



Smart Start Out of School Care

at Sutton Park Primary School

Terms and Conditions

Fees are payable MONTHLY IN ADVANCE and are due on the first of each month and charged per calendar month. There will be a one off, non-refundable £20 charge enrolment fee. The first month's attendance fees will be due for payment on your child's start date.

- A. Smart Start Out of School Care to be informed of absence through illness on the day via telephone call or email to Smart Start Day Nursery. Telephone Number: 0121 353 1166. Email www.smartstartdaynursery.org.uk.
- B. All children's belongings should be named - Whilst Smart Start Out of School Care takes appropriate care of children's belongings, the company are not liable for the loss or damage of items brought into nursery.
- C. One month's notice must be given IN WRITING before a child is removed from Out of School Care and two weeks' notice given IN WRITING for change of sessions, otherwise ONE MONTH'S FEES are due in lieu of notice. Within the written notice of change of session's the change must be in place for a minimum of 1 month.
- D. If there are any concerns about your child regarding special educational needs and disability, we are required to involve other professionals for their help and guidance to support your family.
- E. There will be no remission of fees due to holidays taken, illness, or when circumstances make it necessary to close Sutton Park Primary for example severe weather conditions, Government (Local or National) instruction or Public Health England. You will not be charged over the School Holidays.
- F. A late payment charge of £50 will be added to your invoice if fees are not paid by the 14th of the month.
- G. If we have any concerns about your child's welfare, we have a duty to refer our concerns to The Children's Advice Support Service who may in turn refer to Children's Advice and Support Service (CASS). Our Policies and Procedures are our guidelines. Copies of all our Policies and Procedures can be viewed upon request and are stored in Sutton Park Primary's sports hall where the Out of School Care provision will be based.
- H. The Management will require the withdrawal at any time, of a child whose parents/guardians fail to comply with the above Terms and Conditions. The Management will require the withdrawal at any time, of a child whose behaviour is considered inappropriate in the Out of School setting. Fees for that month will be non-refundable.
- I. There will be no association with Daisy Chains T/S Smart Start Day Nursery if parents use staff for personal babysitting and activities outside of Nursery and Out of School Care opening hours.
- J. All parents and children must abide by the parent/child code of conduct as set out by Sutton Park Primary School.

I/We _____ wish to apply for our son/daughter _____ to have a place at Smart Start Out of School Care, ran by Daisy Chains TS Smart Start Day Nursery, Reay Nadin Drive, Sutton Coldfield.

I/We _____ agree to the Terms & Conditions outlined in this document and our Data Privacy Policy available to view at www.smartstartdaynursery.org.uk/privacy-policy.

We understand that completion and signing of this form does not guarantee a place for our child.

Name:

Signed:

Date: