**Contract Tiddlywinks Nursery - 509315**

**22 Sylvia Avenue, West Heath B31 3LE**

**0121 476 2793/ Nursery**

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[tiddlywinksnurery.se@gmail.com](mailto:tiddlywinksnurery.se@gmail.com) **0121 476 2793**

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**Days Required -**

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Full Name of Child**... -**

Date of Birth of Child....

Child’s Gender

Home Telephone Number.....

Home Address

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Parent Email Address……………………………………………………….

Contact numbers…………………………………………………………….

**Nursery Hours and Fees**

**Individual payment contract**

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| **Name of person responsible for paying nursery fees**  **Amount to pay each month by the last week of the month via BACS** |

* The Nursery is fitted with indoor and outdoor CCTV, should this need to be seen for any reason, we are not permitted to ask parents’ permission beforehand.

* **Susan Emeny as manager will not tolerate any offensive behavior on the premises to any child, parent or member of staff. Any person wishing to discuss any issues is asked to contact Susan or Chloe as deputy as soon as possible and request a meeting. Susan expects all users of Tiddlywinks staff and users shall always remain respectful at all times.**

**TERMS AND CONDITIONS**

* **Fees are fully payable in periods of absence such as sickness, holidays or quarantine. In line with Pre-school Learning alliance and Law Call a respectful discussion with parents will take place and may reach an amical reduction of fees for a short period of time in extreme circumstances.**
* Fees are fully payable if nursery is closed during extreme circumstances such as snow, essential maintenance work or infectious disease outbreaks up to a maximum of 2 weeks *(refer to emergency closure policy*).
* **The Nursery is closed on Bank Holidays Monday and Tuesday. Payment of half fee will be required for Bank Holidays.**
* **Nursery closes for Christmas 2 weeks, May Spring Week, nursery may also close according to Government guidelines or special arrangements by Susan Emeny,**
* **Parents and Careers must be prompt in dropping their child/ren off and collecting them at the times agreed.**
* Children must be sent in appropriate clothing for the weather, including sun cream and hats with a rim or back flap, when required. Rain suits will be provided with each child having individual suits, please send a hat and gloves for our cold weather ahead. Thank you
* Parents/cares must send essential dependant medicines such as auto injectors, inhalers, only medication provided by G.P. is able to be accepted into nursery.
* **If parents go away and leave the child with anyone for care whilst attending nursery we must be informed and accident and emergency forms completed by parents and persons who are responsible for the child. A contact number for parents must be given to Susan Emeny or Chloe Hall whilst parents are away from the child.**
* **If parents and their emergency contacts are unable to be contacted due to non-answering of phones or incorrect numbers then the Nursery will call Children’s Information and Advice Service, (CASS) after 1 hour of trying. This is at times of lateness and/or sickness.**
* Children must not attend the nursery if suffering from any infectious or contagious illnesses, or they are not well enough to play, this is in line with our safeguarding policy all children who are unwell must be collected and be at home.
* Tiddlywinks will put measures in place to protect children from any infections, such as a high risk cleaning procedure carried out by all staff. All staff trained in keeping the setting risk free from infections. All staff up to date pediatric First Aid. Susan Emeny and Chloe Hall reserve the right to ask that a child does not attend nursery if they deem to be too unwell to play.

**By signing below, you agree to the regulations contained in all of the settings policies and procedures. Failure to do so may result in the termination of your place at Tiddlywinks.**

**I have been truthful in completing this form. I understand that there may be circumstances where the setting may share information with other professionals or outside agencies without my consent.**

**I understand that my child’s birth certificate will be copied and retained on my child’s file as proof of parentage/parental responsibility and that it will remain on my child’s file until it is destroyed in line with the Nursery’s Data Protection Policy.**

Print name ……………………………………..…Parent/Guardian……………………………….sign

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Signed …Sue Emeny / manager

May 2020

January 2021

August 2021

September 2022

January 2023