

# Terms and Conditions of Admission

**Sunshine Nursery (Owned and Operated by Geesec Limited)**

These Terms and Conditions govern the basis on which Sunshine Nursery (referred to as "the Nursery") agrees to provide childcare services to the parent or guardian (referred to as "the Parent").

## 1. Registration and Admissions

1.1. To apply for a place at the Nursery, the Parent must complete a Registration Form and pay a non-refundable **Registration Fee of £25**.

1.2. The offer of a place is subject to availability and the Nursery's ability to meet the specific needs of the child.

1.3. Admission is confirmed only upon receipt of a signed Admission Agreement and, if required, a deposit to secure the place.

## 2. Opening Hours and Sessions

2.1. The Nursery operates between **07:00 and 18:00**, Monday to Friday, during term time.

2.2. Specific sessions include:

- **Breakfast Club:** 07:00 – 09:00
- **Preschool Session:** 09:00 – 15:00 (or as agreed per funding)
- **After School Club:** 15:00 – 18:00

2.3. The Nursery is closed on all statutory Bank Holidays and for a designated period during the Christmas holiday. No refund or reduction in fees is applicable for these closures.

## 3. Fees and Payment Terms

3.1. Fees are calculated based on the sessions booked. A current schedule of fees is available upon request.

3.2. **Invoicing and Payment Options:** Invoices are issued on a **termly basis**. However, the Parent may choose one of the following payment methods:

- **Equal Monthly Payments:** Payment must be settled in full by the **1st of each month**.
- **Single Termly Payment:** Payment must be settled in full within the **first month of the term**.

3.3. **Exceptional Cases:** Special payment arrangements may be made at the discretion of the Nursery Manager in exceptional circumstances.

3.4. **Absences:** Fees remain payable in full regardless of the child's absence due to illness, family holidays, or any other reason.

3.5. **Late Payment:** The Nursery reserves the right to charge a late payment fee or suspend the child's place if fees remain unpaid for more than 7 days past the agreed due date.

3.6. **Late Collection:** If a child is collected after their rostered session time, a late collection fee of **£15 per 15 minutes** (or part thereof) will be applied to cover additional staffing costs.

## 4. Government Funding

4.1. The Nursery accepts 15 and 30-hour government funding for eligible children.

4.2. Parents are responsible for ensuring they provide the Nursery with a valid eligibility code and for reconfirming this code every three months as required by the Local Authority.

4.3. Any hours attended beyond the funded entitlement will be charged at the Nursery's standard hourly rate.

## 5. Welfare and Illness

5.1. The Parent must inform the Nursery of any allergies, medical conditions, or dietary requirements before the child starts.

5.2. Children who are unwell (e.g. high fever, diarrhoea, or vomiting) must not attend the Nursery. In cases of contagious illness, children must remain at home for at least **48 hours** after the last symptom has passed.

5.3. In the event of a medical emergency, the Nursery reserves the right to take the child to the nearest Accident and Emergency department.

## 6. Safeguarding and Child Protection

6.1. The Nursery has a statutory duty to report any concerns regarding the welfare or safety of a child to the relevant Local Authority Safeguarding Board.

6.2. Parents must notify the Nursery in advance if someone other than the authorised person is collecting the child. A pre-agreed password system will be used in such instances.

6.3. The use of personal mobile phones or cameras by parents is strictly prohibited within the Nursery premises.

## 7. Notice of Withdrawal

7.1. **Four weeks' written notice** is required to withdraw a child from the Nursery or to permanently reduce the number of sessions attended.

7.2. Fees are payable in full during the notice period.

7.3. The Nursery reserves the right to terminate a child's place with immediate effect in cases of non-payment of fees or if the behaviour of the child or Parent is deemed unacceptable or disruptive to the Nursery community.

## 8. Liability and Insurance

8.1. The Nursery maintains comprehensive public liability insurance.

8.2. The Nursery cannot accept responsibility for the loss or damage of personal items (toys, clothing, or jewellery) brought onto the premises.

## 9. Privacy and Data Protection

9.1. Personal data provided to the Nursery will be processed in accordance with our **Privacy Policy** and UK GDPR.

9.2. Information is used solely for the administration of childcare services and to meet regulatory requirements.

## 10. Agreement

10.1. The Nursery reserves the right to update these Terms and Conditions by providing one month's notice to Parents.

10.2. By signing the Admission Form, the Parent agrees to be bound by these Terms and Conditions.

**Sunshine Childcare Services** Thamesview Primary School, Bloors Ln, Rainham, Gillingham, **ME8 7DX**.

*Part of Geesec Limited*