



Terms and Conditions

In signing the Registration Form on Nursery in Box you are confirming that you have read the terms and conditions of St Francis Nursery and that you agree to comply with them. These terms and conditions form the legal agreement between you and St Francis Family Nursery, which is part of the Catholic Children's Society (registered charity no. 210920).

1. **Registration:** Once you have been informed that a space is available for your child (at agreed days and times) and a start date has been agreed, you will be invited to register. You must inform nursery staff if any of your registration details change.
2. **Completion of the Registration Form:** It is compulsory to complete and sign the registration form on Nursery in a Box prior to your child starting at St Francis Nursery.
3. **Fees and Charges:** Information will be provided about government funded hours, which may mean you are able to access a nursery place free of charge, depending on the level of provision required. All fees and charges are set out in our Charging Policy and Fee Structure. This sets out what is included in our fees, when they are due and penalties for late or non-payment. Fees are payable for the late collection of children. Any private fees that are due remain payable during any periods your child is absent, including due to illness or holidays, as staffing and resources are allocated in advance.
4. **Attending Nursery:** Please see our Attendance Policy [Attendance-and-Absence-Policy.pdf](#) for arrangements around your child attending St Francis Nursery.
5. **Collection of children:** Children will only be released to authorised individuals listed on the registration form. Any changes must be communicated in writing. Emergency contacts must also be provided.
6. **Minimum Attendance:** All children must attend at least one session each day over a three-day period. This is to ensure continuity of care for the child and ensure that they are settled in the nursery.

7. **Nursery Closure:**

- a. **Bank/Public Holiday:** The nursery will be closed over Christmas until the new year. Dates will be made available at least 3 months in advance.
 - b. **Staff Training Days :** In exceptional circumstances St Francis Nursery may close for staff training, at least one months' notice would be given in such circumstances.
 - c. **Events Beyond Control (Force Majeure):** If the nursery must close due to unexpected events like severe weather, transport strikes, or a public health emergency then you will be contacted, with as much notice as is reasonably possible. St Francis Nursery will not be responsible for offering alternative childcare during this period and fees will still apply.
8. **Notice Period:** You must give written notice of **30 days** to withdraw your child from the nursery. You will be liable for fees during the notice period.
9. **Termination by Nursery:** The nursery can terminate the contract with 30 days notice, or immediately for specific reasons as set out in our policies.
10. **Medical emergencies:** In accordance with our First Aid and Medicines Policy, in the event of a medical emergency first aid will be provided. Nursery staff will contact emergency services and notify parents immediately.
11. **Safeguarding and Child Protection:** Any concerns about a child's welfare will be dealt with in line with our Safeguarding Policy and Procedures.
12. **Data Protection:** We collect and store personal data securely in accordance with GDPR. Data may be shared with relevant authorities when legally required or with parental consent. Please refer to our Privacy Policy for details.
13. **Changes to Terms and Conditions:** St Francis Nursery reserves the right to update these Terms and Conditions. Parents will be notified of any changes at least 30 days in advance wherever possible.
14. **Limit of liability:** St Francis Nursery will not be liable for any indirect loss or damage arising from circumstances beyond its reasonable control.

In agreeing to these Terms and Conditions you are agreeing to all St Francis Nursery Policies [St. Francis Nursery & Family Centre.](#)