

Parent Contract

We believe that there needs to be a formal agreement between the Nursery and Parents. The contract will outline the obligations and commitment, of both the Nursery and the Parent(s). This is a contract between the Owners and Management of Explorers (referred to as ‘the Nursery’) and the Parent(s) or legal Guardian (referred to as ‘the Parent) of a child (or children) that is enrolled at the Nursery.

The Nursery:

1. Is owned by Louise Jefferson

2. Will be known as ‘Explorers’ and will operate from a property at Stephenson’s Arms, Wylam.

3. Is registered with Ofsted as a Day care Nursery and operates within their regulations, guidelines and rules. Their Inspectors regularly visit the Nursery to ensure the appropriate standards of care & education are being provided.

The Contract: -

1. The minimum contract period is for 6 months.

2. 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, commencing from the first day of the month, to reduce or cancel your child’s normal booking.

3. Hours of Operation are Monday to Friday 08:00 to 18:00. Late collection is charged at £1 per minute after the end of your child’s session. We will be closed on all Statutory Holidays also we close between Christmas and New Year and these days are not charged.

5. Monthly fees are at the prevailing fee schedule. The setting reserves the right to increase said fees at any time giving one calendar month’s notice of the proposed increase to parents / guardians. Monthly fees include all sick days and holidays taken as these are paid days. Any statutory holidays will be deducted from your monthly bill. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability, we will try to accommodate swapping of days in cases of emergency or under special circumstances.

6. Parents who utilise government funding will have this amount deducted from the invoice.

7. Any fees not covered by a subsidy are the parents' responsibility and are payable on the first of each month in advance. All subsidised payments must also be paid by the first of each month in advance.

8. Parents agree that all monthly fees (full time and part time attendance) will be paid on the first of each month in advance. Additional sessions will be invoiced at the end of the each month and will be due for payment immediately. Unpaid fees are subject to a £50 late payment fee if fees not received by the 7th day of the month. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Extra hours are billed at the session rate or hourly rate. Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days and holidays booked.)

9. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree should a child become ill while in our care that immediate arrangement will be made to remove the child from the nursery. Children will not be allowed to return to nursery until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases, a note from a doctor may be necessary.

10. There is no on-site car parking. All parking to occur in public car park and children to be walked to and from nursery entrance.

11. Please notify the nursery if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. They must bring photographic I.D. plus a photograph to be kept on file and a password will be used.

12. Termination – Explorers 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 my care.

13. Health & Safety. The name of the designated Health & Safety Officer is on the main notice board. Any health & safety queries please arrange to meet with the Nursery Manager. We would ask all parents to make sure doors are closed when entering or leaving the building and that they are mindful of little fingers. If the nursery has to close due to any health and health & safety and illness reasons including bad weather and pandemics, fees will still be due to be paid during the period closed.

14. Registration. A non-refundable registration fee of £40 (per child) is required upon completion of registration to secure your child's placement in care. The registration fee is non-refundable. Spaces will not be held unless the registration fee is paid in full.

15. Behaviour Management. If a child’s behaviour is seen to endanger others and all routes according to our Behaviour policy have been adhered to Explorers 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 Explorers reserves the right to terminate the parent’s contract and will no longer provide care for that child.

16. What to Wear. Guidelines in kit list and clothing policy should be adhered to.

17. Moving Rooms. We move children in consultation with parents and guardians when they reach the age or development stage of the next room. We offer the children settling in visits with their new key person before they start their new room.

18. Data Protection. I understand that my child’s records will be held on a computerised database and that this is protected by GDPR and that they will be used for no other purpose than company business. I understand that if I require a copy of this personal information I must make a request in writing. I agree to be contacted via email for the purposes of nursery or out of school club business.

19. Safeguarding. I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for me to view at any time.

20. Non solicitation of Staff. Parents/guardians of the child who is subject to this Registration Form, hereby agrees that during the term of this agreement and for the period of six months after its termination (howsoever terminated) that (s)he will not seek to employ, entice away or attempt to entice away from the employment of Explorers any person or persons employed by the Company at the date of termination of this agreement or any person or persons who were employed by the Company in the six months preceding the date of termination of the agreement. If the parent/guardian shall breach clause 10(a) then (s)he shall indemnify the Company fully in respect of all and any costs, claims, damages and expenses incurred by the Company as a result of the aforementioned breach to include the cost of replacing the relevant member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the Company in replacing the member of staff together with all legal fees and disbursements.

21. Exclusion. If in the reasonable opinion of the setting manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well being of the child or other children in the setting or the setting practitioners or other staff so employed then the setting may serve notice to the parent/guardians or a request for the child to be immediately removed from the setting and the provision of one month's notice shall not apply.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of Explorers

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_