



Terms & Conditions

These terms and conditions reflect the best industry practice by private childcare providers of full and part-time day care. They do not affect your statutory rights. These terms and conditions allow us to promote stability and assist with forward planning, they enable us to offer the highest standard of care so we ask parents/guardians to read carefully through the following.

- To register your child/children at Tender Years Crèche, we ask you to return a completed child record form and deposit as soon as possible. Your place is not guaranteed until we have a full deposit paid.
- All fees are payable each **Friday morning** for the following week and monthly payments are due the **first of every month** or the nearest working day prior.
- **Fees are payable 52 weeks of the year with no exceptions during periods of absence, sickness, holidays, during public and bank holidays. Christmas fees are due the Friday before the last day the crèche is open in December.** Fees are reviewed annually.
- If any account falls more than two weeks in arrears Tender Years Crèche retains the right to issue a two week notice period to these account holders.
- All start dates are the 1st of the month or the nearest working day after unless otherwise agreed by management. Any changes to start dates are subject to availability.
- A deposit of **50% of one month's payment** is required for all places and this is payable when you register your child. **Deposits are non-refundable if the place is not taken.** This deposit will be deducted from your last month's payment **provided you give one calendar months' notice and once your child has attended Tender Years Crèche for more than 6 months.**
- Management have the right to refuse any child deemed too ill to attend the service.
- In the event of a serious illness occurring while a child is in the service we will immediately contact the parents/guardians and ask for your child to be removed from the services. This is to protect both your child and other children within the service. If your child has the need for an antibiotic they must remain out of the service until better.
- **One calendar months'** notice is required when child/children are leaving. Tender Years Crèche has the right to full payment whether the child/children attends or not.
- Management reserves the right to cancel any place with 1 calendar months' notice.
- Parents collecting children late from will be subjected to a late fee of €10 per half hour or part thereof.
- Afterschool places are NOT guaranteed. All spaces are subject to availability and allocated on a first come first served basis's in April of the year before your child is due to attend school. Full day care for all inclusive afterschool places are subject to availability in line with our ECCE calendar.
- The crèche policies and procedures must be adhered to at all times, a complete copy is available for inspection at each reception area and from the office.

- Please note bullying will not be tolerated and is considered a very serious issue.
- It is of utmost importance that staff and parents work in conjunction together in the interests of the children and that all parties are treated with dignity and respect at all times.
- The management have the right to refuse admission.

I have read Page 1 & 2 of Terms and Conditions and accept same.



Signed: _____ Date: _____

I have received and read the parent handbook.



Signed: _____ Date: _____

OFFICE USE ONLY:

Child's Name _____	D.O.B. _____
Room / Group _____	Days/Hours: _____
Rate: € _____	Start Date: _____
Terms & Conditions valid until: _____	
Term Time/All Incl (Afterschool Only) _____	Settling In Period: _____
Any Other Agreements: _____	

Manager's Signature: _____	Date: _____