

**St Vincent’s School House, Greenside Street,**

**Openshaw, Manchester, M11 2EX.**

**Tel- 0161 220 7662**

Email- [yournursery.reception@yahoo.com](about:blank)

Website- [www.yournurseryltd.co.uk](about:blank)

**Parent/carer contract and booking form**

Please read this document carefully and sign to say that you agree to the terms and conditions of your child’s place at Your Nursery ltd.

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nursery start date: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Hours of opening:** The nursery is open all year round from 7am- 6pm Monday to Friday. We are closed on bank holidays (which full fees are required) and for a week at Christmas.
2. **Deposit:** The nursery charges £100 deposit for any places booked more than one month in advance. This will be deducted from your first month’s fees.
3. **Nursery Closures:** The nursery is closed on all bank holidays and full fees are charged. We are closed for 1 week over Christmas, which only bank holidays will be charged for. The nursery may close without prior notice in an emergency situation, such as a heating breakdown. In the unusual event of a large number of staff falling sick the nursery may be forced to close. In this instance there will be no charge for the day. The nursery may close for staff training days and full fees may be charged.
4. **Sickness:** If your child is absent from nursery for any reason then full fees are still required. Please refer to the sickness policy for more information about incubation periods for different types of illness. These should be adhered to in order to stop the risk of infection. We have our own policies regarding this and do not take guidance from individual GP’s. If your child becomes ill whilst in our care, we will contact you to collect your child and take them home. If your child requires urgent medical treatment, we will seek this on your behalf and contact you as soon as possible.
5. **Fees:** Fees should be paid a week/ month in advance. If fees are late there will be a late fee of £25 added to your account for every late fee and/or your nursery place will be suspended. Fees are reviewed regularly and notice will be given of any fee increases. Fees can be paid by cash or debit card but preferably by standing order. **Fees are payable all year-round including times when your child is sick and when you are on holiday.** It is important that you stick to your booked session times in order for the nursery to adhere to ratios. Extra days/ sessions can be booked at the hourly/daily rate and must be booked in advance.
6. **Late collection of your child:** The nursery charges £2.00 per minute for late collection over and above a child’s usual sessions. This is to try and stop regular lateness from parents/carers. Please bear in mind that when staff finish their shift, they also have other responsibilities and duties to carry out in their personal lives. Parents that are continuously late may be struck off from the nursery. Late fees should be paid in cash as soon as possible, as this will be distributed to staff.
7. **Nursery Grant/ funding:** We offer the government grant for children aged from 9months. This entitles eligible parents up to 15hours funding each week for 38weeks of the year. We also offer 30 hours funding for 3year olds if you qualify. It is the Parent responsibility to check their 30hour code regularly and keep this updated each term. The nursery grant is funded for care only and therefore any extra’s such as consumables/ trips/ extra-curricular activities will be charged for. Please see fee charge sheet for lunch costs. **Please note any extra sessions paid for on top of your funding sessions are subject to be paid all year round, including when the funding ends for half terms.** You cannot change your sessions without authorisation from the management and this will be based on availability and notice should be given. Late collection of your child after their session will result in a late fee. If parents continue to be late, your place will be suspended. If parents leave before the funding national headcount date, you will be liable for any sessions you have used.
8. **After school places:** We offer before and after school placesfor local schools subject to availability. Please see fee price sheet for prices per session. All after school sessions are bookable in advance and you are liable to pay if the session is cancelled. You will not pay if the school is closed.
9. **Termination:** Your Nursery Ltd 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 our care.
10. **Withdrawal:** 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 to reduce or cancel your child’s normal booking.
11. **Health and Safety:** Please remember to close the main gate behind you when entering and leaving the nursery. This should not be left open when you drop off your child so you can leave straight away. This gate helps us to provide extra security for your child and helps to stop other children from running off if their parent is talking to a member of staff. 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.
12. **Behaviour Management:** If a child’s behaviour is seen to endanger others and all routes according to our Behaviour policy have been adhered to Your Nursery ltd 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 we reserve the right to terminate the parent’s contract and will no longer provide care for that child.
13. **What to Bring:**

* Your child should be in comfortable clothing that is preferably not new. Please do not dress your child in something you do not want to get messy. We have aprons available for messy activities but clothing can still get very messy.
* Please bring lots of spare clothing (especially when potty training)
* Nappies and wipes (nappy creams if needed)
* Baby Milk
* Dummy/ comforter/ blanket if required
* Clothing for all weather, including wellies, raincoat, waterproofs, hats (both sun and winter) as required (The children will play outside in all types of weather)
* Sun cream, to be left at nursery, clearly labelled.

1. **Sibling discount**: 10% discount is given to the eldest sibling attending at the same time. Discount ceases when government funding is received (term after eldest sibling turns 3 years) or if a child is in receipt of 2year funding, as the funding is already discounted. Sibling discount cannot be used in conjunction to any other discount/funding.
2. **Data Protection:** The nursery agrees to keep all personal data safe and abide by the data protection acts and legislation. Information will be transferred to our password protected software and any hard copies are kept in a locked cupboard/ cabinet. You agree to be contacted by the nursery via WhatsApp which is an encrypted messaging application**.**
3. **Policies and procedures:** On signing this contract you are agreeing to abide by the nurseries policies and procedures.

Please enter the times on the days you are requesting. (This will be reviewed and you will be notified if these sessions are available)

|  |  |
| --- | --- |
| **Day of the week** | **Times** |
| **Monday** |  |
| **Tuesday** |  |
| **Wednesday** |  |
| **Thursday** |  |
| **Friday** |  |

**Parent/carer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/carer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent National Insurance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How did you hear about us: please tick**

**Banner**

**Family information services**

**Advertisement**

**Word of mouth**

**Social Media**

**Other**

**(Please specify)**