

Burmantofts Community Nursery
Terms and Conditions September 2019

Your child has been offered a place at Nursery. It is important for the quality of service to be provided for our children that parents/carers read and agree to the terms and conditions below.

1. Nursery provides places for children aged from 3 months to 4 years inclusive.
2. Nursery operates between 8.00am and 6.00pm, though your individual hours will have been given to you.
3. Nursery opens Monday to Friday for 51 weeks a year, closing for the following:-
 - All 8 Public Bank Holidays – All payable in full
 - Early closures once every month at 4pm – All payable in full
 - 1pm closure on Christmas Eve – Morning charged as normal. Afternoon children have the opportunity to change to the morning as the afternoon session is charged as normal.
 - 3 days between Christmas and New Year – No charge (These are the only 3 days that we do not charge)
3. We reserve the right to withdraw your childcare place if this is under used. Failure to use your place for 2 weeks without telling us about the absence will be considered as cancellation of the place and it will then be offered to another child, unless the Manager agrees that your place will be held open because of extenuating circumstances.
4. For insurance reasons children must be dropped off and collected between the hours which have been agreed for you.
5. A late charge will be incurred if your child has not been collected by your agreed time. £15.00 fixed charge for anywhere within the first 15 minutes and an additional £1 for every minute after that, i.e. 10 minutes after your collection time will be a charged at £15.00, 18 minutes = £18...
6. Nursery fees must be paid in full each week by the end of your child's final session.
7. The fees are reviewed by the Board every February and put into place for 1st April.
8. For security reasons, if someone other than a parent/carer is to be collecting your child, then you must notify the Nursery staff beforehand and give a description of the person and a password.
9. Parents are required to complete an enrolment pack before their child can be left in nursery.
10. To minimise risk of spreading illness to children and staff in the Nursery, parents/carers are expected to keep children who are unwell away from Nursery i.e. In the case of diarrhoea or sickness you are to keep your child off nursery for 2 full clear days, before they can return.
11. Nursery staff can administer only medicines prescribed or labelled by a doctor or pharmacists. Medicines must be clearly marked with the child's name, prescribed dosage and date of prescription. A medicine request form must be filled in and signed before it can be administered.
12. Parents/carers are requested to notify nursery as soon as possible if their child will not be attending. Fees are still charged through all sickness and holidays. Parents/carers are also asked to notify staff at least 7 days in advance if their child will be on holiday.
13. Parents/carers are required to give 2 weeks notice prior to reducing sessions or withdrawing their child from the nursery. Though an increase in days can start with immediate effect if the place is available.
14. Parents/carers failing to give the nursery 2 weeks notice will be charged their usual rate for the duration of this notice period.

15. If you choose to take your child out of nursery for a long period of time but are unwilling to pay full fees throughout this time, then your place will be terminated, and you will not be able to apply for a place back in our nursery for a period of 4 months from your leaving date.