

Once Upon a Time

STANDARD TERMS AND CONDITIONS

1 DEFINITIONS

- 1.1 In these Terms and Conditions the following definitions apply:-
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|--------------------|---|
| “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 8.00a.m 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 and will re-open the Wednesday after Labour Day.**

4 SUPERVISION

- 4.1 Children will be supervised from 8.00 am.
- 4.2 Children may be collected any time before 5.30pm.
- 4.3 All children must be collected by 5.30pm.
- 4.4 There will be late fee of \$15 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.

6 PAYMENT

- 6.1 The registration fee is \$25.00.
- 6.2 The monthly fees are as advertised on our website.
- 6.3 A deposit of \$500.00 is required to secure a place at the nursery.**

Once Upon a Time

Wesley Methodist Church, Church Street, Hamilton, Bermuda.

Phone: 441 295 7713

Email: onceuponatime@northrock.bm

- 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 or by direct banking to Butterfield Bank, Once Upon a Time Limited, 20006060716615100**
- 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.**