

Lower Covey Montessori Nursery



Chapel Lane, Yetminster, Sherborne, Dorset, DT9 6LJ

01935 488215

info@lowercovey.co.uk

www.lowercovey.co.uk

FINANCE TERMS & CONDITIONS (AYR)

Valid from February 2020

I wish to apply for the admission of _____ to Lower Covey Montessori Nursery.

There is a registration fee of £30.00, payable at the time of enrolment to reserve your chosen sessions. This is a non-refundable fee. If enrolling more than four weeks prior to the child's start date, a deposit of £100.00 will also be required – this will be refunded on the first invoice after the child starts. If you choose not to take up the place the deposit is non-refundable.

Please forward payment with this application to Lower Covey Ltd with your child's surname as reference, payment can be processed online to Lloyds Bank sort code 30-99-98 account number 02420454.

1. I have received and read the regulations of the Nursery and agree to comply with them and any other conditions which may arise in future.
2. I understand that my registration fee is non-refundable.
3. I understand that should I decide not to take up a place at Lower Covey after paying the £100 deposit, the deposit is non-refundable.
4. I understand that it is a requirement for all children attending Lower Covey to attend a minimum of two sessions a week on two different days (this is to encourage positive settling of children).
5. I agree to pay the fees monthly in advance upon receipt of an invoice. Invoices are issued on or before the 1st of the month. Payment is due on the 7th.
6. I understand that if fees are not received by the 7th of the month, I will be subject to a late payment charge of £30.00 for the calendar month, including bank holidays and weekends.
7. I also understand that if payment remains outstanding by the end of the calendar month, my child will not be eligible to attend sessions booked until invoice payment has been made, and that these sessions will still be chargeable.
8. Failure to pay the outstanding balance by the end of month 2 will result in your child's nursery space being lost. The overdue amount will be recovered by an external recovery agency who will proceed with legal action on our behalf where required.
9. I understand invoices are issued through the Family software and I will be required to create an account to access the invoices, I also understand a link will be sent to me upon my child's start at the setting to create a log in.
10. Should I wish to withdraw my child from the Nursery I understand that four weeks' notice is required or four weeks full fees are payable.
11. Should I wish to change my child's bookings I understand that four weeks' notice is required or four weeks fees for those sessions are payable.
12. During the Nursery closures for Bank Holidays, I understand that any sessions falling on the Bank Holidays will be charged for at the normal session rate.
13. Christmas/New Year Closure. Please note that the nursery is closed for the Christmas and New Year period (dates will be confirmed). There will be no charge for this closure.
14. I understand that for early drop off / late collection of my child (without prior notification to the Manager or Deputy Managers) there will be a charge of £5 per 15 minutes for time outside of their usual session bookings.

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15. I understand that once sessions are booked, I am unable to swap them for different sessions. There may be capacity available to book extra sessions, and these will be charged at normal rate in addition to the sessions already booked.
16. I agree to pay 50% fees over two weeks of the year as holiday entitlement and realise that any extra holiday will be charged at the normal rate.
17. August Funding (Only applicable to funded children). There is a week in August (usually the last week) where there is no public funding available for All Year Round children. This week is therefore subject to charge at full nursery rate, you have the option for them not to attend some or all of their sessions. If you would like your child to attend nursery during this week, please let the office know before 31st July.
18. I understand that four weeks written notice must be given for holiday entitlement to be allocated, by completion of a holiday request form. I understand it is not adequate to only input the holiday directly to my child's profile on Famly. To receive the holiday discount the holiday must be input onto Famly by a member of the Lower Covey administration team, so the discount can be applied.
19. I understand that I may only swap to a term time only contract either in September commencing a new academic year, or the term in which my child becomes eligible to receive early education funding.
20. I understand that should my child be unable to attend nursery due to illness, their sessions will be charged at the normal rate.
21. I understand that should the setting need to close due to severe weather, children's sessions are still charged for.
22. If I consent to the application of nursery sun cream to my child, I understand a £2.00 charge will be added to my invoice to cover this. The sun cream charge is normally applied to invoices only once a year, however if a period of sustained sunny weather is encountered I understand Lower Covey may apply an additional £2.00 charge to cover the cost of the extra sun cream required.
23. I am aware that there may be additional charges for Christmas Parties & other special events, and that I will be notified of any additional costs.
24. The terms and conditions are updated annually, the most current version always being applicable. Parents will be notified of any changes made.

Signed: (Parental Consent) _____

Dated: _____

Date I wish my child to start at the Nursery _____

For future reference could you please indicate how you heard about the nursery?

Please return the form and any payments required to:

The Admin Team, Lower Covey Montessori Nursery, Chapel Lane, Yetminster, Sherborne, Dorset, DT9 6LJ
(Please notify us immediately of any changes to the information given)