**PARENT CONTRACT**

We believe that there needs to be a formal agreement between the Nursery and Parents. The contract will outline the obligations and commitment, of both the Nursery and the Parent(s).

This is a contract between the Management of The Under 5’s Project (referred to as ‘the Nursery’) and the Parent(s) or legal Guardian (referred to as ‘the Parent) of a child (or children) that is enrolled at the Nursery.

The Nursery: -

1. Is registered with Ofsted as a Day care Nursery and operates within their regulations, guidelines and rules. Their Inspectors regularly visit the Nursery to ensure the appropriate standards of care & education are being provided.

The Contract: -

1. Notice Period: Due to the long-term commitment we make when reserving a child’s place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 1 Calendar months’ written notice, commencing from the first day of the month, to reduce or cancel your child’s normal booking.
2. Increasing your booking is subject to availability.
3. Early Years Nursery Education Scheme places or special short-term contracts are available, subject to agreement and availability of places.

**HOURS OF OPERATION**

Monday to Friday 08:00 to 6.00 Late collection is charged at £5, this is chargeable from 3 minutes after your collection time. After the first 15 minutes, a £10.00 fee will be added repeatedly every 15 minutes. We will be closed on all Statutory Holidays and term time holidays; these days are not chargeable.

**MONTHLY FEES**

Monthly fees are at the prevailing fee schedule. The setting reserves the right to increase said fees at any time giving one calendar notice of the proposed increase to parents / guardians. Monthly fees include all sick days and holidays taken as these are paid days. Any statutory holidays will be deducted from your monthly bill. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days.

**GOVERNMENT FUNDING**

Parents who qualify for funding will have this amount deducted from the invoice. Any fees not covered by a subsidy are the parents' responsibility and are payable on the first of each month in advance. All subsidised payments must also be paid by the first of each month in advance.

**PAYMENT POLICY**

Parents agree that all monthly fees (full time and part time attendance) will be paid on the first of each month in advance. Additional sessions will be invoiced alongside normal fees and collected on the 1st of each month. Any fees payed later than the 5th of each month will be treated as unpaid fees and will be subject to an immediate Unpaid fees £20 late payment fee, if fees not received by the 7th day of the month. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Extra hours are billed at the session rate or hourly rate.

Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days and holidays booked.)

Bank details are as follows: -

Trading name: **Under 5s creche project** Account number: **13746900** Sort Code: **09-07-25**

Please use your child’s name or invoice number as a reference.

**ILLNESS POLICY**

Please advise the nursery if your child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree should a child become ill while in our care that immediate arrangement will be made to remove the child from the nursery. Children will not be allowed to return to nursery until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases, a note from a doctor may be necessary. By signing this contract, you are agreeing to staff seeking any necessary emergency medical advice or treatment during their time at The Under 5’s Project. Please refer to our sickness policy for more information about this topic.

**TERMINATION**

The Under 5’s Project reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in my care.

**PARENT CONTRACT continued**

**WITHDRAWAL**

Parents agree that a minimum notice of one full month (notice to given in writing) will be given for permanent withdrawal of, or reducing hours of any child from care or agree to pay one month’s fee in lieu. The responsibility is of the parents to ensure that the notice has been received by the office. No exceptions will be made.

**HEALTH & SAFETY**

The name of the designated Health & Safety Officer is on the main notice board. Any health & safety queries please arrange to meet with the Nursery Manager. We would ask all parents to make sure doors are closed when entering or leaving the building and that they are mindful of little fingers. If the nursery has to close due to any health and health & safety and illness reasons including bad weather, fees will still be due to be paid during the period closed.

**NAPPY’S**

If your child wears nappy’s these must be provided by yourselves, you can leave a supply of Nappy’s on your child’s peg. Nappy’s must be stored in an appropriate bag (no carrier bags for health and safety reasons)

**POTTY TRAINING**

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. Should you discontinue potty training at home, please let us know.

If a child shows no interest in potty training, we will discuss this with you and probably choose to discontinue and try again at a later date.

**BEHAVIOUR MANAGEMENT**

If a child’s behaviour is seen to endanger others and all routes according to our Behaviour policy have been adhered to The Under 5’s Project will take advice from the local authority and arrange a meeting with the parents to discuss the options available.

If a parent does not support the nursery in gaining help and advice from outside agencies, then The Under 5’s Project reserves the right to terminate the parent’s contract and will no longer provide care for that child.

**WHAT TO WEAR**

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is advisable to send children dressed in clothes that are easily washable and preferably not new. It is good for children to practice the skills, which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet unaided and to put on and take off their outdoor clothes without being too dependent on other people for help.

**HOT WEATHER**

On sunny days please make sure you apply Sun cream to your child and bring them in with a Sun Hat

**MOVING ROOMS**

We move children in consultation with parents and guardians when they reach the age or development stage of the next room. We offer the children settling in visits with their new key person before they start their new room.

**DATA PROTECTION**

I understand that my child’s records will be held on a computerised database and that this is protected by the Data Protection Act 1984 & 1998 and that they will be used for no other purpose than company business. I understand that if I require a copy of this personal information I must make a request in writing. I agree to be contacted via email for the purposes of nursery or out of school club business.

**SAFEGUARDING**

I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for me to view at any time.

**PARENT CONTRACT continued**

***CONSENTS***

***Emergency first aid***

Do you give permission for emergency First Aid and for staff to seek further medical advice or medical intervention in an emergency or if your child falls seriously ill whilst in the care of The Under 5’s project? Yes 🞏 No 🞏

***Emergency medical treatment***

I give my permission for a member of staff to accompany my child to hospital in an ambulance should the need arise. I understand that all medical decisions in my absence are the responsibility of medical professionals and that I will be contacted as soon as possible. Yes 🞏 No 🞏

***Outings***

Occasionally we may take children out for walks outside the Nursery registered premises. I give my permission for my child to be taken for walks outside the Nursery registered premises. Yes 🞏 No 🞏

***Sun cream***

I give permission for sun cream to be applied to my child. Yes 🞏 No 🞏

***Photographs (Internal)***

I agree to photographs being taken of my child within the Nursery environment and used for internal resources such as displays and their learning journey. Yes 🞏 No 🞏

***Photographs (external)***

I agree to photographs being taken of my child within the Nursery environment and used for external resources such as our website, publication, broachers’, Facebook Yes 🞏 No 🞏

***Learning Journey’s***

I agree that my Child/children’s learning journey may be taken home by their key person to be worked on outside of nursery hours. Yes 🞏 No 🞏

***Nappy Cream***

I give permission for nappy cream to be applied to my child whilst in the care of the nursery. Yes 🞏 No 🞏

***Face Paints***

I give permission for my child to have his/her face painted whilst at the nursery. Yes 🞏 No 🞏

**Tapestry**

I give permission for my child’s learning and development to be recorded in the online journal – Tapestry Yes 🞏 No 🞏

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.ACCEPTANCES

a. The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect.

b. The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

This agreement must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees. Your childcare may only commence once payment of the first invoice, or a minimum of one month’s fees has been made.

I have read and understood the Parental Agreement and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time.

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PRINT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/Legal Guardian)

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PRINT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/Legal Guardian)

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PRINT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(On behalf of The Under 5’s Project) Term and Conditions are subject to change without prior notice. E&OE