

Fee Sheet | 2014 Academic Year

Little Steps | 1-2 Year Olds

Full Time	Monday to Friday 8am - 6pm	£1,400 (Per Calendar Month)
Full Day*	8am - 6pm	£75 (Per Day)
Morning Session**	8am - 1pm	£45 (Per Session)
Afternoon Session**	1pm - 6 pm	£35 (Per Session)

Big Steps | 2-5 Year Olds

Full Time	Monday to Friday 8am - 6pm	£1,275 (Per Calendar Month)
Full Day*	8am - 6pm	£70 (Per Day)
Morning Session**	8am - 1pm	£40 (Per Session)
Afternoon Session**	1pm - 6 pm	£30 (Per Session)

* Minimum of 2 days a week (Limited availability)

** Minimum of 4 sessions a week (Limited availability)

Early Birds & Night Owls | Add-Ons

Early Birds	7am - 8am	£15 (Per Day)
Night Owls	6pm - 7pm	£15 (Per Day)

All fees include nappies & the following:

Full Time & Full Day | Breakfast, a freshly prepared hot meal at lunch and tea, which includes a main course and a pudding. Breakfast is served up until 9am.

Morning Session | Breakfast and a freshly prepared hot meal at lunch.

Afternoon Session | Tea, which includes a main course and a pudding.

Early Birds & Night Owls | Healthy snacks

Nursery Education Grants (NEG) & Childcare Vouchers will be deducted from fees over twelve months so that parents have a clear and fixed monthly fee.

All fees are calculated on 52 weeks a year.

Fees are non-refundable for bank holidays, inset days, sicknesses and family vacations.

'Big Step' fees will be applicable from the following month from when your child turns two.

A 10% sibling discount is applied to the eldest child whilst enrolled at the Nursery at the same time

Fees are payable by Standing Order on the 1st of each calendar month and cover the child care for the following month.

The following charges are applicable for all age groups:

Non-Refundable Registration Fee of £50

Late Fee Payments of £20 per day. Please note that if the nursery fees are in arrears of 7 working days after the due date, your child's place will unfortunately be withdrawn from the nursery.

Late Collection Fee of £1 per minute. This is at the discretion of the Nursery Manager and is due immediately

A minimum of one calendar month notice is required in writing for cancellation of your child's place.

Terms & Conditions

Little Stepping Stones Day Nurseries hereinafter referred to as 'the nursery' offer 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/carer.

1. Registration

1.1 A registration fee as referred to on the fee sheet shall be paid by the parent/carer to the nursery on submission of the completed registration form and that fee shall not be returnable if such acceptance is later withdrawn by the parent/carer. The registration fee will be returned if the nursery cannot offer the place on the schedule and date required.

2. Offer Acceptance

2.1 A deposit as is referred to on the fee sheet shall be paid by the parent/carer to the nursery on the acceptance of the offer and that deposit shall not be returnable unless one full month's notice in writing is provided to the nursery manager. The deposit is not deductible from the first month's fees.

3. Payment of Nursery Fees

3.1 Payment of nursery fees to the nursery for the child's attendance at the nursery shall be made by the parent/carer monthly, in advance, on the first day of each month (the due date) by standing order.

3.2 If the payment of fees referred to in 3.1 above shall be outstanding for more than 7 working days then the nursery may serve notice in writing to terminate this contract immediately. Upon termination of this contract the child shall cease forthwith to be admitted to the nursery, and the nursery's notice to so terminate shall be regarded as a formal demand for all outstanding monies.

3.3 The 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/carer.

4. Calculation of Fees

4.1 The nursery year runs throughout the year with the exception of Bank Holidays and inset days.

4.2 The fees payable by the parent/carer are calculated by taking the child's weekly attendance fee, multiplying the same by 52, 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 3.1. The nursery does not permit the payment of fees on a daily or weekly basis. Any payments by a parent/carer upon this basis may be regarded by the nursery as a breach of the parent/carer payment obligations and the nursery reserves the right to terminate this agreement upon serving 7 working days notice of the parent/carer payment default. Upon the expiration of the said 7 working days notice and the parent/carer having failed to remedy their payment default then the nursery shall be entitled to treat this agreement as terminated and the provision of clause 3.2 shall apply.

4.3 The nursery does not permit the pro-rata reduction of payment fees if the child is absent from the nursery due to illness or holidays whilst the nursery is open. The parent/carer is therefore obliged to make full payment. In the event of payment not being made then the nursery reserves its right to terminate this agreement in accordance with clause 3.2.

5. Cancellation / Termination

5.1 After an offer has been made by the nursery but before acceptance by the parent/carer either party may cancel the offer by serving 7 days written notice.

5.2 After acceptance of the offer by the parent/carer either party may terminate this agreement by the service of one calendar month's notice in writing. During that said one month period the nursery undertakes to continue to admit the child and the parent/carer undertakes to pay all fees due. In the event of the parent/carer failing to pay the month's fees the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies.

5.3 In the event of the parent/carer giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery one calendar month's fees in lieu of notice. Failure by the parent/carer to provide one calendar month's notice or any notice at all shall render the parent/carer liable to the nursery for one month's fees.

5.4 Notice must be in writing and posted to the nursery manager.

5.5 If in the reasonable opinion of the nursery manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well being of the child or other children of the said nursery or the teachers or other staff so employed then the nursery may serve notice to the parent/carers or a request for the child to be immediately removed from the nursery and the provision of one month's notice as referred to in sub-clause 5.2 hereinbefore stated shall not apply.

6. Non-Solicitation of Staff

6.1 The parent/carer of the child, the subject of this registration form, hereby agrees that during the term of this agreement and for the period of six months following its termination (howsoever terminated) that he/she will not seek to employ, entice away or attempt to entice away from the employment of Little Stepping Stones Limited ('the Company') any person or persons employed by the Company at the date of termination of the agreement between the Company and the parent/carer or any person or persons who was employed by the Company in the six months preceding the date of termination of the agreement between the parent/carer and the Company. If the parent/carer shall breach the aforementioned clause then he/she shall indemnify the Company fully in respect of all and any costs, claims, damages and expenses incurred by the Company as a result of the aforementioned breach to include the cost of replacing the said member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the Company in replacing the member of staff together with all legal fees and disbursements.

7. Variations

7.1 There shall be no variation of this agreement unless it is in writing and made between a duly authorised representative of the nursery and the parent/carer, any such agreement being in writing from a Director of the Company or the Nursery Operations Manager.

7.2 It is hereby recognised that the nursery is owned by Little Stepping Stones Limited (hereafter called 'the Company') and the members of staff at the nursery are employees of the Company.

7.3 The employees of the Company at the said nursery are not authorised to bind the Company in respect of the following matter:

7.3.1 The variation of any terms of this agreement except attendance schedule.

7.3.2 The entering into of agreements be they oral or written with the parent/carer as to payment schedules of current fees or arrears of fees.

7.3.3 The acceptance of any offer as to the payment of fees or arrears of fees other than in accordance with clause 3.

7.3.4 Any representation as to the rights of the Company to take legal or other proceedings.

8. Acceptance

8.1 The above terms and conditions are considered to be 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. The parent/carer has read and understands the Terms and Conditions contained and undertakes to be bound by the same.