

BABRAHAM NURSERY (REGISTERED PROVIDER - BABRAHAM INSTITUTE)

Statement of Terms and Conditions between Parents/Guardians of children using Babraham Nursery at The Babraham Institute

A non-refundable Registration Fee of £50 will be charged when you place your child on the waiting list. This does not necessarily guarantee a place for your child.

Opening hours: 8.45 a.m. to 5.45 p.m. Monday to Thursday
8.45 a.m. to **5.15 p.m. Friday**

Morning Session: 8.45 a.m. to 1.00 p.m.
Afternoon Session: 1.30 p.m. to 5.45 p.m. (**5.15 p.m. Friday**)

Children cannot be accommodated outside these hours - they must not be delivered to Babraham Nursery before, and must be collected by, the times stated. Failure to collect your child within the given timescales will result in a late collection fee, currently this is £5 up to the first 10 minutes late and £10 for every period of up to 5 minutes thereafter.

Policies and Procedures

Babraham Nursery aims to offer the highest possible standards of care and education to each child and their families who join the nursery. Babraham Nursery has Statutory Requirements which must be adhered to at all times. The legal requirements form the basis of the policies and procedures which are used to operate effectively. All parents and families must agree to respect and abide by the policies and procedures to safeguard all the children who attend the setting and help with its continual improvement. Copies of all policies are available from the office on request.

Nursery Closure

Babraham Nursery is closed from 25th to 31st December inclusive each year (and for all Bank Holidays that fall within the Christmas/New Year period). No fees will be charged for the Christmas closure week, the period from 25th to 31st December. Full fees will be charged at all other times, including New Year's Day (or the alternative day given in lieu). The full rate will be charged for weeks containing a Bank Holiday and for all sessions that fall on a Bank Holiday.

Each year the nursery closes for one day for Staff Training. This is usually a Friday at the beginning of July, but Babraham Nursery reserves the right to alter this date if needed. Parents will be given a minimum of 6 months' notice of the planned closure date if you are already in attendance at the nursery. Parents will not be charged for this day's closure.

Babraham Nursery, as part of the Babraham Institute, follows the closure periods decided by The Babraham Institute. If a decision is made to close by the Director, the nursery will also close (Please see 'Unforeseen Closure Policy' for more information). If, in the future, it is decided that the Babraham Institute and Babraham Nursery will be open over the Christmas period full fees will be charged for all sessions.

Payment of fees

All invoices will be sent electronically via email. It is the parent's responsibility to ensure the nursery and Accounts department have a valid and up to date email address for this purpose.

There is no reduction of fees when children are on holiday or away sick, the full rate still applies.

The subsidised Babraham Institute rate is applicable to the following groups; Babraham Institute staff and those students whose line manager is a BI group leader (in this case the student must do the majority of their work within BI facilities) and Research Fellows (honorary) who are not employees of the Institute but who have their own fellowships which are hosted at the Institute. If the employee/student ceases to be employed by the Babraham Institute or the fellowship ceases to be hosted at the Institute they must inform nursery and their subsequent fees will revert to the Non Babraham Institute rate.

Please note: parents must notify Nursery via email of their unique Tax-Free Childcare (TFC) reference number when signing up for TFC with HMRC. Without this, the Accounts Department

will be unable to identify to whom the funds belong and will be unable to add them to your childcare account.

You will be notified of any increase in fees one month in advance.

The **retrieval of debts** incurred through late payment and/or non-payment of fees is time consuming and costly. Each legal letter sent chasing debts will result in an additional charge of £30 per letter. Babraham Institute reserves the right to withdraw places with immediate effect for the repeated occurrence of non-payment or late payment of fees.

Nursery Deposits

All Non-Institute nursery places which are offered require a one month's deposit of fees to secure the place. This will be refunded to you when your child leaves and your account is settled.

Babraham Institute employees are not required to pay a deposit for a place but any outstanding fees at the time of leaving the nursery will be deducted from your salary by the Institute.

General Data Protection Regulations (GDPR)

We are required to collect information about children and their families to comply with the statutory requirements of, for example, the EYFS, HMRC, the Childcare Register, The Early Years Inspection handbook and Ofsted. In this case, we have a legal reason for requesting the information and do not need consent.

In other instances the questions asked are useful and allow us to do our jobs better (e.g. information about siblings or doctors contact details) but they are not statutory. ICO advise that we are likely to need consent to process this sort of data.

We understand that some non-statutory personal data is collected by nursery, and give permission for this to be collected and used by nursery in accordance with the Privacy Notice and Data Retention and Storage Policy.

Signed

Other terms

One month's (four full weeks) written notice is required of your intention to withdraw your child/children from the Nursery.

Babraham Nursery is a safe environment for children, staff and parents, and anyone not upholding this requirement will be excluded from the Nursery.

In extreme cases The Nursery reserves the right to ask for immediate removal of a child from The Nursery.

I/We accept the terms and conditions as stated above.

Email address/addresses for invoicing and correspondence (to be shared with Finance)

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Telephone number for contact regarding invoicing (to be shared with finance)

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Name Date

(Block Capitals)

Signature Child's Name

(Block Capitals)