



SUNNY DAYS TERMS AND CONDITIONS

Nursery Fees and Charges

- The nursery is open 51 weeks of the year and closes for one week at Christmas and all other Bank Holidays.
- Nursery fees are calculated from the booked weekly attendance.
- Fees are calculated from the number of sessions booked to attend in the month, based on the fee structure for the age. This means that the invoice amount will vary each month, depending on the number of days in the month.
- Fees are payable on the 26th of every month.
- No refund will be given for or in the event of the child's absence due to illness.
- Holidays without the required months' notice will be charged at the full amount, half fees are charged if one months' notice is given. This is because the Nursery must reserve a place for the child with appropriate staffing in advance. Any extended absence through sickness will be charged at the discretion of the Nursery Manager.
- Where a reduced fee rate applies after a child's birthday, that reduced rate will take effect from the first day of the following charging period.
- Sunny Days reserves the right to increase the said fees at any time upon giving one calendar month's written notice to the parents/guardian of the proposed increase.
- Any reduction or change in days to a full day care child's weekly booking pattern will be provided if at least one month's written notice is given to the Nursery Manager.
- Any changes in days to a child accessing Early years funding entitlement weekly booking pattern will be provided if at least one term's written

notice is given to the Nursery Manager. This is because the Early Years Funding Entitlement is claimed termly.

- If you anticipate that you will have difficulty paying your bill, please contact the Setting as soon as possible in order to discuss resolving this matter with a payment agreement. This agreement will be confirmed in writing. Failure to abide by the conditions in the agreement may result in the suspension of the child's non funded sessions.
 - -If payment is not received by the due date stated on your invoice a reminder will be sent, failure to pay will then result in a settlement process.
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 - This will follow the procedure stated below:
 - A reminder will be sent out via the setting including an overdue payment agreement.
 - If payment is not received by the stated due date the committee will contact the debtor (incurring a £5 administration charge).
 - If the payment is still not received by the date specified, the child's non funded sessions will be suspended until payment has been received.
 - We reserve the right to ask for payment in advance for attendance to restart and all debts are cleared.
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 - At this point the committee will use their solicitors to recover the debt. Any costs associated with the recovery of the debt will be added to the outstanding balance.
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- **Exclusion**
- Early years funding is not intended to cover the costs of additional hours. These will be charged at the age-appropriate hourly rate.
- Early years entitlement that includes a bank holiday cannot be carried over.

Cancellation/Termination of sessions

One months' notice must be given in writing and provided to the Nursery Manager.

Failure by the parent/guardian to provide one month's written notice or any notice at all shall render the parent/guardian liable to the nursery for one month's fees.

The Nursery reserves the right to terminate any Child's enrolment, or restrict access to parent/guardian or child, at any time without notice, in consideration of the protection of other children and staff.

Abusive or aggressive behaviour towards any staff member will not be tolerated.

Any disruption caused by a parent or child that is deemed inappropriate to the setting or undermines the reputation of the setting or its staff, will be cause for termination at the discretion of the manager/committee.

Late Collection Charges

Parents/guardians collecting beyond the booked session times will be subject to an additional surcharge, details of which are in our fee-paying policy.

Sickness & Absences

- Sunny Days cannot normally undertake the care of sick children. The nursery must be informed of any child sickness or problems before attempting to bring the child to the premises. Each case can then be considered on a strictly individual basis.
- In the interest of other children and staff it will be necessary to exclude any child who has been diagnosed with certain contagious illnesses and diseases as per the Public Health Guidelines.
- No refund will be given in the event of the child's exclusion due to illness.

- Please see our administering medicines policy

Opening Times

Sunny Days opening times are 08.00am- 17.30pm Mon-Friday closed for weekends and all Public Holidays.

We will also be closed for the Annual St Day Feast celebration.

Sunny Days are unable to offer any refunds or compensation for closure or suspension of nursery activities because of third-party action, inclement weather, fire, flood, or any other event beyond our control.

Personal Property

Sunny Days cannot be held liable for the loss or damage of any item belonging to the public on the premises. This particularly applies to children's clothing and toys as well as prams and buggies left on the premises.

Please ensure that children's outdoor clothing is marked.

Committee

We are a charity non-profit organisation.

We are a committee led setting.

Without members we are unable to continue.

Parents/guardians and grandparents are welcome to join the committee.

We also need volunteer fundraisers.

Approved by the committee

On the 2nd May 2024

To be reviewed May 2025.