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**Parental Contractual Agreement**

 **Terms and conditions**  **January 2022**

1. **Hours of opening-**
2. Nursery; 8.00 am to 6.00pm, Monday to Friday. We are closed bank holidays 2 weeks over Christmas and 2 weeks over the august holiday period.
3. Pre-school; 9.15am-12.15 pm and 13.15pm – 16-15pm for a maximum of 38 weeks both funded and non-funded

1. **Registration**- To reserve a place for your child here at The Chelsfield pre-school please complete and return the enclosed application form enclosing a cheque for £50.00 to cover the administration fee (nursery only) payable to the Chelsfield pre-school and Nursery. A two-week refundable deposit must be received prior to commencement at The Chelsfield Nursery, this deposit will be refunded against your final invoice when, this provided that 1 months’ notice has been given in writing and all fees are up to date.

1. **Payment of fees-** Fees are payable via various methods; Standing order, direct debit, Employers voucher systems, we have attached a standing order form to this contract for you to hand to your bank.Fees are payable in advance no later than the first day of each month and payable to The Chelsfield Nursery.Late payment of fees or a build-up of arrears will constitute a breach of this contract. This may lead to a suspension of your child’s placement at the nursery, should this happen a grace period of two weeks will be allocated in writing to allow you to bring your fees up to date. Failure to comply within this period will result in the termination of this contract and a permanent cessation of your child’s allocation at the nursery.The fees will undergo an annual review in line with the financial projections of the following year, this will be carried out every April, and any changes informed to you four weeks prior to any changes.

1. **Collection and drop-off-** On entering the Nursery your child must be placed into the care of the nursery staff member at the door who will enter his / her name into the arrival register. Under no circumstances will any child be released into the care of anyone other than those named on the record file unless authorised personally by the parents, a photograph of all persons likely to collect the child will be required by us to be kept with this record.

**A Late collection fine is in operation** within the nursery, this consists of £10.00 for the first 15 minutes then £5.00 per 5minutes there after this becomes due on the next working day, should this not be forthcoming then it will be added to the child’s monthly nursery fees and itemised on the invoice.

**The Chelsfield Nursery** reserves the right to inform social services of persistent late collection and/or your child has not been collected by 7pm.

Our staff are paid too 6pm and all late fees go directly to the member of staff looking after your child. It is advisable that you arrive early especially should you wish to discuss your child’s day with her keyworker. An appointment can be made to speak with the manager owner.

1. **Absence-** Parents are requested tonotify the nursery as early as possible if their child will be absent for holidays or sickness. In the event of an absence we do not refund fees or offer a replacement/alternative session.

1. **Illness and/or Accidents-**The Chelsfield Nursery reserves the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and will be required to sign their child’s accident form. Should a more serious accident occur requiring hospital treatment, all attempts will be made to contact parents, should this not be possible then The Chelsfield nursery is authorised to act on behalf of the parents and authorise necessary treatment. The Chelsfield nursery will administer prescribed medicine provided a medicine consent form has been received. All prescribed medicines must be taken home each day.

Parents and carers agree that a child who has become ill (Fever, infection, diarrhoea, sickness or any other communicable illness or disease with the exception of the common cold) will be kept at home to protect the well-being of the children and staff in our care, for a minimum of **24 hours for fever and 48 hours for diarrhoea**, under certain conditions we may request a sick note from your doctor to be supplied. The Chelsfield nursery is sympathetic to the needs of the working parent but should your child become ill whilst attending nursery and it becomes necessary to remove the child from the setting, then you will make immediate arrangements to collect them.

1. **Clothing and personal property-** The Chelsfield Nursery cannot be held responsible for the loss or damage to children’s property, whilst every care is taken to minimise the risk to children’s property, practical “Inexpensive” clothing is strongly recommended. Should it become necessary for the nursery to supply items for the children which parents/carers are expected to supply then a small charge will be made to cover expenses i.e. Pull-ups/nappies etc.

1. **Health and Safety and security-** Our overriding priority at The Chelsfield Nursery is the safety of your children, please bring to our immediate attention anything you may feel appears to be unsafe .There will always be a member of staff at the door on your arrival to sign your child in however sometime when you leave and the children are on the premises we may not have a staff member at the door to see you out, this door is kept secure to stop anyone leaving and you must request a member of staff to see you out. **The use of mobile phones** is strictly prohibited whilst on the nursery premises including the use of the camera; you are requested not to answer calls unless you leave the premises.

Should it become necessary to close the nursery for health and safety reasons for example bad weather, fees will still be payable during the closed period.

1. **Discipline**-The Chelsfield Nurseryhas a written policy to view on behaviour management, the use of **any form of physical chastisement, verbal humiliation or aggressive handling** of a child is totally unacceptable at The Chelsfield Nursery. Neither is it acceptable for any parent or carer to behave in an inappropriate manner whilst on our premises or grounds.

1. **Child Protection –** The Chelsfield Nursery is under obligation to report to **OFSTED** and local child services any incidents where we consider a child may be at risk, abused or neglected. This may be carried out without the knowledge of the parent or carer. General concerns will always be discussed with you and support and appropriate advice made available or discussed as applicable.

1. **Publicity-** on occasions we at The Chelsfield Preschool take photographs of the setting and children, which may be used in promotional materials and training. Should you wish that your child is not photographed, please inform us in writing at the time of registration.

1. **Records-** All nursery records relating to your child must be returned to the nursery prior to your child’s start date, parents must inform the nursery immediately of any changes of their contact details, or those of the emergency contact given.

1. **Staff Training-** Bromley borough have stipulated that every childcare setting undertake 4 staff training days a year. Notice of these days will be given. The nursery will be closed on these days. This is a legal obligation to our staff and a requirement by OFSTED.

1. **Notice-** One month’s notice must be given in writing when terminating a child care placement. All outstanding balances must be cleared during this four-week period. Notice to leave after the 1st of July will incur fees to the end of the August term period,

The Chelsfield nursery reserves the right to exclude a child and or cancel this contract for any breach of said contractual terms, This would include continuous late collection of your child, late payment of fees

Verbal or physical abuse towards any member of The Chelsfield Nursery staff, should your child’s behaviour be deemed unacceptable or likely to endanger staff or other children within the setting, in this event you will be first offered support to try to address this situation to achieve a positive outcome.

The Chelsfield Nursery reserves the right to make amendments to these terms and conditions of contract.

***I/We have read the terms and conditions of contract of child care and agree to comply with the terms and conditions and any amendments as notified***

***NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***CHILDS NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

# SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

