payments. Such costs will be added to your running account and should be paid within 30 days. 6.11 VAT is not charged on nursery fees.

**7. Paying by childcare vouchers**

7.1 We can not accept childcare vouchers for the payment of flexible sessions.

**8. Reducing Sessions and giving notice**

8.1 8 weeks’ written notice is required to end the contract.

**9. Early Years Funding**

9.1 We can not apply EYFE to flexible sessions

**10 Changes to the contract and services**

10.1 We reserve the right to make changes to the contract with 8 weeks’ notice. 10.2 We reserve the right to make changes to any nursery service, except for funded sessions, with no prior notice due to circumstances outside of our control.

**How to Book…**

TO MAKE A BOOKING FOR A FLEXIBLE SESSION YOU SHOULD CONTACT ZITA –

INFO@THENESTNURSERYSCHOOL.CO.UK

01273087060

**Sessions available:**

8am to 12:45pm/13:15 to 6pm £30.85

8:30am to 5:30pm: £59.50

8am to 6pm: £65

**SESSIONS CAN BOOKED NO MORE THAN 2 WEEKS IN ADVANCE AND SESSIONS ARE SUBJECT TO AVAILABILITY. SPACES ARE OFFERED ON A FIRST COME FIRST SERVED BASIS.**

Childs Name:

Parents Name:

Signature:

Date

