

CHILDCARE AGREEMENT

This agreement is between

BURTON MANOR NURSERY, UPLANDS ROAD, STAFFORD Tel. 356906

(Name in full) (parent)

of(address)

Telephone Mobile

for the care of (child's name in full):

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Starting from (date) for the following times:

.....

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(Times of sessions: 8.40 am – 11.40 am and 12.25 pm – 3.25 pm, Monday to Friday)

Current fees: £13.00 per session (morning or afternoon) if not funded by Govt. grant

£3.50 lunchtime (plus the cost of a hot meal if required)

Full-time: £82.50 per week not including hot meals.

(Assuming Government grant covers morning or afternoon sessions)

Note: Most postcodes in our area are now funded for five sessions per week by Government grant.)

Charged sessions must be paid for throughout a school term, including periods of absence (e.g. illness or holidays taken in term-term)

Booking Fee: A payment of £25 deposit (cash or cheque) is required in advance to secure your child's Place in Nursery. This will be refunded at the end of your child's time in Nursery and will be shown on your final payment request. Please note that this will not apply to Government Funded applicants.

Payment: Cash, Cheque or Child Care Voucher. Fees are required by the 1st day of every month in advance, unless this date is during the school holidays, when

payment will be due on the first day school opens. If fees are not paid within 14 days of the request a late payment fees of £25 will be payable and your child will not be able to attend their sessions until payment is made in full together with the late payment charge.

Cancellation or Changes:

If i wish to change sessions or remove my child from Nursery, I agree to give four weeks notice. I understand that I will be liable to a four weeks charge if i fail to do this.

I/We understand that the Nursery operates an open access policy, and that I am/we are welcome during normal operating hours to view the policies and procedures under which it runs. I am/we are also aware that the Nursery is pleased to arrange meetings to discuss any problems, children's work and records at any mutually agreeable times.

I/We understand that the children may sometimes be taken for walks, visits etc. off the premises, such visits being under the supervision of Nursery staff. I/We give my/our permission for my/our child to be included in such outings.

I/We have been shown the nursery's policies and procedures which govern the way the nursery is run, and understand that its procedures are fully approved by the Ofsted Early Years inspectorate. I/We understand that the Nursery will care for my child in line with these procedures, and I/we consent to them caring for my/our child within this framework. I/We give my/our permission for staff of the Burton Manor Nursery to administer medication, handle emergencies and control my child within these policies.

I/We also understand and accept that the staff cannot undertake the care of sick children (in particular any child with an infectious disease, diarrhoea, vomiting or having a high temperature).

I/We will work with staff to complete a Child's Personal Record.

I/We have received a signed copy of this agreement

SIGNATURE OF PARENT/CARER.....

SIGNED DATE

CHILD CARE PROVIDER ON BEHALF OF BURTON MANOR NURSERY