



## Terms of Business

The following terms of business apply to all those with children attending Young Sussex. By signing the registration form you are agreeing to these terms so please read them carefully to avoid any misunderstanding. *The wording in italics is for information only.*

### Registration fee

The registration fee is charged to cover administrative costs and is non-refundable.

### Deposit

A deposit **equivalent to four weeks fees** is payable in advance to secure a **guaranteed place** before a child starts nursery. If a guaranteed place is not taken up for any reason, this deposit will be kept by the nursery. This deposit is a 'retainer', and covers a small part of the cost of holding a place open for a child to start (even when there is a child on the waiting list who could have filled the place at an earlier date). After a child has started nursery, and has attended for a minimum of three months, **the deposit will be refunded in full after the final fees have been paid**, after the required notice has been given. The value of the deposit may need to be adjusted if later there is a substantial increase in the number of sessions attended.

### Fees

Fees are charged calendar monthly. They are payable **in advance by the first day of the month**. A late payment charge of £20 will be payable to cover additional administration if fees are not paid by the 5<sup>th</sup> of the month. Any parent/carer whose fees remain unpaid after this date, without prior agreement, risk their childcare place being withdrawn.

### Admission policy

Young Sussex reserves the right to decline admission. The nursery also reserves the right to cease providing a place for a child if, in our opinion, this would be in the best interests of the child, the other children or staff. *Young Sussex prides itself on the good communication it has with parents and everybody involved in the care of the children. If there are any special difficulties these are always considered and discussed fully with parents with the aim of resolving them before any action is taken.*

### Nursery opening hours

The normal hours of opening are 8.30 a.m. – 5.30 p.m. Arrangements can be made in advance for attendance outside these times and a charge will be made. *Please have consideration for nursery staff by collecting your child punctually at the end of a session.*

### Public Holidays

The nursery does not charge fees when closed. The nursery will be closed for normal Bank Holidays and a notified period over Christmas and New Year.

### Absence from nursery

Fees are payable and are not refundable for temporary absence, due to family holidays or illness. *This is because the high overheads of the nursery continue irrespective of whether or not a child attends. In the event of a long illness, or other major unforeseen problems, the nursery may consider a discretionary adjustment.*

### Notice of leaving or reducing attendance

Parents are required to give **one calendar month's notice in writing to the manager** prior to a child leaving nursery or reducing attendance. No refund for non-attendance can be made if a parent decides not to send a child during the notice period.

### Sickness and infectious diseases

Sick or infectious children must not attend nursery, in the interests of the other children, staff and parents. No child should attend nursery within 24 - 48hrs (depending on age and type of illness) of being sick or having diarrhoea. *This is in accordance with Environmental Health guidelines.*

### Partnership with parents

When a child starts nursery parents are required to read and sign a partnership agreement. Parents are offered a place for their child on the understanding they will abide by all that is in it. Failure to do so could lead to the nursery no longer making the place available to a child. The nursery will also abide by their responsibilities as laid down in the agreement. Parents are offered a place at the nursery for their child on the understanding that they will not, under any circumstances, offer employment to any Young Sussex member of staff (*with the exception of evening and weekend babysitting*). *If parents did so, there would inevitably be a high staff turn over, which would not be in the best interests of other children attending.*