



Age of Admittance

The nursery welcomes children from birth to school age.

Hours of Opening

The nursery is open Monday to Friday throughout the year from 8am to 6pm except for statutory holidays and one week over the Christmas period. Morning sessions are from 8am to 1pm. Afternoon sessions are from 1pm to 6pm. To enable your child to settle we recommend that a minimum of two sessions per week are attended.

Fees

Fees are due calendar monthly in advance upon issue of an invoice. The nursery reserves the right to make an administration charge of £10 per month for late payment of fees. A charge of £15 will be made in respect of cheques received from parents which do not clear through the company bankers. Parents are requested to pay fees by monthly Standing Order. A schedule of fees is enclosed which forms part of this registration document. Childcare Vouchers and Nursery Educational Grant will be accepted towards payment of fees. Any increase in fees will only be made after giving parents a minimum of one months notice.

Holidays and Absences

It is important that you let us know, by telephone on the first morning of absence, if your child is to be absent from nursery for whatever reason. Fees are payable when a child is absent through illness or holiday except for holiday entitlement as shown below. Holiday entitlement is two weeks a year (calculated pro rata) and fees will be reduced to 25% of the normal cost for this period. A minimum of three weeks notice must be given for these terms to apply. Fees are due in respect of Bank Holidays.

Hygiene

To encourage oral hygiene parents are asked to provide a toothbrush and toothpaste for their child.

Sickness

Any child suffering an infectious illness should be kept at home until a Doctor has certified that the symptoms have disappeared. Should a child become sick at nursery every effort will be made to contact the parents and the Nursery reserves the right to take a child to hospital in an emergency. Medicines are not administered on the premises unless the parents have completed a consent form in advance. Note - Infectious illnesses include conjunctivitis, diarrhoea and sickness.

Clothing and Personal Items

Parents are asked to provide a spare set of clothing, for their child in case of accidents. Please mark all clothing clearly with your child's name. Please do not allow children to bring jewellery, money or other valuables to the nursery; nor are they to bring sweets, chocolate or drinks. For those children under two years old parents are requested to supply nappies and toiletry requirements.

Uniform

Children over two years old are encouraged to wear a uniform, which can be purchased from the nursery.

Car Parking

Parking is available immediately outside the Nursery. Should these bays be full please exercise care in parking so that no danger is caused to the children or the general public.

Notice

One months notice in writing by either party is required to terminate this agreement or one months fees paid in lieu of such notice.