

Terms and Conditions for Little Willows Day Nursery

Nursery Places and Bookings

A fully completed application form must be received with the administration fee before a place can be considered. Full and part time sessions must fit into the session times detailed on the application form; however we will attempt to meet individual needs wherever possible.

Registration fees and deposits

A £40 non-refundable registration fee is required when booking a place. A £200 deposit is required for a full time place and a £100 for a part time place these are required 1 month prior to the start date.

Nursery Closure

The nursery is open all year round except for Bank Holidays and 1 week at Christmas. Please note that normal charges will apply for bank holidays however you will not be charged for Christmas.

Fees and invoices

Fees will be paid monthly in advance and we request that you set up a Standing Order with us. The first months fees are payable on the child's first day with us by Cheque, cash or Bank transfer. Failure to meet payments may result in the termination of the nursery place. There is an annual increase in fees September every year.

Late payment of fees

Fees received 5 days later than the agreed date will be charged at £5 a day unless previously agreed by the manager. If fees are not paid the suspension of nursery place may be put into action.

Absence from nursery including holidays

If your child is absent from nursery for any reason normal charges will still apply.

Late collection of your child

Please phone the nursery as soon as you can to inform them of how late you will be. Failure to do so will result in an additional charge based on £5 for every 10 minutes. Persistent lateness will be charged at a higher rate.

Termination of a place

We require 1 months notice in writing to terminate or decrease sessions. If the appropriate termination period has been adhered to you will receive your initial deposit from your final nursery invoice.

Personal Property and Belongings

We can not be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the Nursery Team to ensure the children's belongings are not lost or damaged.

Practical 'inexpensive' clothing is strongly recommended for children attending Nursery. It is the parent's responsibility to name and clearly label all items.

Behaviour Management

We may require Parents to withdraw or remove their child from Nursery in the event that the Manager considers the child to be disruptive or displaying inappropriate behavior. We work closely with Parents and Outside Agencies when appropriate.

We do not tolerate the Team being spoken to in an abusive or threatening manner by Parents, Carers or Children.

Accidents and illness

We reserve the right to administer basic first aid and treatment when necessary. Parents are informed of all accidents and are required to sign an accident form. For more serious accidents we may need to seek medical help if this occurs we endeavor to contact the Parents but if this is not possible we are hereby authorised to act on behalf of Parents and authorise necessary treatment. If a child becomes ill at Nursery the Parent will be asked to pick up the child immediately.

We will administer medicines if Parents complete the relevant medicine consent form.

Security

Under no circumstances will the team allow a child to leave the nursery with anyone unknown to the team unless the parent has previously arranged this in line with our Policy & Procedures.

Insurance

We have full public liability insurance with Sterling Insurance. The Certificate is on display in the entrance hall.

Agreement

We reserve the right to update/amend these Terms and Conditions. One months notice will be given for any such change.
Parent/Carers

I understand that Little Willows Policy & Procedures are available for me to view at any time necessary and they are situated in the Parents Room

I have read and understood the Terms and Conditions as shown and agree to comply by them.

Signature _____

Print _____

Date _____