

Busikids Day Nursery Terms and Conditions February 2024

Registration

- A non-refundable registration fee of £50.00 is required to secure a place at Busikids Day Nursery & Preschool (“the nursery”). £25 for siblings.
- Upon receipt of the registration fee, completed registration form and parent contract, the nursery shall confirm in writing that the requested sessions are booked.
- Fees will be required to be paid in advance.

Opening Times and Attendance

- The nursery is open between 7.30am and 6pm, Monday to Friday 9 all year round. Busikids is closed for all Bank Holidays and the week between Christmas and New Year.
- A minimum booking of 2 separate sessions per week is required for all children.
- A full day is 8am to 6pm. Half days are 8am to 1pm and 1pm to 6pm.
- Breakfast club may be booked at an additional cost, if availability allows, between 7.30am and 8am, two weeks’ notice is required of booking or cancellation.
- Extra sessions may be booked, at an additional cost if availability allows, two weeks’ notice is required of booking or cancellation.
- Any sessions, breakfast clubs or extra sessions not attended, the fees are not refundable.
- Advance notice of holidays is required.
- Notification of absence or illness is mandatory on the day and each day thereafter if the absence is due to illness.

Payment of Fees

- The first four weeks fees must be paid in full 3 months prior to the start date. This sum is non-refundable but is offset as the first four weeks fees.
- Fees are to be paid, in advance, on the first day of each month.
- Extra sessions and Breakfast Club will be charged at the standard rates and will be invoiced.
- Once booked, fee will not be refunded if unused.
- Fees are not refundable for any periods of absence. This includes periods where Busikids is unable to operate due to events beyond its control. Such events may include but not be limited to acts of God or third parties outside of the nursery’s control including disruptions to highways, public transport, utilities, pandemics, notifiable disease, industrial action, or other events.
- If your child is absent from nursery due to illness, holidays, or other unforeseen circumstances, fees are still applicable and are not refunded.
- In the event of non-payment of fees, the nursery reserves the right to withhold/terminate your child’s place at nursery at any time.
- The nursery reserves the right to increase its fees at any time upon giving at least one calendar month’s written notice of the proposed increase to all parents/guardians.

Cancellation/Termination/Changes to scheduled attendance days

- Four weeks’ notice in writing is required to terminate a child’s place at the nursery. Full fees are payable during a child’s notice period and/or paid in lieu of notice.
- Four weeks’ notice is also required to change the confirmed sessions your child attends. Please note we cannot ‘swap’ a day on an ad hoc basis.
- Busikids may give immediate notice of withdrawal of a child if unable to provide the adequate care to fulfil an individuals’ needs.

- Busikids may give immediate notice of withdrawal of a child if a child exhibits repeated violent and/or uncontrollable behaviours, also if anti-social behaviour is displayed by families and carers and/or non-compliance with our policies and procedures as per our exclusion policy.

Personal details and property

- Parents/guardians are required to inform the nursery immediately if any of the information given on their child's registration and parent contract forms change. This includes mobile phone numbers, a change of address, GP details, emergency contacts, personal circumstances and details of those individuals allowed to collect.

Collection of a child

- Any person collecting a child must be known to the nursery, or the nursery must have been notified in advance of them collecting and the person collecting must be able to state an agreed password upon collection.

Liability statement

- The nursery is unable to accept responsibility for loss or damage to any children's possessions or clothing. All items of clothing and/or personal belongings must be labelled with child's full name.
- The nursery accepts no responsibility for children whilst in the care of their parent/guardian whilst on nursery premises.

Data Protection

- In the performance of its obligations under this Agreement, Busikids shall comply with the provisions of the Data Protection Act 1998 and the General Data Protection Regulation 2016/679 to the extent it is applicable.
- No information will be shared with other agencies without prior consent, unless it is deemed to be a safeguarding issue which poses any immediate risk of harm.
- Staff will undertake observations of the children in line with the Early Years Foundation Stage, in order to support and progress children with their development.
- We will gain permission for photographs to be shared on website, newsletters and or social media
- It is understood that CCTV is recording the front exterior of this building.

Our policies

- Copies of Busikids policies are available on the website or at the Nursery upon request.

Acceptance

- The above terms and conditions are considered fair and reasonable. In the event of any term found by a Court of Law to be unreasonable, then the clause shall be removed but the agreement shall remain in full force and effect.
- These Terms and Conditions are subject to amendment at any time, any amendments will be communicated as and when they are made.
- By signing the Busikids registration form you agree that you have read and understood these terms and conditions and undertake to be bound by them in full.