

TRINITY COLLEGE DAY NURSERY

Day Care Times, Fees, Terms and Conditions (September 2011)

Opening Hours

The nursery is open from 8.00 am to 5.30 pm on Monday to Friday all year round, except for a week at Christmas, a week the end of August, public holidays and Good Friday.

Morning:	8.00 am, 8.30 am or 9.00 am - 12.00 noon or 1.00 pm
Afternoon:	12.00 noon or 2.00 pm - 5.00 pm or 5.30 pm

There is a minimum booking period of two sessions per week.

FEES

3 & 4 yrs	£6.39 per hour
2 yrs	£6.73 per hour
Under 2s	£6.91 per hour

10% = 6 sessions, min 24 hours

15% = 10 sessions, min 45 hours

(discount is not given when your child is also receiving the free early education entitlement)

Any child collected after 5.30pm will be charged at £10.00 per half hour.

On acceptance of your application a registration fee of £50.00 is payable.

Payable to "Trinity College Enterprises Ltd"

The first payment is payable on your child's first day in nursery and will cover the first complete 4 week month or the first complete 4 week month plus part of a month, whichever is appropriate. Thereafter invoices will be issued during the last complete week of each month and will be payable within 5 working days of the date of the invoice.

The fee is payable for any periods of unexpected absences, such as sickness.

A retainer fee of 50% of the normal fee payable for notified holidays, for which at least 8 weeks notice is required.

Fees are reviewed each summer.

FREE EARLY EDUCATION ENTITLEMENT (FEEE)

From the term after your child's third birthday you are entitled to claim free early education entitlement.

It is for the maximum of 15 hours in a week (term time only) or 11.5 hours (all year round).

Any additional costs – meals or extra hours will be charged at the normal rate.

This is deducted from your monthly invoice.



MEALS AND SNACKS

Breakfast is available at 8.00 am

Lunch at 12.15 pm (£1.80)

Tea at 4.00 pm (£1.00)

No additional charge is made for meals unless claiming for FEEE (see above).

Additional booking

Any additional hours you require will be considered – this will be charged at the normal rate. Hours cannot be swapped in exchange for another time in the week.

Cancellations

Advance notice of 4 weeks is required in the event of cancelled bookings and withdrawal of your child/children from the Nursery.

Closure

In the event of circumstances beyond our control giving for example weather conditions, widespread illness, health and safety risk to premises etc we may need to close the nursery at short notice.

In such circumstances fees will normally continue to be payable, but alternative sessions will be offered free of charge if possible.

Complaints

In the event of a complaint not being resolved you may contact OFSTED.

OFSTED, National Business Unit, Royal Exchange Buildings, St Ann's Square, MANCHESTER, M2 7LA. Tel : 08456 404040

(Please see our policies and procedures for full details)

Illness and Medication

For full details please read our Illness Policy.

We do not undertake the care of sick children. Children who have been prescribed antibiotics will not be expected to return to the Nursery until they are well, at least for 48 hours, when a medication form is to be completed by the parent/carer.

If your child is on regularly prescribed medication, we rely on you to inform us and to complete the necessary form, consenting to the administering of such.

I have read and understood the terms and conditions set out above, including the terms of the Illness Policy, and agree to abide by them.

I sign both for myself and behalf of any others to whom I delegate responsibility for bringing my child/children to or collecting from nursery.

Name:

Relationship to child:

Child's name:Date.....

Signature: