



Auden Place Community Nursery  
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## **Auden Place Nursery Terms and Conditions**

The information below explains what Auden Place Community Nursery will do for you and what you as the Parent/Guardian have to do when you join our Nursery.

### **Auden Place Community Nursery shall**

- Make available suitable premises and qualified staff at the Nursery.
- Ensure that the nursery complies with all relevant legal requirements in respect of the provision of full day-care.
- Implement an educational programme for children attending the Nursery.
- Ensure that the Nursery shall be open between the hours of 8.00 a.m. and 6.00 p.m. Monday to Friday, 51 weeks of the year, except on public and bank holidays, and \* 5 Inset Training days for staff. The nursery will also be closed from 7.30am to 9.00am one day each month for staff meetings, unless it falls on a month with an Inset Closure Day. It may also be necessary to close the nursery due to reasons outside the control of the nursery (e.g. extreme temperatures). Please ask to see Auden Place Community Nursery's policies for more details on such unlikely occurrences.
- Remain professional at all times and show respect to all parents and visitors.

\*Fees are calculated at 51 weeks of the year instead of 52 as you do not pay for the 5 Inset Training Days.

### **You as a parent/guardian shall**

- Sign this agreement.
- Pay £100 deposit (only on offer of a place)
- Pay £50 non refundable registration fee (only on offer of a place)
- Answer fully and frankly all questions set out in our registration documents.
- Pay the fees when they are due (1<sup>st</sup> of the month in advance)
- Inform the Nursery in writing of any food or medicine or activity to which the child is allergic and ensure this information is updated immediately if it changes.
- Adhere to Nursery Policies and Procedures at all times
- Show respect to staff and other parents and visitors
- Should any of these terms and conditions be broken, then the Management have the right to review your child's place.

### **If you change your mind**

To give us time to arrange any changes we need one month's written notice in respect of leaving, decreasing or increasing days.





On accepting a nursery place and paying your deposit, if you decide you do not want to take up the place, you also have to give one month's notice.

Failure to give one month's notice will result in the loss of your £100 deposit.

### **Fees**

Once you have a place, we will not let it be used by anyone else and will make sure we have the correct staff and equipment. On that basis we have to make sure you understand the fees are payable even if:

- You or your child are sick on a day you use and you are unable to attend.
- You are on leave on a day you normally use and do not attend.
- A day you use is a public holiday

### **How you will pay us**

Like anything you buy – the childcare has to be paid for. We expect you to pay monthly in advance unless agreed in writing by us. You need to complete and return to nursery a standing order mandate either prior to joining, or on your first day of settling. Your first month's fees are due on your first day of settling. This can be paid by bank transfer \*, card payment, cheque or cash to the nursery manager and you will be issued with a receipt, after that a standing order must be put into place.

\*receipts are not issued for bank transfers.

### **Additional Costs**

Those parents who do not make their payment for nursery fees within the first 10 days of the month will be subject to a £25 a month fee to cover administration costs. Any bank charges incurred by the nursery due to returned cheques or standing orders, will be charged to the parent.

Payments made by card will be charged any costs the nursery incurs, for further details on this, please ask nursery management.

### **Extra Days**

We do not allow you to swap your days. Extra days (i.e. those outside the days you normally use) can be arranged privately at the Nursery and will be charged at the same daily or sessional rate. Any extra days must be paid by cash or cheque, on or before the day required, to the Nursery Manager who will give you a receipt.

### **Arrears**

Any parent going into a arrears of one month will have their nursery place reviewed.

### **Fee increase**

Fees will be reviewed in August each year and any changes will come into effect on the 1<sup>st</sup> October each year. The nursery reserves the right to review and increase the fees at other times in exceptional circumstances and on two months notice to all parents.





**Reductions**

If you have a second child in the nursery you will receive a discount of 20% on your fees.

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**PLEASE CAN YOU SIGN AND RETURN THIS PART OF THE FORM ALONG WITH YOUR WAITING LIST FORM.**

I/We

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(print names) have read and accept the above terms and conditions as a contract between ourselves and Auden Place Community Nursery.

Child's name .....

Parent Signature 1.....

Parent Signature 2.....

Date: .....

