

Once Upon A Time Nursery  
 56 Railway Terrace  
 Llanelli  
 Carmarthen  
 SA15 2RH



Website  
[www.llanellinursery.co.uk](http://www.llanellinursery.co.uk)

Phone  
 01554 785 173

Email  
[enquiries@llanellinursery.co.uk](mailto:enquiries@llanellinursery.co.uk)

**Nursery registration number :**  
**W130000376**

## **Attendance Form**

***This is an agreement between Once Upon A Time Day Nursery and the Parent/Guardian of***

Name of child	
Registration to start on	/ /

Hours required	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**Payment of account:** One month in advance paid between the 1<sup>st</sup>- 10<sup>th</sup> of each month. Weekly payments are accepted on the first day the child attends for the week. Direct debit details are available, and cheques should be made payable to: Once Upon A Time Day Nursery [failure to comply will result a £5 per day late charge] There will be no charge during closure of the nursery [Bank holidays, Christmas Week]

**One month notice in writing:** A written 4 weeks' notice is necessary to terminate sessions, failure to do so will incur the relevant month's costs.

**Registration fee:** Upon registering you will be asked to pay a £30 registration fee. This fee covers the start-up cost and guarantees your child's space. This is non-refundable.

**Sessions:** It is the policy of Once Upon A Time Day Nursery that all children are booked in for a minimum of 2 sessions per week. All sessions booked must be paid for whether the child attends or not as staffing is still required to meet certain ratios within each class.

**Illness:** The nursery cannot undertake the care of sick children, however as part of our diversity policy, children requiring regular medication will be welcome. Any child appearing to be suffering from any infectious disease or having suffered their last attack of sickness and diarrhoea within the preceding 48 hour period will be refused admittance. Other illnesses can be discussed between you and your child key worker/ staff at nursery as children can contract a range of illness.

I/We acknowledge that I/we have read and understood the above contract and agree to abide by it.  
 the rules and regulations of the nursery.

Parent /Guardian

Print name	
Signature & Date	

Signed on behalf of Once Upon A Time Day Nursery

Print name	
Signature & Date	