

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



Website
www.llanellinursery.co.uk

Phone
 01554 785 173

Email
enquiries@llanellinursery.co.uk

Parent Contract

HOURS OF OPERATION

Monday to Friday 8.00 a.m. to 6:00 p.m.

We are closed weekends, Bank Holidays and Christmas week 25th December - 2nd January. There is no charge for these days.

FEES

Fees include all sick days and holidays, except those mentioned above. 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. Swapping days is subject to availability. Any sessions missed must be paid for in full.

FEES: How much do we charge?		AGE 0-2	AGE 2+
Full Day Session	8.00am till 6.00pm	£32.00	£30.00
Half Day sessions (minimum 2 half sessions a week)	8.00am till 1.00pm	£19.00	£17.00
	1.00pm till 6.00pm	£19.00	£17.00
Full week	Mon to Fri 8.00 am till 6.00	£150.00	£140.00
Hourly Rate		£4.00	£4.00

PAYMENT POLICY

Parents agree that all fees (full time and part time attendance) will be paid one month in advance. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Extra hours (subject to availability) are billed at the session rate or hourly rate

NON ATTENDANCE

Please advise the nursery prior to 8:30 am if a child will not be attending due to illness. 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) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree that should a child become ill while in our care, immediate arrangements 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. By signing this contract you are agreeing to staff seeking any necessary emergency medical advice or treatment during their time at our nursery.

Arrival and Collection

Most children will arrive at 8am or 1pm and leave at 1pm or 6pm but other arrangements can be made with the nursery manager. Please let us know if you would like to have a different arrival or collection time.

Late Arrival/ Pick Up Policy

Please advise the nursery immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 6:00 p.m. If you are not able to pick up your child by 6:00 p.m. alternate arrangements must be made. 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 and the password system must be used. In the event that a parent cannot be contacted, it is the policy of Once Upon A Time Day Nursery to call an emergency contact should a child remain in care after 6:00 pm. A late fee of £10 per hour (or any portion of an hour) per child will apply if a child remains in care after 6:00 p.m. regularly, unless prior arrangements have been made

Termination

Once Upon A Time Day Nursery 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 other children in our care.

Withdrawal

Parents agree that a minimum notice of one month (notice to given in writing) will be given for permanent withdrawal of, or reducing hours of any child from care or agree to pay one months fees in lieu. The responsibility is the parents to ensure that the notice has been received by the office.

Deposit/ Registration

A registration fee of £30 (per child) is required upon completion of the registration form to secure your child's placement in care. This is refunded once the child has been withdrawn with all necessary notices given and all fees paid to date. If you decide to cancel the child's place before starting, the fee will not be refunded. **All notices have to be written.** Places will not be held unless the registration fee is paid in full. If we cannot offer you a place then no registration fee will be taken.

Health & Safety

Any health & safety queries please forward them to the Manager. We would ask all parents to make sure gates and doors are closed when entering or leaving the building and that they are mindful of little fingers.

Medication

If your child needs to take medication while at the nursery you will have to sign a medication consent form prior to the medicine being given.

Emergencies

In an emergency you would be phoned immediately, if you could not be reached then the next emergency contact would be called until someone had been informed.

Dietary Needs

All dietary needs should be mentioned on the Care sheet.

Registration is not complete, and care will not commence until all the paper work is completed. Prior to the start date of care the following must be received by us for each child:

- * Registration Form and Fee
- * Immunization sheet
- * Care Sheet
- * Parent Contract & Financial agreement
- * One months payment in advance
- * Authorisation from college or employer of subsidised place if appropriate

It is important that you understand how we run our nursery and how we will look after the needs of your child. By signing this Contract you are agreeing to all Once Upon A Time Day Nursery policies and procedures including:

- Behaviour Policy
- Child Protection Policy
- Special Needs Policy
- Complaints Policy
- Medication Policy
- Equal Opportunities Policy
- Confidentiality Policy
- First Aid and medicines Policy

I have been shown a copy of the Once Upon A Time Day Nursery policies and procedures & all relevant information has been explained to me & I/we understand the procedures.

I/We _____ / _____ have read and agree with the above statements.

Signature _____ Relationship to child _____

Dated _____

Signature _____ Relationship to child _____

Dated _____