



LYDALLS NURSERY SCHOOL CHAMELEON CLUB: TERMS AND CONDITIONS

- Chameleon Club sessions must be booked termly (i.e. The same sessions every week for the term), in advance (Terms 1 to 6) using the official booking and registration forms. Sessions for 2-year olds and lunch club bookings for 30-hour children will continue for subsequent terms unless you advise us of any required changes. Any top-up sessions and lunch club sessions offered to children attending their universal hours (i.e. 15 hours) only are valid for one term at a time.
- Due to us having three intakes of new children each year, the number of additional paid for nursery sessions and lunch club sessions for 15-hour children that we are able to offer will be reviewed each term and offered subject to availability on a “first come, first served” basis. This approach is in line with the other day-care and wraparound care provisions offered by Chameleon Club. However, paid for nursery places will be valid for **one term only**. We will write to all parents each term once we have assessed availability for the following term, at which point the application process will open again.
- At least half a term’s notice must be made in writing should you wish to cancel your child’s place. If this notice is not given, the full term’s fees will be charged. In order to plan for suitable staff:child ratio **we are unable to accommodate swapping or cancellation of days**; however, booking of extra ad-hoc days may be feasible.
- Booked places must be paid for whether used or not e.g. when your child is absent due to illness or family holidays or if school is unexpectedly closed e.g. due to extreme weather
- Children may not attend Chameleon Club unless their place is paid for in advance. Invoices must be paid within 30 days of the date of invoice.
- Fees are charged per session as set out in the schedule of fees. Please note: the 2-year old rate applies until the term following your child’s 3rd birthday.
- Additional paid for nursery sessions are charged at the same rate as 2-year old sessions.
- A charge of £10 per half hour or part thereof will be made for the late collection of children; this fee will be added to the next invoice. Please abide by the session times as early drop off and late pick up can affect the staff:child ratio
- A charge of £10 will be made to cover the administrative costs of a dishonoured cheque.
- Fees are reviewed annually. All parents will be advised of any changes to the fee structure in writing, at least one month in advance.
- Additional ad-hoc sessions must be **agreed and paid for in advance**. Ad-hoc sessions cannot be booked more than 1 week in advance unless there are exceptional circumstances, which will be reviewed on a “case by case” basis. Adhoc sessions are charged at an enhanced rate.
- If you cancel your child’s sessions, we cannot guarantee your child having a place if you wish them to return at a later date. We will always do our best to accommodate your needs.
- If after a written reminder fees remain unpaid, your child’s place will be suspended.
- A minimum of 2 sessions a week must be booked in the 2 year-old base.
- Entry into Lydalls Chameleon Club does not guarantee a place in Lydalls Nursery School, but children transitioning from Chameleon Club are given first refusal on nursery school offers; please refer to our admissions policy for further information.
- For terms and conditions specifically related to Covid-19, please see attached appendix

Terms and Conditions are reviewed on a regular basis and amended as deemed necessary.

PARENTAL DECLARATION:

*I agree to the acceptance of a place at Lydalls Chameleon Club for:
in accordance with the Terms and Conditions detailed above and the Covid-19 appendix, all of which I have read and understood.*

Signed:
(Parent/Guardian)

Name(s):
(Please print)

Date:/...../.....