**Please read carefully and sign this contract as it will be binding after acceptance**.

**Nursery Contract**

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s Name |  | DOB |  |
|  |  |  |  |
| Days Required |  |
|  |  |  |  |
| Cost Per Week |  |

**Snack fund is 50p per day attending in line with North Lanarkshire Council and this will be added to your fees.**

**Contract Terms & Conditions**

* £50 deposit is required on acceptance of place and this is taken from your first months fees. If you cancel you place this deposit is nonrefundable.
* All parent/carer’s must change their children’s shoes before bringing their child/children directly into the playroom, and signing them in and out every day.
* Parents must provide a change of clothes as your child may need changed throughout their nursery day.
* If your child is not attending nursery, please call or text the office as soon as possible on 07530823373.
* If your child is being collected by someone who does not usually pick your child up please inform staff as soon as you can. If they have not been before please provide staff with a password.
* If you are running late and will not be able to pick your child up before our service closes, please make another arrangement and inform the office as to who is picking up your child. **If you arrive after 5.30pm a £25 charge will be added.**
* Any changes relating to address or phone number or any other relevant information must be given to the office.
* Any closure out with the control of our service will be charged i.e. (strike action, weather and any other unforeseen action).
* We are open 50 weeks of the year, we are closed on all the bank holidays, and this list can be made available to you. All bank holidays are deducted from your fees.
* At the start of each month an invoice will be issued to you and this must be paid in full by the end of each month, failure to do so will result in suspension of your place until your fees are paid in full.
* If we do not receive payment during your suspension period then we will have no choice but to cancel you place and your fees total will be passed to our collection service.
* If there are any outstanding fees on your account and a time period has passed to pay, your fees will be passed to our collection service.
* Fees must be paid direct into our bank and our bank details will be made available to you during your first visit.
* Fees are still due during child’s absence (illness & holidays etc)
* 4 weeks notice to be given if your child is leaving, the same notice will be given from the Nursery.
* Any permanent changes to your nursery days must be confirmed by the office and given 1 month’s notice.
* If your child is leaving for School, please provide the office a date to which they are leaving our service and this must be given to the office 1 month before leaving.
* All contracted days must be adhered to as we cannot swap your contracted day for any other day of the week unless this is a permanent change request. If you wish any additional days then these must be agreed to at least 1 week in advance and only if we have a place available. (We can only try and accommodate this request if it is for special circumstances).

**Working Together**

In the interest of developing and nurturing a co-operative approach and for the protection of all carers and staff a “Zero Tolerance Policy” will apply to the behaviour of management, staff, carers and parents.

**Clothing**

Sandshoes or doodles should be worn inside the nursery, this is for safety and also to keep the flooring within the rooms clean and hygienic for your children to play on.

Parents should be aware of the weather changes and provide adequate clothing and wellington boots that will enable your child to go out in all weathers. We also require a change of clothes for such as water play, accidents etc.

Clothing should have you child’s name clearly marked to prevent mix-ups in the cloakroom.

Children who are in nappies should have an adequate supply of these and wipes.

Children who are potty training must be developed enough to achieve this as early training can lead to disappointment, they must also have plenty of clothes to change into as the nursery have a very small supply of underwear.

**Medicines**

We do administer prescribed medicine, which must be signed for by a Parent/Carer. It is the Parent/Carers responsibility to bring their child’s medicine to nursery and collect it at the end of each day.

If your child receives medicine from the doctor that they have not had before, the child must have had this 4 hours before attending Nursery or Out of School Care in case of allergic reaction.

Children will not be admitted to nursery with any infectious illnesses, a list can be provided. A period of 48 hours after last bout of sickness or diarrhea before your child can return, these are the NHS guidelines and must be adhered to, to prevent spreading infection.

The Care Inspectorate states all children must be registered with a G.P. and a Health Visitors name provided as the Enrolment Forms must contain this information.

**Vouchers**

Most childrenwill be entitled to government funding and this will be arranged at the appropriate time.

**Please tick the following.**

**Please state when you wish to pay you fees?**

Weekly

Monthly

4 Weekly

**We wish for all our fees to be paid directly into our bank but if this is not possible for you please state which form of payment you will make.**

Direct Bank Payment

Cash

Cheque

Childcare Vouchers

College Payments

**The above payment plan, terms and conditions must be adhered to.**

|  |
| --- |
| I agree/disagree to the above payment plan and terms and conditions |
| Signature |  |
| Date  |  |