

## TERMS AND CONDITIONS

### Admission

The application form, registration form, letters of consent and terms and conditions should all be completed and signed where necessary, and returned to the Nursery with a minimum reservation fee of £ 50.00 in order to secure a place for your child at the Nursery.

The Nursery requires a minimum attendance of two sessions per week.

### Fees

Fees are payable in advance on the 1<sup>st</sup> of each month, any extra sessions taken are payable in arrears. Any Late Payments will incur a minimum charge of £20

### Notice of removal

One months notice in writing is required for any child leaving the Nursery, this includes children leaving to go to school.

### Attendance

If your child is unable to attend the Nursery please inform us by telephone before 9.30am.  
No concessionary rates will be available for other absence on registered days.

### Holidays

For the first six months from the date of registration there will be no concessions for holidays.  
After six months each child will be eligible for two weeks (booked sessions) per calendar year at a charge of 50%  
Other holidays and sickness are charged in accordance with agreed registered hours.

## MEDICINE

The Nursery will only administer prescribed medicine if parents have completed a medicine consent slip.

The nursery can only administer the recommended dose of Junior Paracetamol or Ibuprofen (for a maximum of three days) if parents complete a medicine consent form on the day.

### Illness

Parents are requested not to send their child to Nursery if they are suffering from any infectious diseases or if they are not feeling well enough to attend. Although the Nursery has a realistic attitude to the needs of working parents it reserves the right to contact parents if their child becomes ill during Nursery hours.

Parents are requested to notify the Nursery if their child contracts or has been in contact with any normal childhood infectious diseases. The Nursery reserves the right to refuse entry to any child whom they consider is or may be unwell.

Parents are requested not to send their child to Nursery until Prescribed Antibiotics have been administered for 48 hours.

### Change of address

Parents are asked to inform the Nursery of any change of address or telephone number either at home or at work immediately.

### Excursions

The Nursery will not take any child out of the Nursery grounds without the written permission of the parents.

## Loss and damages

The Nursery cannot be responsible for loss or damage to property or clothing. All outdoor clothing including shoes, jumpers, cardigans and bags must be labelled.

## Security

Under no circumstances will a child be allowed to leave the Nursery with anyone unknown to the Nursery staff unless previously arranged by the parent or guardian with the Manager or a Senior member of staff.

A photo of your child will be needed for unauthorised collection.

If parents make prior arrangement by telephone, the Nursery will require the name, address and telephone number of the chosen guardian and they will require proof of identity on their arrival.

All children should be collected promptly at their finishing time particularly at 6.00pm when the Nursery closes.

## Accident procedure

The Nursery reserves the right to administer basic first aid treatment when necessary. Parents will be informed of all accidents and will be required to sign the accident book upon arrival.

## Declaration

I have read and agree to abide by the above conditions

Signed: .....

Date: .....

Child's name: .....

## FEES

The nursery is open 8am to 6pm, Monday to Friday all year round and is only closed on Bank Holidays. There is no charge for Public Holidays.

We operate two sessions: (a full day is made up of two sessions)

Morning session 8am - 1pm

Afternoon session 1pm - 6pm

Children aged under 3 years: £ 17.50 per session

Children aged over 3 years: £ 15.50 per session

**All nappies wipes and creams are included in the session price**

**Breakfast, Snacks and lunch are also included in the session price**

Fees will be paid in advance on the 1<sup>st</sup> of each month by standing order, cash or cheque.

Fees are calculated as fixed monthly payments, taking into account your annual holiday entitlement, non chargeable public holidays and any government funding received for your child.

Your payments will be calculated annually from January to December. If you leave Nursery earlier than anticipated your final invoice will be recalculated as your final bill.

Please ask the manager to calculate your fixed monthly invoice which will also include a discount for more than one child or a full time place.