



All inclusive Fees

At Aspire Day Nursery, we want your time with us to be as easy as possible, when arriving to and from nursery. This is why we offer an all-inclusive fee. So you won't have to remember to bring the kitchen sink every time you come to nursery!

Included in our fees

- ❖ Additional extra curriculum classes
- ❖ Nappies
- ❖ Sensitive Wipes
- ❖ Nappy sacks
- ❖ Formula milk for under 1 year olds (Aptamil, cow and gate, SMA etc).
- ❖ Semi skimmed or full fat milk for over 1 year olds
- ❖ Homemade, freshly prepared 2 Course meal for Lunch and Tea
- ❖ Breakfast including Baby Porridge
- ❖ Snack times including fresh fruit/veg and Milk





Nursery registration form

Registration

A registration fee of £50 is payable to the nursery once you have been offered a place. This fee is non-refundable. Once the fee is paid your place is confirmed and a deposit will then be requested.

Deposit

Once your child has a confirmed place by Aspire Day Nursery a deposit of 1 month's fees is required in full. The parent/guardian's attention is drawn to the terms and conditions overleaf with regard to the return or forfeit of the deposit.

Child's full name		DOB	
Known as		Sex	M F
Address			
		Post code	
Phone number			
Mothers Name and title		Occupation	
Parental Responsibility	(Legal guardian – Name and title)	Mobile	
		Work Phone	
Email			
Fathers name and title		Occupation	
Parental Responsibility	(Legal guardian – Name and title)	Mobile	
		Work Phone	
Email			
Doctor		Telephone	
Address			

Please contact us on 020 8241 9661 if your child has a severe allergy

Preferred start date					
Sessions (Please tick required days)	Monday	Tuesday	Wednesday	Thursday	Friday

If you require a part-time place are you flexible on which days per week? (Circle one) Y N

Your reason for choosing Aspire Day Nursery	
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Parents/Guardians signature: Date:

Note: this registration form incorporates the terms and conditions overleaf. In registering at Aspire Day Nursery, I have read and agree to abide by all the terms & conditions laid down by Aspire Day Nursery



Fees and Financial Arrangements

Opening hours are 7.30am to 6.30pm sharp. Monday to Friday, 51 weeks per year. We close for Bank Holidays and for one week from Christmas Eve until the New Year. All fees are payable on the 25th of each month in advance via standing order.

Under 3's – February 2018 to January 2019

Number of days	Daily rate	Monthly fee
5	£73.50	£1561.87
4	£76.50	£1300.50
3	£76.50	£975.37
2	£76.50	£650.25
1	£76.50	£325.12

Over 3's (and a term) – February 2018 to January 2019

Number of days	Daily rate	Monthly fee	Funded children Monthly (up to 15hrs universal)	Amount of funded hours a week Universal	Funded hours Monthly (up to 30 hours extended funding)	Amount of funded hours a week Extended
5	£70.50	£1498.12	£1270.12	15	£1042.12	30
4	£70.50	£1198.50	£970.50	15	£742.50	30
3	£70.50	£898.87	£670.87	15	£442.87	30
2	£70.50	£599.25	£416.85	12	£295.25	24
1	£70.50	£299.62	£147.62	10	£147.62	10

Funding starts from the term after they turn 3 years old

WE DO NOT ACCEPT CHEQUES

The monthly fees are calculated using this formula:
Daily Fee multiplied by 51 weeks divided by 12 months

We are closed between Christmas and new year.

We accept ALL childcare vouchers

Fees are due on the 25th of each month for the following month.

month in advance via standing order.





Terms and conditions of Aspire Day Nursery

Aspire Day Nursery as referred to as 'the nursery' offers a definite/provisional place to the child referred to overleaf who is to join the nursery on the following terms.

These terms and conditions relate to the contract between the nursery and the Parent/guardian. The headings in this agreement are inserted only for convenience and shall not affect its construction.

1 Policies and Procedures

All policies and procedures must be read and adhered to at all times, all policies/procedures are given too parents via email and are readily available on request.

2 Registration

Once we have received the completed registration form the nursery will begin to process your application. The registration fee is non-refundable. Once you have registered with the nursery, you are agreeing to the Terms and Conditions of the nursery.

3 Offer acceptance

A deposit as is referred to on the fee sheet shall be paid by the parent/guardian to the nursery on the acceptance of a place. The deposit is place into a deposit account and will be returned to the parent/guardian upon receiving 2 months' notice of termination of place. The deposit will be refunded within one month of leaving.

4 Payment of nursery fees

- i. Payments shall be made by the parent/guardian monthly, in advance, on the first day of each month (the due date) by direct debit & standing orders.
- ii. If the payment of fees referred to in (i) above stays outstanding for more than 7 days then the nursery may serve notice in writing to terminate this contract. Upon termination of this contract the child shall cease forthwith to be admitted into the nursery, and the nursery's notice to terminate shall be regarded as a formal demand for all outstanding monies.
- iii. In the event of late payment of fees (after 1st of each month) the nursery reserves the right to charge late payment charges to the parent of £50 per day until the full amount has been received.
- iv. The nursery reserves the right to increase the said fees at any time upon giving one calendar month's written notice. .
- v. Should the parent/ guardian decide to withdraw their application prior to their start date; the holding deposit will not be refunded. Each deposit will be set off against the child's last month's fees providing the specified notice had been given.
- vi. In the event of the parent/guardian failing to pay nursery fees the child's place shall immediately be terminated and the child being withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies drawn by the parent/guardian.
- vii. Any payments by a parent/ guardian upon this basis may be regarded by the nursery as a breach of the parent/guardian payment obligations and the nursery reserves the right to terminate this agreement upon serving 0 days notice of the parent/guardian payment default. Upon the expiration of the said 0 days notice and the parent/guardian having failed to remedy their payment default then the nursery shall be entitled to treat this agreement as terminated and the provision of clause 3 shall apply. Fees will still apply on all Bank holidays however no fees apply on Christmas week to until the New year.

5 Calculation of nursery fees

- i. The nursery closes for one week at Christmas and all other Bank Holidays.
- ii. The fees payable by the parent/guardian are calculated by taking the child's weekly attendance fee, multiplying the same by 51, being the number of weeks the nursery is



open, and dividing by 12 to give a monthly payment which is required in accordance with clause 3

- iii. Aspire Day Nursery reserves the right to increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent guardian
- iv. All children are eligible for the nursery funding from the term after their 3rd birthday and have to be present for the new head count
- v. Parents who are eligible for this must fill out necessary paperwork to qualify for this, failure to do this will result in paying full fees and back date payment for any last fees.
- vi. Aspire Day Nursery will make every effort to open as usual in the event of bad weather or power failure. However should the nursery close due to bad weather or circumstances beyond the nurseries power parents will be informed as soon as possible regarding early collection or closure for the day. In these circumstances fees still apply and refund of fees will not be made.

6 Cancellation / Termination

- i. Two month's notice in writing is required should the Parent/ guardian decide to withdraw their child from Aspire Day Nursery. Notice must be handed in at the beginning of the month for it to take effect. Failure by the Parent/Guardian to provide notice as such of the above at shall render the parent/guardian liable to the nursery for two month's fees,
- ii. Notice must be in writing and posted to the Nursery Manager in writing and should be received on the 1st day of the month
- iii. Should a Parent/ Guardian wish to reduce their sessions two month's notice in writing is required at the beginning of the month.
- iv. The Deposit or holding fee will be set off against your child's last month's fees. Parents must cancel any direct debit or standing order accordingly once they have handed in their notice to terminate the nursery place.

7 Nursery Hours and Late collection

- i. Nursery hours are 07.30 until 18.30 Monday to Friday 51 weeks per year. The nursery is closed on all Public and bank holidays.
- ii. Nursery fees still apply for all Public and Bank Holidays
- iii. Parent/Guardians are required to pay a late collection fee of £30 per 30 minutes if they arrive after 6.30. This must be paid in full At the time of your arrival, with a minimum of 15 minutes must be paid if you are late between 6.30pm and 6.45pm.

8 Sickness

- i. Children are not permitted to attend nursery if they are suffering from high temperature, sickness, diarrhoea or if calpol has been administered before the child's arrival to nursery Symptom that the nursery considers to be contagious or dangerous for the child and other children in the nurseries care. Once the nursery has contacted the parent, parents must collect their child promptly (within 2 hrs after notification) If parents are not contactable, emergency carers will be called.
- ii. Children are not permitted back into the nursery until they are well again i.e. 48 hours after diarrhoea or sickness has stopped.
- iii. The nursery follows the guidance on infection control in schools and other settings, this is available in our policies and procedures.
- iv. This information has been given to us by the Health protection agency.
- v. If your child has been given antibiotics they will not be able to attend the nursery for a minimum of 24 to 48hours.

9 Non – solicitation of Staff

- i. The parent/ Guardian of the child/children, hereby agrees to all subjects of this registration form and that during the term of this agreement and for 6 months following the termination (however terminated) that he/she will not employ or entice away from the employment of Aspire Day Nursery (company), any person or persons employed by the



company at the date of termination of the agreement between the company and the parent/guardian or any persons who was employed by Aspire Day Nursery in the 6 months preceding the date of termination of the agreement between the parent and the company.

- ii. If a position is offered and or excepted the parent/guardian will be expected and subjected to pay a charge of 20% of the staff members annual salary before they left

10 Variation

- i. There shall be no variation of this agreement unless it is in writing and made between a duly authorised representatives of Aspire Day Nursery.
- ii. The entering into the agreements be they oral or written with the parent/guardian as to payment schedules as to current fees and arrears of fees.
- iii. Any representation as to the rights of the Company to take legal or other proceedings.

11 Acceptance

The above terms and conditions are considered to be fair and reasonable. In the event of any term being found by the Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in with full force and effect. The parent /guardian have read and understands the Terms and Conditions and undertakes to be bound by the same. Aspire day nursery may make changes to these terms and conditions if and when required.

12 Information Sharing

In signing these terms & conditions you are also agreeing for Aspire Day nursery to pass on information relating to your child's/children's progress to their next setting/school, this will include the "Moving On" assessment, observations & learning journey etc.

13 NHS Discounts

If you work for the NHS, we are able to offer you a 10% discount if your child attends the nursery 4 or more days. Proof of working for the NHS must be shown.

14 Data Sharing Agreement

At Aspire Day Nursery we will only share data with the relevant people. When a child leaves us for a new setting, we will make contact with the new setting to share development progress for that child. We will share data with the local authority as required, however names of children are not shared. We will also respond to requests for data from local authority agencies such as the police and social services.

15 Data Storage

All sensitive data giving to us will be kept in a locked office and only made available on written request with 14 days' notice. Data will we kept for an appropriate amount of time and then will be destroyed accordingly.

16 CCTV

CCTV is onsite and is to record for security purposes, CCTV is only available in the outside areas of the nursery.

Aspire Day Nursery, 1A Howard Road, Surbiton, KT5 8SA

Tel 020 8241 9661

Email info@aspirenursery.co.uk

Web www.aspirenursery.co.uk