

TERMS AND CONDITIONS.

To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions:-

- Registration forms must be completed and returned, birth certificates must be presented prior to your child(ren) starting. Alteration or cancellation of booked sessions requires at least half a term notice in writing. If insufficient notice is given then full fees will apply. Extra sessions can be booked at the School Office or by e mail.
- Notify the school of any changes in registration details, including telephone numbers and provide necessary information requested concerning their child's care.
- Only those persons you have given authority to may collect your child, they must also know your chosen password.
- Notify the school of any accident or injury suffered by the child since the last attended session which will then be recorded.
- Written consent will be required each time any prescribed medication is to be administered by staff. If your child has a long term medical problem a care plan will be put in place. No non-prescribed medicines will be administered.
- The registration form gives the school consent, if signed, for a member of staff to administer emergency first aid and accompany your child to hospital if required.
- If your child becomes unwell during their session at our nursery, the child's parent/carer will be informed. Your child should not return to school if they are suffering from a communicable illness for 48 hours. If you are unsure about the process please speak to a member of staff.
- Invoices will be sent to parent/carer in advance and fees must be paid by the 5th of every month.(unless this date is during the school holidays when payment will be due on the first day school re-opens). We accept cash, cheque or childcare vouchers.
- If the fees are not paid by the due date a weekly charge of £10 per week will be added to the cost until it is paid. Recurring overdue fees will result in the termination of registration and action will be taken to recover any outstanding fees to the nursery. **(If any problems do occur, please speak to Headteacher/Chair of Governors as soon as possible).**
- Any extra hours taken on top of those booked will be charged on the next month's invoice.
- For late collection of your child(ren) from the nursery a charge of £5.00 for every 15 mins after the first 15 minutes will be made. If a child is continually picked up late this will result in the termination of registration and action will be taken to recover any outstanding fees to the nursery.
- If there are any absences, due to the child or parent/carer illnesses or missed sessions, then the full contracted fee is still payable. Likewise, if the child is on

holiday the full contracted fee is payable unless you have given a half terms notice.

- These terms and conditions are subject to change in part or whole by All Saints Afternoon Nursery with one month's notice. All parents/carers will be notified by letter.
- All charges are reviewed at the end of March each year and any changes will be communicated to parents/carers by letter within a month.
- A copy of this signed registration form will be returned to parents/carers.

I/We agree to abide by All Saints Afternoon Nursery Terms and Conditions as set out in this Registration Document. I understand that the Registration Document is a legally binding document.

Please note that where both parents/carers sign the registration form for a nursery place, both shall be jointly responsible for nursery fees and all monies owed to the nursery throughout the life of the contract. i.e. until your child leaves the nursery.

Mother's Name:

Signature:Date:

Father's Name:

Signature:Date:

Carer's Name:

Signature:Date:

Signed on behalf of All Saints Afternoon Nursery:

Date:

SCHOOL CHECKLIST

FORM CHECKED:

BIRTH CERTIFICATE CHECKED:

ENTERED ON SIMS

SIMS FORMS SENT OUT AND RETURNED:

SIGNED: