



Independence, Exploration, Inclusion.

Parent/ Carer Contract

This agreement is between Bourton On The Water Day Nursery Ltd (hereafter referred to as the nursery) and the parent/ carer.

Child's Name: _____

Parent/ Carer Name: _____

Address _____

Postcode _____

Start Date: _____

Nursery Opening Hours

- The nursery is open Monday to Friday 8am-6pm, with sessions from 8am-1pm, 1pm-6pm or 8am-6pm.
- The nursery is open all year round except bank holidays.
- 7:30am drop offs may be arranged in advance for a small fee.
- Children must be collect prior to the end of their booked sessions.
- Any child collected after the end of their sessions will automatically have a late charge added to their next invoice and this charge will increase with every five minutes that they remain uncollected. If after 30 minutes we have had no contact from parent/carers and have been unable to contact emergency contacts, the nursery will initiate left child policies and contact the relevant agencies.
- Additional sessions may be booked, if there is availability within the nursery. The nursery is unable to offer swap sessions.
- I/we agree that any holiday or sickness will incur full fees.
- I/we agree that should the nursery have to close for any unforeseen circumstances fees are still payable in full and will be reimbursed at a later date.
- I/we accept that the nursery will close at 4pm twice a year (Christmas Eve and New Year's Eve) to allow our staff time off with their own families. This is payable in full.
- A months notice, in writing, must be given to reduce sessions or withdraw from setting.

Nursery Funding

- The nursery is able to offer a limited number of spaces for children eligible for government funding from the term after they are nine months old.
- The nursery is not liable for application and maintenance of nursery funding eligibility codes. These must be renewed every three months and information resubmitted to



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the nursery at the start of each term. If eligibility for funding is withdrawn and you are no longer entitled to 30 hours you will be charged at full cost until the 4 weeks notice has been fulfilled.

- The nursery is unable to offer term time only spaces.
- The nursery reserves the right to allocate funded sessions where there is greater availability.
- I/we accept there is a small voluntary charge for sundries for those children in receipt of nursery funding, this will be charged monthly in advance and will show on invoices.
- Funding is provided on a stretched basis across the whole year.

Fees

- I/ we understand that a £100 holding fee is taken upon reservation of a space within the setting, and that this is then deducted from the first invoice.
- Payments must be made in full, on a monthly basis, in advance via bank transfer. Bank details can be found on the invoice.
- Payments are to be received no later than 5th of the month. In event of late payment a surcharge of £30 will be added for each week it is delayed.
- Fees are subject to annual increases in line with inflation. You will be informed of any increases in writing in advance.
- The nursery accepts payment from tax free childcare saving schemes.
- Nursery funding will be deducted directly from your invoice.
- One months notice (or full fees in lieu of notice) are required on either side to terminate or decrease sessions.

General Terms and Conditions

- The nursery retains the right to refuse entry to any child they believe is not well enough to join in full nursery activities, including using the garden until they are well enough to return.
- I/we accept that the nursery will only administer one emergency dose of paracetamol and I/we must collect our child as soon as practicable after it is administered.
- I/we accept that if our child requires paracetamol on an ongoing basis to manage high temperatures/ fever or illness that we will keep them away from nursery to avoid spread and allow the child to recover.
- I/we agree that we will keep our child away from setting until 24 hours after the first dose of any prescribed medication.
- I/we accept that the nursery will only administer prescribed medication, and only according to the printed label on the medication.
- I/we accept that the nursery will only administer the day time doses of any medications (e.g if a medication is required three times daily the nursery will only administer one dose, if required four times daily the nursery will administer 2 doses).
- I/we accept that the nursery needs to hold certain relevant information regarding children's learning and development. This information will be stored in a secure file in a locked cabinet in line with GDPR.
- I/we accept we are able to access nursery policies and procedures, and agree to adhere to these policies at all times.



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- I/we agree to provide our child with nappies, wet wipes, nappy creams, appropriate spare clothes, sun hat and sun cream, or coat and wellingtons (dependant on weather)
- I/we will provide a security password and photograph of anyone new that would be collecting and inform the nursery in advance.
- I/we agree to keep the nursery up to date with any changes in medical or dietary needs to ensure that they are able to meet my child's needs.
- I/we agree to adhere to abide by nursery exclusion periods with regards to sickness.
- I/we accept that if we are found to be presenting the nursery in a negative light that it may result in the cancellation of my child's place.
- I/we accept that no threatening, abusive or intimidating behaviours towards staff, child or other service users will be tolerated. Any such occurrences may lead to the immediate cancellation of your child's place.
- I/we accept that at times there may be clerical issues with billing and invoices and the nursery will work swiftly to resolve these issues. However, continual non-payment will result in the cancellation of your child's place at the nursery.
- I/we accept that we are able to request a meeting at any point should be wish to discuss matters.

Name of parent/carer_____

Signature of parent/carer_____

Date_____

Management signature_____