

**LYDALLS NURSERY SCHOOL CHAMELEON CLUB  
TERMS AND CONDITIONS**

- Places in Chameleon Club must be **booked termly** (ie. The same sessions every week for the term), **in advance** (Terms 1 to 6) using the official booking & registration forms.
- Booked places must be paid for whether used or not e.g. when your child is absent due to illness or family holidays.
- Lunches must be paid for if Chameleon Club is not informed by 9.30am on the morning of absence. (Not available to 2 year olds).
- Children may not attend Chameleon Club unless their place is paid for in advance.
- Fees are charged per session as set out in the schedule of fees. Please note the 2 year old rate applies until the term after the child turns 3 years of age.
- 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 booked 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 dishonored cheque.
- Fees will be reviewed annually. All parents will be advised of any changes to the fee structure in writing, a month in advance.
- Cancellation of a place must be made in writing at least **4 weeks prior to the end of the preceding term**. If this notice is not given the full terms 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.
- Additional ad-hoc sessions must be **agreed and paid for in advance**. Ad-hoc sessions may not be booked more than 1 week in advance unless there are exceptional circumstances. These will be dealt with on a case by case basis. Adhoc sessions will be 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 are not paid your child's place will be suspended.
- A minimum of 2 sessions a week must be booked in the 2 year old base.
- **A separate registration form must be completed for entry into Lydalls Nursery School the term after your child's 3<sup>rd</sup> birthday. Entry into Lydalls Chameleon Club does not guarantee a place in Lydalls Nursery School.**

We will regularly review these Terms and Conditions and amend them as deemed necessary.

Name of child: \_\_\_\_\_

We/I agree to the acceptance of a place at Lydalls Chameleon Club on the Terms and Conditions detailed above which I have read and understood.

Name of Parent/Guardian: \_\_\_\_\_ Name of Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Chameleon Club: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I am entitled to Early Education Funding for 2 year olds**  
(Evidence of this must be produced before a start date is allocated)

**Yes/No** (please circle)

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Chameleon Club: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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