

# FLEDGLINGS FEES

## Age 6 months - 2

(Ducklings)

Full time	£409.20
Sessions	£52.43
Day	£91.00

## Age 2 - 3

(Goslings)

Full time	£396.41
Sessions	£51.15
Day	£88.91

## Age 3 – 5

(Cygnets)

Full time	£354.72
Sessions	£45.60
Day	£80.59

## Additional Hour: £12

\*fees change to the Goslings rate the month after the child's birthday, fees change to the Cygnets rate the term after the child's birthday

## Hours:

8 am – 6 pm

Early provision of 7:30am starts are available by arrangement for a strictly limited number of places.

*Flexible sessions available by arrangement.*

## Payment Method

Standing Order must be arranged for the first day of each month

We allow a maximum of one month deferral of a child's place.

*Fees will be reviewed at the Manager's discretion*



## **POLICIES:**

Details of our full policies are available on request from the Nursery Manager, a brief outline of some of these policies is as follows:

**Equal Opportunities:** We believe that good child care is by definition non-sexist and that the elimination of sexism will benefit all children. The Nursery believes that it is the right of every worker and user (both adult and child) to be treated as an equal and with respect, and that no religion or culture is inherently superior to any other. Each child is valued as an individual and this also applies to children with disabilities or special educational needs. All children should be allowed to share the same opportunities and helped to overcome any disadvantages that they may have to face.

**Safe Guarding:** Our prime responsibility is the welfare and well being of all children in our care. We comply with the procedures approved by Hertfordshire Safe Guarding Children's Board. We intend to create in our Nursery and pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We will work together with parents in following these guidelines.

**Behaviour/Discipline:** No child in the Nursery will be smacked or treated roughly. The Nursery believes in promoting positive behaviour. We aim to encourage self-discipline, consideration for each other, our surroundings and property. By praising children and acknowledging their positive actions and attitudes we hope to ensure that children see that we value and respect them. Nursery rules are concerned with safety and care and respect for each other. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. Parents will always be informed of a problem and how it was dealt with.

**Complaints Procedure:** We aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop. We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. If you have any cause for complaint, please speak in the first instance to the Nursery Manager or Deputy.

## REGISTRATION FORM

### Child's Details:

Name \_\_\_\_\_

Child NHS Number \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Child's Nationality: \_\_\_\_\_

Sex:      M/F

Child's Religion: \_\_\_\_\_

Where did you hear about Fledglings? \_\_\_\_\_

### Parent 1 Details:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Mobile: \_\_\_\_\_

Address of workplace \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent NI Number: \_\_\_\_\_

### Parent 2 Details:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Mobile: \_\_\_\_\_

Address of workplace \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent NI Number: \_\_\_\_\_

Names and Ages of Siblings \_\_\_\_\_

First Contact: \_\_\_\_\_ Parent 1/Parent 2/Home (please circle as appropriate)

**Emergency Contact Numbers:**

Contact 1, Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact 2, Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Doctor's Details:**

Name \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

**Relevant Medical History:**

Does your child suffer from?

Epilepsy Y/N Asthma Y/N

Diabetes Y/N Allergies Y/N

Other ~ Please specify:

**Immunisation Details:**

Triple Y/N

MMR Y/N

Whooping Cough Y/N

HB Y/N

Pre – School Y/N

**General Remarks / Dietary Restrictions:**

I/We agree to the Terms and Conditions as set out within this brochure. I/We have read and understood the rules governing notice and payments of fees. I/We confirm our understanding that fees will be invoiced one month prior to start date and payment must be received before child's start date and thereafter monthly in advance.

I/We enclose £300.00 which includes a £100 (non-refundable) registration fee and a £200 deposit which will be returned on the child's final invoice. The nursery will contact each family 3 calendar months prior to the child's start date, I/we understand that we will then have 1 calendar month to confirm all final details of the child's sessions at Fledglings. If a space is cancelled after this, parents/carers will forfeit their deposit.

Signed (Parent 1) \_\_\_\_\_

Date: \_\_\_\_\_

Signed (Parent 2) \_\_\_\_\_

Date: \_\_\_\_\_

### **Fledglings Bank Details**

**Barclays Bank – Edgware Branch**

**Sort Code: 20-29-60**

**Account Number: 40839094**

**Reference: Child's Name**

## SESSIONS REQUIRED

I wish my child to start at Fledglings Nursery on: \_\_\_\_\_

**\*\*Please note we allow a maximum of one month's deferral and we do not offer a start date during the first full week of January\*\***

**\*\*A Ducklings child's first week must be half sessions to ease settling in\*\***

	Early Provision*	Full Day	Morning Sessions	Afternoon Session
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed: \_\_\_\_\_ . (Parent 1 / Parent 2 / Guardian)

Date: \_\_\_\_\_

E-mail address to forward monthly invoice: \_\_\_\_\_

**\*Early provision places are strictly limited in number**

## TERMS & CONDITIONS:

Your attention is drawn to the rules regarding notice and payment of fees; these ensure stability, assist in forward planning and the proper resourcing of the Nursery. These Terms and Conditions do not affect the parent / Guardian's statutory rights. We are committed to providing and maintaining the highest standards of care and we therefore require all parents to abide by the following conditions:

To register your child at the Nursery, a non-refundable registration fee of £100.00 is payable for each child registered. This does not guarantee that a place will be available. Please note Fledglings reserve the right to refuse acceptance of a registration for whatever reason before the start date given by the parent. In addition to this £100 registration fee, you will also be required to pay a £200 deposit which will be refunded on the child's final invoice.

Fees are payable one month in advance and fall due on the first day of each month. The child's first month's fee must be received before the child can start at the nursery. Fees will be invoiced to the person(s) named on the registration form. Fees are payable during periods of absence from the Nursery, including sickness, holidays, public bank holidays and Closure of nursery due to weather conditions. No fees are refunded due to absence for any reason. Movement of child from group to group will take effect month after child's birthdays. Parents are reminded that swapping sessions is not practiced at Fledglings; parents can have extra sessions for their child providing spaces are available – charges at daily rate. Fees will be reviewed at the Manager's discretion.

Fledglings accept childcare Vouchers, these are accepted onto the account as a credit, meaning that when invoiced the full amount of that invoice is to be paid upon receipt.

Fees are calculated on the basis of the weekly charge, for the sessions attended, multiplied by 51 (week), then divided by 12 (months) to create a fixed monthly charge. the Nursery closes for 5 working days at Christmas hence the 51-week charge. This will be paid by Standing Order / BACS. Details available from the Nursery Manager. Standing orders must be arranged for the first day of each month. Documentation must be in place before your child's first day at the Nursery. The administration of standing order is the parent / carer's responsibility. Any refunds requested for overpayment of fees will be subject to an administration charge of £25.00.

Prices quoted are for a full day 8am to 6 pm, or morning or afternoon sessions (5 sessions minimum per week),. Morning sessions are 8 am to 1 pm; Afternoon sessions are 1pm – 6pm. Full day includes breakfast, lunch and high tea, plus afternoon snacks. Morning sessions include breakfast and lunch; afternoon sessions include tea and snacks. Parents are required to collect their children by 6pm; late collection will incur a penalty.

If you would like a place at Fledglings Nursery, please return the completed registration form, and we shall advise you when there is a place available. Once a place has been offered you must accept within 6 weeks or risk losing the availability. Once a place at the Nursery is confirmed, eight weeks written notice is required if you wish to withdraw your child from the Nursery or alter the sessions attended. Fees are payable during the whole of this time; fees are also payable if there is any delay in taking up the places once accepted.

**Please Note:** If you have set a date for your child to start at Fledglings Nursery and then decide to defer this date, we will allow one deferral of a month only after which you must take up your child's place or lose it, along with your deposit. Late fee payments incur 10% interest. Children may be excluded from the Nursery if fees remain outstanding beyond 14 days from their due date and the registration will be terminated. Fledglings reserve the right to exclude children whose fees are unpaid.

The Fledglings Nursery Ltd does not accept responsibility for accidental injury or loss of property. No refunds for clothes, shoes or any other personal items that may be damaged or soiled due to child playing at the Nursery. The Fledglings Nursery Ltd does maintain those insurances required by law. Details of these are available from the Nursery Manager. Where a member of staff, within three months of leaving the employment of Fledglings Nursery Ltd, is employed by a Parent /Guardian to care for their child, who was previously registered at the Nursery, the Parent / Guardian will be liable to pay The Fledglings Nursery Ltd a sum equivalent to three month's salary for the employee at the time their employment with Fledglings Nursery Ltd terminated.

If your child becomes ill during a Nursery session, the Nursery Manager will contact the Parent /Guardian or the Emergency Contact indicated on the registration form. If your child is suffering from a communicable illness your child should not be brought into the Nursery until such time as the infection has cleared. Parents /Guardians are required to notify the Nursery Manager if their child is absent from Nursery due to sickness. A full copy of the infection policy is available from the Nursery Manager and is listed in your welcome pack. Parents / Guardians collecting children late from Nursery will be subject to a surcharge, details of which are published at the Nursery. Charges are made for every 15 Minutes, or part thereof (£15.00p per 15mins or part thereof). Parents / Guardians should be aware that the Nursery has to be vacated by the designated closing time.

It is understood that Fledglings Nursery Ltd is under an obligation to report to Social Services any incident where we consider a child may have been abused or neglected. This may be done without informing the parent or guardian.

Anyone other than the recognised parent / guardian/ carer will not be permitted to collect the child unless prior arrangements have been made: these arrangements have to be notified to the Nursery in writing.