

Once Upon a Time

STANDARD TERMS AND CONDITIONS

1 DEFINITIONS

1.1 In these Terms and Conditions the following definitions apply:

“child”	means the child who is to be awarded a place at the nursery
“client”	means the parent/s who has secured a place for his/her child at Once Upon a Time
“Once Upon a Time”	means the nursery school which the client has agreed will provide the service
“contract”	means the formal agreement signed by both parties, in this case the registration document

The headings contained in these Terms and Conditions are for convenience only and do not affect the interpretation.

2 THE CONTRACT

- 2.1 These Terms and Conditions constitute the agreement between the client and Once Upon a Time nursery once signed or intended to be signed by both parties.
- 2.2 No variation or alteration to these Terms and Conditions shall be valid unless approved by the Head.

3 OPENING

- 3.1 Once Upon a Time opens 8.00am to 5.30pm Monday to Friday.
- 3.2 Once Upon a Time will close on Public Holidays.
- 3.3 Once Upon a Time will close for the last week of August.

4 SUPERVISION

- 4.1 Children will be supervised from 8.00am.
- 4.2 Children may be collected anytime before 5.30pm.
- 4.3 All children must be collected by 5.30pm.
- 4.4 There will be a late fee of \$10 per 15 minutes or part of for any child not collected by 5.30pm.

5 REGISTRATION

- 5.1 A child will be added to an age appropriate waiting list on receipt of a completed registration form and specified registration fee.
- 5.2 Children will be placed on the list in the order in which registration forms and accompanying fees are received.
- 5.3 Following registration clients will be invited to attend an informative session at the school. This will provide an opportunity to view the facilities and meet the staff.

Once Upon a Time

Wesley Methodist Church, Church Street, Hamilton, Bermuda.

Phone: 441 295 9017

Email: onceuponatime@northrock.bm

6 PAYMENT

- 6.1 The registration fee is \$25.00.
6.2 The monthly fees are as follows:

Full Time	\$950
3 Days	\$696
2 Days	\$464
5 Mornings	\$645
3 Mornings	\$387
2 Mornings	\$258

- 6.3 A deposit of \$500.00 is required to secure a place at the nursery.
6.4 The deposit will not be refunded if the place is not taken.
6.5 Payment of deposits and fees should be made payable to 'Once Upon a Time' by either cheque or cash.
6.6 Fees are payable on the first of every month.
6.7 Once Upon a Time will have the discretion to charge the client with late payment fees. Where a monthly payment is not forthcoming a charge of \$20.00 per week will be incurred until payment is received in full.
6.8 Where a month passes and no payment is made a child will lose his/her place at the nursery.
6.9 If the deposit is paid and the place is later declined by client, then the holding deposit will not be refunded.

7 ONCE UPON A TIME'S OBLIGATIONS

The nursery will:

- 7.1 Provide a happy, safe and secure environment where all children can develop to their full potential.
7.2 Provide suitably qualified and experienced staff.
7.3 Supervise children at all times.

8 THE CLIENT'S OBLIGATIONS

The client will:

- 8.1 Provide Once Upon a Time with appropriate information relating to a child's medical history and provide medication with instructions as appropriate.

9 TERMINATION

- 9.1 The initial deposit will be reimbursed when a child leaves the nursery, providing three months notice is given. If the notice period is not adhered to then the deposit will be forfeited.
9.2 If a child leaves the nursery without notice, having paid the monthly fee, then no refunds will be given.