

## Deposit

A deposit equivalent to two weeks' fees\* is payable to secure a guaranteed place before your child starts nursery. If your place is not taken up for any reason, the deposit will be retained by the nursery.

\*A deposit of £25 is payable for Funding Only children

*[Italics for info only]: This is to cover a small part of the cost of holding a place open and empty until the agreed start date.*

Your first month's fees are due in addition to your deposit. Within 14 days of your child leaving Young Sussex, your deposit will be refunded in full if the following three conditions are met. If not the deposit will be retained:

- the minimum attendance of three months has been completed;
- the required notice has been given (see below);
- final fees and any outstanding charges have been paid in full.

At the nursery's discretion, a subsequent deposit increase may be requested to reflect an increase in the number of sessions attended.

## Fees

Fees are charged calendar monthly, are payable in advance, and no later than the first day of the month. It is the parent's responsibility to ensure that all payments (including TFC/vouchers) are received on time.

For security, online BACS and TFC payments are the only accepted method of payment (unless specifically requested by the nursery).

A discount is available to siblings. Fees are reviewed annually with any rate increase applied from 1<sup>st</sup> January. Additional charges will be made for collections after an arranged session has ended.

A late payment charge of £20 will be payable to cover additional administration if fees are not paid by the fifth of the month. Any parent/carer whose fees remain unpaid after this date risk their childcare place being withdrawn with immediate effect. Any balance owed will be recovered through HM Courts, and individual's details passed on to the local authority and other providers in the area.

## Admission Policy

Your child can start only when the required paperwork has been completed and the deposit paid. A minimum of two sessions must be booked and maintained to ensure consistency of care for your child.

Young Sussex reserves the right to refuse admission. The nursery also reserves the right to withdraw a place with immediate effect if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour.

*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 behavioural difficulties these are always considered and discussed fully with parents with the aim of resolving them before any action is taken.*

## Nursery Opening Hours

Our Hove and Shoreham nurseries offer sessions between 7:45am and 6:00pm, and between 7:00am and 7:00pm at our Brighton nursery.

*Please have consideration for nursery staff by collecting your child punctually at the end of a session.*

## Public Holidays

Fees are not charged when the nursery is closed. We close for Public and Bank Holidays and for the period between Christmas and New Year.

## Absence from Nursery

Fees are payable and are not refundable for temporary absence, including holidays and illness.

*This is because the high overheads of the nursery continue, irrespective of whether or not a child attends*

## Notice of Leaving

If you wish for your child to leave the nursery, you are required to give a minimum of one month's written notice. No refund can be made if you decide not to bring your child to nursery during the notice period.

## Change of Attendance

Please see the Terms for Change of Attendance for further information.

## Sickness and Infectious Diseases

In the interests of others, sick or infectious children must not attend nursery. In accordance with Health Protection Agency guidelines, your child may only

return to nursery after the specified exclusion period (typically 48hrs, though dependent on the illness and your child's age). Please speak to the nursery manager for illness specific information.

## Calpol and other Paediatric Pain Relief

If your child has had Calpol or an equivalent PPR, then they are not well enough to attend nursery. They may return after the dosage interval period has passed (typically 4-8hrs), so long as their temperature does not reoccur.

*An artificially lowered temperature could be masking a serious illness and risk the infection being spread to other children or staff at the nursery.*

We must be informed if your child has had any medication prior to coming to nursery to prevent an accidental overdose (e.g. if further pain relief is administered in an emergency).

## Partnership with Parents

Parents are required to read and sign a partnership agreement. This is a contract between you, the parent, and the nursery agreeing that each party will abide by their responsibilities as laid down in the agreement. Failure to do so could lead to the nursery withdrawing your childcare place.

## Liability

Young Sussex accepts no responsibility for any loss suffered, arising directly or indirectly, as a result of the nursery being temporarily closed. In the event of unexpected closure of the nursery (e.g. snow days), parents will be offered the opportunity to rebook sessions to the equivalent value. A refund will only be offered to children who attend full time.

Young Sussex accepts no responsibility for children whilst in their parent/carer's care on nursery premises, i.e. prior to arrival or after pick up.

Every reasonable effort will be made by nursery staff to ensure the children's belongings are not lost or damaged, though we cannot accept responsibility for children's property.

*Practical 'inexpensive' clothing is strongly recommended for children attending nursery. It is the parent's responsibility to name and clearly label all items of clothing. We recommend that valued toys are left at home.*

## Offers of Employment

Parents are offered a place at the nursery for their child on the understanding that they will not, under any circumstances, offer alternative employment to any Young Sussex member of staff.

*If parents did so, there would inevitably be a high staff turnover, which would not be in the best interests of other children attending.*

Out of hours babysitting is permitted but not endorsed, and Young Sussex accepts no responsibility for the actions of staff or incidents arising away from nursery premises.

## Terms of Business for Term Time Only Places

*Please familiarise yourself with these Terms so that you are able to make best use of the flexibility of attendance that we offer at Young Sussex This attendance option is not available for funded only children, or for children that attend our Shoreham Nursery.*

## General

Switching between Full and Term time attendance must take place at the start of a new term (1 Jan, 1 Apr, and 1 Sep)

Term dates will be set to match Brighton and Hove Council Terms.

Sessions will still be charged during half term and on inset days. These can be swapped to an alternative date, but must match the swapped session type (Please refer to the Change of Attendance Terms and Conditions).

Extra sessions can be booked during non-term time periods and are subject to the nursery having the available space and sufficient staff.

## Funding Arrangements

Children who are eligible to receive 9mth; 2yr; or 3 & 4 yr old Early Years Free Entitlement can claim up to 13.5hrs per week of funding over 42 weeks (27hrs for 3 & 4 yr olds qualifying for Extended funding)

Funding will continue over half term.

The maximum hours during each session against which funding can be claimed will be the same as for children who attend throughout the year. Please see our website for further information.