



## GDPR Statement

On the 25 May 2018, the GDPR (the EU General Data Protection Regulation 2016) came into force in the UK. Together with the new Data Protection Act 2018, this governs how we collect, use and share people's information and provides greater rights to individuals and control over how their information is handled by organisations, including schools, and we are compliant with this. The information you provide in this form will be used for dealing with you as a client of the Giraffe / Zebra Nursery at Shaftesbury Park Primary School. This information is collected on a number of legal bases, details of which can be found in our school privacy policy (available on our school website and on demand from the school office). Your data will be stored and used in accordance with this policy.

## Contract Terms and Conditions

Our Terms and Conditions have been established with the aim of protecting the interests of everyone concerned with the success and continued operation on the service. They are intended to provide a practical working basis for the contract agreed between us.

1. The signed Registration Agreement signifies an acceptance of all these terms and conditions.
2. Our Fees, Terms and Conditions are reviewed and may be subject to change every year in April.
3. Children who attend "The Service" must be of nursery age.
4. Fees are calculated using the standard daily rate as published in our current school prospectus.
5. Fees must be paid from the agreed Actual Date of Commencement noted on the Registration Agreement
6. Fees must be paid in full regardless of sickness or holiday. We do not waive fees when a child is on holiday or absent due to illness.
7. Fees are invoiced weekly/monthly and payment is due on the 1st day of every week/month. Fees must be paid in advance without fail.
8. We reserve the right to withdraw any entitlement to discount as a result of late payment. Penalty fees will be incurred if payments are not received by last day of the month, according to the payment schedule.
9. We reserve the right to withdraw places due to unpaid or late payment fees. A charge is made at the current Bankers rate for cheques returned unpaid.
10. Please notify us if your child will be absent for any reason at any time they would normally be expected to attend
11. **Any application to alter, increase or reduce contracted sessions must be made in writing.** This written notice will form an amendment to the original Registration Form. Four weeks clear notice must be provided if you wish to reduce your sessions.
12. **Notice that you no longer require a place for your child at the Nursery must be given in writing** and addressed to the School Business Manager. Four weeks clear notice must be provided if you no longer require a place. If less than four weeks' notice is given, payment for a period of four week sessions will be payable in lieu of notice.
13. **Parents and Carers must ensure that children are brought to, and collected from, the Nursery promptly at the times agreed.** Children must not be left in the Nursery before or after the time appointed for their Arrival or departure.
14. The Nursery will not accept any child before the start of any session and reserves the right to refuse admission to any child who arrives before the expected time for their arrival without prior agreement.
15. Late departures will incur a charge of £5 per 5 minutes.
16. We reserve the right to refuse entry to the Nursery.

