

## Conditions of Contract

This agreement is between Bourton-on-the-Water Day Nursery Ltd and the parent/ carer.

Name of Parent / Carer \_\_\_\_\_

Name of Child \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Start date \_\_\_\_\_

### Nursery Opening Hours

- ∞ Nursery is open Monday to Friday 8am -6pm, all year except bank holidays (we are unable to offer term time spaces). 07:30am drop offs may be arranged at the discretion of management for a nominal charge.
- ∞ There will be an additional charge of £5.00 per 15 minutes if your child is collected after the end of their session time.
- ∞ I/We agree that any holiday or sickness will still incur full fees.
- ∞ I/We accept that if the nursery closes due to any unforeseen circumstances fees are still payable in full. This will then be reimbursed at a later date.
- ∞ I/We accept that twice a year (Christmas Eve and New Year's Eve) the nursery will close at 4pm to allow staff time off. This is payable in full.

### Nursery Funding

- ∞ The nursery is able to offer universal 15- hour funding for eligible two year olds and all three year olds from the term after their 3rd birthday.
- ∞ The nursery is able to accept the extended 30- hour funding for eligible children.
- ∞ The nursery reserves the right to be able to allocate funded spaces where there is greater availability.
- ∞ I/We accept that it is the parents/carers responsibility to ensure the 30 hour eligibility code is checked and renewed as and when required. In the case that you are no longer entitled to the 30 hours you will be charged appropriately until the 4 weeks' notice has been given to reduce hours.
- ∞ I/We agree that there is a small charge for food for those children in receipt of nursery funding, this will be charged monthly in advance for booked sessions.
- ∞ Funding can be used either term time (incurring full costs during academic holidays) or stretched across the full year.

### Fees

- ∞ I/we understand that a deposit of £100 is taken on reservation of a nursery place, this is deducted from the 1<sup>st</sup> months invoice, however if the place is cancelled and not taken the deposit is non-refundable.
- ∞ Payments are to be made monthly in advance by bank transfer. Bank details are found on the invoice.

- ∞ Payments are to be received no later than 5<sup>th</sup> of the month. In the event of late payment a surcharge of £30 will be added.
- ∞ Fees are subject to an annual increase, but the nursery will ensure that you are informed of this in writing in advance.

General Terms and Conditions

- ∞ The nursery retains the right to refuse entry to any child they believe to not be well enough to join in with full nursery activities, including using the garden until they are well enough to return.
- ∞ We accept all childcare vouchers and payment through your tax free childcare account.
- ∞ 4 weeks notice is required on either side (or full fees in lieu of notice) to terminate this contract or to decrease sessions.
- ∞ I/We understand that the nursery operates an open door policy to information and that I/we are welcome to view the policies and procedures under which it runs.
- ∞ I/We may arrange a meeting to discuss any problems or queries that we may have.
- ∞ I/We understand that children may need to be taken off of the premises in the case of an emergency.
- ∞ I/We will provide my/our child with nappies, wet wipes, nappy creams, a change of clothes, and sun hat and sun cream in the summer, or a coat and wellingtons in the winter.
- ∞ I/We will provide the nursery management with a security password should our child need to be collected by someone unfamiliar with the nursery.
- ∞ I/We have been made aware of current policies and procedures and agree to adhere to these at all times.
- ∞ I/We agree to keep the nursery up to date with any changes that may affect the health and well-being of my/our child.
- ∞ I/ We agree to inform the nursery as soon as possible if it will be someone different collecting at the end of the session.
- ∞ I/ We agree to adhere to nursery policies relating to illness and exclusion periods.
- ∞ I/We accept that should we be found to be presenting the nursery in a negative light that it may result in the cancellation of our child's place at the nursery.
- ∞ I/We accept that the use of threatening or abusive behaviour to staff, children and or parents may lead to the cancellation of our child's place at the nursery.
- ∞ I/We accept that there may be at times clerical errors that occur with billing, and that the nursery will work with us to resolve these issues swiftly. However, continual non-payment of bills may result in cancellation of your child's place at the nursery.

Name of Parent/Carer \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_

Date \_\_\_\_\_

Management signature \_\_\_\_\_