



1. Definitions & Interpretation

In these Terms & Conditions document, the following definitions are used:

Alphablocks Nursery School Limited, or Nursery, or School, or Nursery School, or us, or we.	Alphablocks Nursery School Limited, a company incorporated in England and Wales with registered number 09707821 whose registered office is at Alphablocks Nursery School Ltd, A&L Suite, 1-3 The Hop Exchange, 24 Southwark Street London SE1 1TY ; while our Operating Address is St Paul's Church Hall, Crescent East, Hadley Wood EN4 0EN
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Parent or Carer	a responsible adult who has the legal responsibility for a child attending our School; or the person who has signed the Registration Form; and
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The Child: is the child named on the Registration form.

Term Time, or School Term, or Term	There are three School Terms per year and each Term has roughly 12-14 weeks (39 weeks in total for the year); these Terms are defined broadly as follows: Autumn Term (September to December) Spring Term (January to Easter Break) Summer Term (from Easter to July) and are in line with the standard School Terms in the London Borough of Enfield.
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2. Term Fees ('fees') & Payment of Fees

The Parents jointly and severally agree to pay the Term Fees applicable to each Term directly to the Nursery. The fees should be paid each term **in advance by BACS electronic transfer** unless agreed otherwise. All term fees are required to be paid within the first week of each term. Any late payments will incur a £250 late fee if they are overdue for more than 21 days. The fees shall be reviewed annually, but may change at any time with one term notice period.

The breakdown of the Term Fees shall be reflected in the invoice sent to Parents; it shall include the cost of attendance and any additional costs for Specialist Classes, Workshops and Consumables, and Additional Hours of attendance over and above any free entitlement funding, where applicable. Parents jointly and severally agree to pay the entirety of these fees.

3. Registration Fee

A non-refundable registration fee of £100 is payable with the application form.

4. Retainer Fee (Deposit)

A deductible retainer fee (also referred to as a 'deposit') of £400 is payable when a definite place is offered and accepted, but the place is not taken up until a month or more after the acceptance of the new registration. The deposit guarantees a place but it is not refundable if the place is not subsequently taken up. The deposit is waived if payment of the Term Fees takes place at the same time as registration.

5. Attendance

Children who attend regularly get the maximum benefit of early education. In addition, as part of the new [Common Inspection Framework](#) we are required to monitor children's attendance. We expect children under three years of age to attend a minimum of three sessions per week, while children over three years of age are expected to attend at least five sessions per week.

The School has the right to refuse admission to, or send home, any child if it considers such action is necessary, for instance, due to a developing illness or other health reasons. If your child is unable to attend please notify us by 9.00am, either by calling on 0208 935 5636 or sending us an email to head@alpha-blocks.com and info@alpha-blocks.com

Our operating times for morning sessions are 8.30am-12.30pm, for afternoon sessions 12.30-4.30pm, and for full day sessions 8.30am-4.30pm. There are also early drop-off and late collection times available.

If you would like your child to change his/her attendance then we ask you to do this in writing. When possible we will try to allocate additional sessions as soon as possible but we ask you to provide us with as much notice as possible. When reducing your sessions you must inform us one School Term in advance, in order to qualify for a change in attendance and fees.

6. Notice of Termination

Written notice of **at least one full Term in advance is required in writing** (via handed letter or email to info@alpha-blocks.com). All and any outstanding fees must be settled at the point of giving notice. If this notice is not given at least one School Term in advance, then all outstanding fees need to be settled in full.

7. Change of Details

Parents are asked to inform the School of any change of address or telephone numbers as soon as it occurs and update mobile phone numbers and email addresses as we might need to contact you in case of an emergency or prior to pick up time.

8. In Loco Parentis

Whilst the child is in the School's care, the School shall have the right to act in loco parentis for the child should the need arise.

9. Policies and Procedures

During your registration appointment, you will be provided with the full [Policies and Procedures](#). We will ask you to sign that you agree to abide by the School's Policies and Procedures.

10. Learning Records

We use an online recording system to capture the learning of your child. We encourage you to use this system, called "Tapestry", to input information about the child's learning at home and to create an ongoing dialogue about the progress of your child. Our teachers will regularly use the system to input information about your child's learning at School.

11. Confidentiality and Privacy Policy

All and any of your or your child's electronic data will remain private and confidential with us, until it is securely destroyed. Please consult our [Privacy Policy](#) for more information about this.

12. General Conditions

The Nursery undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of the Parents.

It is our intention that these terms and conditions will always be operated so as to achieve a balance of fairness between the rights and needs of parents and children and those of the Nursery community as a whole. We aim to promote good order and discipline throughout our Nursery community and to ensure compliance with the law.

12.1 Legal contract: The offer of a place and its acceptance by the Parent(s) give rise to a legally binding contract on the terms of these terms and conditions.

12.2 Consumer rights: Care has been taken to use plain language and to give clear explanations in these terms and conditions. If any words alone or in combination infringe consumer rights laws or any other provision of law, they shall be treated as severable and shall be replaced with words which give as near the original meaning as may be fair. Nothing in these terms and conditions affects the Parents' statutory rights.

We provide parents of prospective pupils with information about the Nursery and the educational services we provide in good faith. This information may be contained in the Nursery's brochure(s) and website or in statements made by staff during a visit or an open day.

If the Parents wish to take account of the information provided to them when deciding whether to enter into this agreement they should seek specific confirmation from the Head that the information is accurate before returning a completed acceptance form to the Nursery.

12.3 Third party rights: Only the Nursery and the Parents are parties to this contract. Neither the Child nor any third party is a party to this contract and shall not have any rights to enforce any term of it.

12.4 Interpretation and Jurisdiction: These terms and conditions supersede any previously in force and will be construed as a whole. Headings, unless required to make sense of the immediate context, are for ease of reading only and are not otherwise part of these terms and conditions.

This contract was made at the Nursery and it, together with each matter relating to the provision of nursery services by the Nursery, is governed exclusively by the law of England and Wales and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.