**Data protection- GDPR**

*The nursery will hold information regarding you and your child for no longer than it is required. You have the right to see any information we hold regarding your personal details and encourage you to keep them up to date; notifying of any changes to circumstances that we may need to be made aware of such as change of address, parental rights, etc. If you have any concerns regarding data protection please speak to the Manager. We will seek authorisation regarding information that we may need to share and explain what it is being used for, such as 2-year check being shared with your child’s Health Visitor for the purpose of Early Intervention.*

Parent contract

Please read the following terms and conditions carefully before you agree to place your child(ren) at Tiny Robins day nursery.

These are the only terms and conditions on which we \_\_Tiny Robins day nursery Limited\_\_ agree to deal with you.

If there are any amendments or variations to these terms and conditions, it is important for the avoidance of doubt that such variations should be put in writing. If any amendments or variations have been agreed you should ask for them to be written and attached to this document.

**1.Services**

We will supply the service to you in accordance with our specification which sets out details of what is to be provided by us. We will notify you as soon as possible of any alterations to the specification. (Where such alteration is detrimental to you, you have the right to terminate this arrangement and any fees paid in advance will be refunded)

**2. Fees & payments**

2.1 The fees for the service we provide are set out in our current price list. This also states £50 admin non-refundable fee to be paid on returning admissions forms (child information form, funding forms if applicable)

2.2 Alterations may be made regarding fees which may increase or decrease. We will give you at least one month’s notice of any changes. You can accept the change or terminate this arrangement (we will remind you of this right when we provide the notice of changes). If you decide to terminate, then as long as we hear from you in writing within 14 days we will not implement the price change. If we do not hear from you within 14 days, this arrangement will continue and you must pay the increased fee amount.

2.3 You will pay for the service in advance. We will invoice you for each month period in advance. You must pay us on the date of such invoice.

2.4 fees are payable 51 weeks of the year including sick days and holidays this includes bank holidays. Closure for 1 week of the year over the Christmas period. Also during times of unforeseen enforced closure.

2.5 A surcharge of £10 will be made for any payments not received by a set day. If payment is still not received within the following week then a fine of £5 per day will be made until payment is received or the place at the nursery may be suspended until the account has been settled. Recurring overdue fees will result in termination of registration without prior notice and action will be taken through a debt collection agency to recover any outstanding fees.

2.6 Late collection of children will result in incurring a fee of £5 for the first ten minutes and £1 a minute after that.

**3. Rules of the Nursery**

Nursery policies and procedures are accessible for you to read on the premises and you are encouraged to be involved with nursery protocol. We accept suggestions and recommendations regarding the setting and value parental feedback. From time to time policies and procedures will be reviewed in accordance with the local authority and any changes you will be informed in due course.

**4. Nursery Employees**

During your arrangement with us and for a period of 6 months afterwards, you agree not to canvass, solicit or approach any of our employees with a view to employing him or her or using his or her service privately.

**5. Loss or Damage to property**

Please note that we do not accept responsibility for loss of or damage to your property, unless due to our negligence.

**6. Termination**

6.1 If you want to end the arrangement which we supply to you, you must give at least one month’s notice in writing. We will then prepare a final invoice for you to settle any fees until the end date which you provide us with.

6.2 If we want to end the arrangement for the service we provide to you, we will give you one month’s notice in writing. We will refund the proportion of any fees paid in advance which represents any service not provided.

6.3 We can end our arrangement with you immediately and stop supplying the service we provide if you do not pay the invoice, if you commit a serious breach of this agreement or if you become bankrupt or make any payments with your creditors.

6.4 You can end our arrangement with us immediately if we commit a serious breach of this agreement or if we go into liquidation or pass a resolution for our winding up.

**7. Law**

Our contract with you is governed by English law and the English courts shall have exclusive jurisdiction to decide any disputes.