

Terms and Conditions

Age of Admittance

Children are admitted into the nursery from birth to five years.

Nursery Sessions

- Full day session: 7:00am – 6.00pm
- Half day session am: 7.00am – 12.30pm
- Half day session pm: 1.00pm – 6.00pm

Food and Drink

- **Full-day session:** Breakfast / mid morning snack / two course lunch / afternoon snack and light tea.
- **Half-day session am:** Breakfast / mid morning snack and two course lunch.
- **Half-day session pm:** Afternoon snack and light tea.

Fee Schedule

- Fees are payable by cheque, cash or standing order one month in advance.
- Where two or more children attend the nursery – **you will receive a discount of 10% off the second child.**
- To register for a place, a £100.00 deposit is payable with completed registration form. The fee will be reimbursed on receiving one months notice. Where a child does not take up a place, the deposit is non-refundable.
- Two year old funding is available if you meet the criteria set by the Government.
- 3-5 Year olds become eligible for a grant funded place at the start of the term after their third birthday.



- All charges are fully inclusive. There are no hidden or extra charges in addition to our stated fees.

Pricing

- Full day session: £38.50
- Half day am/pm: £22.50
- Extra hour: £6.00
- Full Month: £800.00

Please note fees are reviewed on a yearly basis.

Fees are inclusive of all food and drinks.

Holidays Absence and Notice

- **The nursery is closed on all statutory bank holidays.** Fees are payable at the full rate for these days.
- Over the Christmas/ New Year period the nursery is **closed for 5 working days.** The nursery does not charge for this period. **Fees are worked out over 51 weeks per year.**
- Fees are payable at the full rate for all periods of a child's absence including holidays and sickness.
- A months notice is required by either party to terminate a child's place in the nursery or a month's fees in lieu of notice. Any change in session requires at least a months' notice.



Clothing and Personal items

- Each child should have adequate clothing for their daily needs, plus spare clothing in the event of accidents or messy play. (We will provide aprons for such activities but cannot guarantee children's clothing will stay clean)
- Clothing must be clearly labeled with child's name.
- We advise not to put your child in their best clothing as they may take part in activities that include 'getting messy'.
- We advise bringing sun hats, sun creams and wellington boots depending on the time of year.
- Parents/Carers are asked to provide nappies, wipes and creams clearly labeled until your child is toilet trained.

Drop off and collection of children

- Children cannot be accepted into the nursery before 7.00am due to insurance purposes.
- All children must be collected on time. Parent/carers must arrive at the nursery for **5.45pm** to give time to discuss their child's day with the staff before the nursery closes at **6pm**.
- If you are going to be late due to unforeseen circumstances - please phone as soon as possible.
- Extra late charges of **£6.00 per hour** for the first hour will apply for any parent who is more than 10 minutes late to collect their child from a session. If you are more than **10 minutes late at 6pm the charge will increase to £20.00**. This charge is to cover staff costs and additional insurance cover.
- Children will only be handed over to a nominated adult who is known to the nursery and who has the relevant password.



Sickness, illness and Medication.

- Any child who has developed an infectious illness must be kept at home until appropriate exclusion period has lapsed and/or doctor's advice has been sought. This includes conditions such as vomiting, diarrhea, discharges, conjunctivitis, and obvious rashes.
- We advise that parents and carers can, if they wish, provide Calpol in a clearly labeled bottle (**as we understand that children do suffer with colds and temperatures during bouts of teething**) However medicine needs to be given to a staff member to put away. Medication also needs to go home at the end of each day. We are able to administer this medicine once during the nursery day. If the child continues to be ill or have an increased temperature we will recommend they go home as they are not well enough for the nursery day.
- We recommend and advise that the best place for a child who is not well is kept at home.
- We will be unable to keep a child at nursery who has a continuing temperature of 39 degrees.
- Appropriate forms must be filled out with a member of the childcare team before any prescribed in date and un-opened medicines can be administered to your child.
- We will, at all times, have the best needs of the individual child in mind when dealing with sickness and medications in the nursery setting.



Please see exclusion chart for periods of exclusion.

Illness/Disease	Minimal Exclusion Period
After any needles	First Day at home.
Temperature	If sent home with a temperature 24 hours at home.
Vomiting and/or diarrhea	48 hours and after two clear nappies.
Chickenpox	7 days form appearance of rash until spots scab over completely
Gastroenteritis- food poisoning. Salmonellas and dysentery	At least 48 hours at home, until had no sickness for at least 24 hours and two clear consecutive nappies.
Hand foot and mouth	7 days from diagnosis.
Mumps	Until the swelling has subsided and in no case less than 7 days from onset of illness.
Whooping cough	21 days from onset of cough.
Scarlet fever and infection of the throat	Until appropriate medical treatment has been given and in no case less than 3 days from the start of treatment.
Impetigo	Until the skin has healed.
Lice	Until treated
Ringworm	Until cured
Scabies	Once appropriate treatment has been given
Conjunctivitis	24 hours after medication is administered, we recommend that children are kept at home if the child is distressed and the eyes are weeping to stop it spreading.

