

## STANMORE DAY CARE NURSERY TERMS AND CONDITIONS

### 1. The Nursery

- (a) **Our Aims:** The Nursery is a constantly developing community of children, staff and parents. We are committed to providing a happy and secure environment in which each child can develop at his/her own pace. Parents are expected to give their support and encouragement to the aims of the Nursery and to uphold and promote its good name and to ensure that the children maintain appropriate standards of punctuality, behaviour, discipline and hygiene.
- (b) **The Child's Health:** Parents must inform the Nursery if the child has any known medical condition or health problem or has been in contact with infectious diseases. The child must not be brought to Nursery if unwell.

### 2. Parents' Authority

- (a) **Parents consent to:** emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if parents cannot be contacted in time.
- (b) **Accidents and Loss:** The Nursery and its Manager will not be liable for accidents or loss of property unless caused by their negligence.

### 3. Entry to the Nursery

- (a) **Registration:** Children will be considered for entry to the Nursery when the registration form has been completed and returned to us and the non-returnable registration fee paid (£25.00).
- (b) **Offer of a Place:** If a place is offered a £100 deposit will be payable when you accept the offer. The deposit will be returned as soon as possible after the child's final month, providing a minimum of four weeks notice has been given and taking into account any balance due.
- (c) **Standard Terms and Conditions:** Acceptance of a place is on the basis that reasonable changes may be made from time to time to these standard terms and conditions, to the level of fees and to the curriculum and the structure and composition of classes and the length of nursery terms. Notice of any change will be given as soon as possible but on occasions it will be less than one month.
- (d) **Termination of the Contract:** The child will leave the Nursery at the end of the School Year in which s/he reaches age four or five. The Nursery may bring the contract to an end at any time upon a term's written notice to parents.

### 4. Fees and Extras

- (a) **Items Covered:** Fees cover the morning snack, lunch for morning children and afternoon snack including drinks. Other items may be charged as extras. Fees will not be refunded or waived for absence through sickness or family holidays; or if a vacation is extended or for any other cause except in the sole discretion of the Nursery.
- (b) **Payment of Fees and Extras:** The first payment must be paid within the first 3 days of the child's start. A child may be excluded from the Nursery at any time when fees are unpaid and will be deemed withdrawn without notice 28 days after exclusion. There also is a late arrival fee of £5 per 15 minutes.
- (c) **Responsibility for Payment:** Fees are the joint and several responsibility of each person who has signed the Registration Form or who has parental responsibility for the child or has paid any fees or who has given instructions to the Nursery in relation to the child.

- (d) **Unpaid fees:** An initial administration charge of £25 together with a deposit of £100 is to be paid on registration of child. Fees that are unpaid by the due date these items will be recoverable by action if necessary.

- (e) **Free Places:** Where all or part of the fees are funded by a Nursery Education Grant, parents must pay for any sessions or services provided which are not covered by the Grant.

### 5. Cancellations, Withdrawal and Fees Owed

- (a) **"Notice":** means a term's written notice delivered to and actually received by the Manager. No other notice will suffice.
- (b) **Withdrawal:** A month's written notice must be given before the child is withdrawn (including places funded by a Nursery Education Grant). Provisional notice is not accepted.
- (c) **Cancellation:** No deposit will be paid back to the parents if they, for any reason cancel their acceptance of a place or the child does not join the Nursery. Discretion may, however, be exercised in cases of serious illness or genuine hardship.
- (d) **Removal:** Parents may be required to remove the child permanently if, because of the conduct of a parent or the child, it appears to the Manager that the continued presence of the child is incompatible with the interests of the Nursery. There would be no refund of fees in these circumstances but the deposit would be returned and fees in lieu of notice would not be charged.

### 6. General Conditions

- (a) **Special Precautions:** The Manager must be notified in writing immediately of any court orders or situations of risk in relation to the child for which any special precautions may be needed.
- (b) **Learning Difficulties:** Parents will be notified if it appears to the Nursery that the child may have learning difficulties. Our staffs are not however qualified to make a medical diagnosis of learning difficulties.
- (c) **Insurances:** The Nursery undertakes to maintain those insurances, which are prescribed by law. All other insurances are the responsibility of parents.
- (d) **Concerns/Complaints:** Parents who have cause for serious concern in relation to any matters of safety, care or quality of education must inform the Manager without delay.
- (e) **Safeguarding children:** If the nursery suspect's child abuse this means the nursery will have to break confidentiality in order work with the local authority to safeguard and promote the child's welfare

Please read carefully the above and sign and date below to confirm that you have read, understood and accept all our terms and conditions.

Parent/Carer name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_