

Organic Kids (Castle Quay) Limited

Terms and Conditions for a nursery reservation

The following information sets out our initial terms and conditions to enable us to reserve a place for you should you require it.

If you would like to reserve a place, then please complete and return the application form, one copy of this letter fully completed and signed, initialling each page, agreeing to the terms and conditions within, together with a £175 non-refundable fee to cover administration costs and initial settling in periods whether they attend these or not and a deposit of £120 to secure the place which is non-refundable in the event of cancellation (these will not be cashed if a place is not available and you will be notified of this).

Please retain one copy of this letter for your records.

Applications will be treated on a “first come, first served” basis subject to the days and sessions available.

Please send all completed application forms etc. to
Organic Kids (Castle Quay) Limited, Millais House, Castle Quay, La Rue De L' Etau,
St Helier, JE2 3EG

Deposit

Your deposit will be refunded after settlement of all outstanding fees owed when your little one goes on to pastures new, on the condition that you have given the required two calendar month's notice in writing by Recorded Delivery to withdraw your child and that he/ she has attended 3 months or more at the time that your written notice is received. Your first month's fees are required in full and payment cleared before your child's start date. **Please note that should you decide that you no longer require the place, the deposit is non-refundable.** A minimum attendance of four sessions per week is required.

There are also charges for deferred places which arise when parents defer the agreed start date. To retain the nursery place, you are required to pay a “retainer fee” of 50% of your full months fee's for the first month and then full payment for each subsequent month's fees thereafter. These charges may vary from time to time, as this depends on various factors within the nursery.

If, however, you cancel the place within two months before the agreed start date, a charge of two weeks fees will be payable by yourselves. If you cancel the place within one month before the agreed starting date, a charge of one month's fees will be payable by yourselves.

Failure to attend on the agreed start date without prior written notification to us by “**Recorded Delivery**” as proof of postage, in accordance with the terms set herein will result in you being liable to the equivalent of two months fees.

The above charges are necessary, as places are very much in demand and avoids disappointment all round.

Your confirmation letter will be sent to you following receipt of your application and your Parent Contract & Handbook will be forwarded prior to your child's start date.

Organic Kids (Castle Quay) Limited is a registered day nursery and we are open 52 weeks per annum. Our invoices are calculated over the year and divided into equal monthly payments.

Nursery Education Funding (NEF) - up to 20 free hours per week, 38 weeks per annum

When your child becomes 4 years old in the academic year (1st September to 31st August) before they start primary school, they will be eligible for Nursery Education Funding (NEF). The amount of funding you will be entitled to will depend on the numbers of hours you attend nursery. Please note maximum of 20 hours per week, minimum hours per day 3 hours and maximum hours of 6 hours

NEF applies in term time only for the 38 weeks per annum.

During the 38 weeks you are entitled for up to 20 free hours per week. Extra hours will be calculated as per our published rates. As we are a private nursery open 52 weeks per annum, the additional weeks will be calculated as per our published sessional rates. These will be calculated together over a 52 week period and charged on a monthly basis.

ACCEPTANCE OF TERMS AND CONDITIONS

I/Weagree to the Terms and Conditions contained in this two page letter and agree to forward amounts owed to 'Organic Kids (Castle Quay) Limited'.

P.S Please do not forget to enclose the Application form, Terms and Conditions, fully completed and signed, non-refundable fee of £175.00 and deposit of £120.00 made payable to 'Organic Kids Limited' (non-refundable in the event of cancellation). The fee for our NEF funded children is payable in respect of the 14 non funded weeks during the year.

Printed Name(s)

***Parent(s) name to be printed**

SignedDate.....

.....Date.....

Both parent(s)/guardians to sign