



## Terms and conditions

1. Fees are due on or before the first day of each half term. Flexible payment methods are available at the discretion of the nursery school owner. If fees are not paid by the due date we will be unable to keep your child's place at Caterpillars.
2. No deduction in fees is made due to absence due to illness or holidays taken in term time.
3. A full term's notice in writing is required to withdraw your child from Caterpillars or a term's fees in lieu of notice.
4. Half a terms notice is required to reduce your child's sessions.
5. If a contagious illness occurs within the family please notify us and allow 48 hours following sickness or diarrhoea before returning your child to Nursery School.
6. If your child has an immunisation jab whilst at Caterpillars, please inform us so that we can take the necessary precautions.
7. Please ensure all of your child's belongings are clearly named as we cannot accept responsibility for lost property that is not named.
8. If someone other than parent or guardian is collecting your child please inform a member of staff, complete a collection form and ensure the person identifies themselves to the member of staff at the door before approaching your child.
9. Please be on time bringing and collecting your child. Depending on circumstances, we reserve the right to charge parents for the additional time your child is at Caterpillars after the close of session.