



Day Nursery

Parent Contract

Parent Name:

Child's Name:

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This document details the agreement between Beanstalk Nursery and the parent or carer of a child. The contract must be agreed and signed prior to any nursery place commencing.

Opening hours

Monday to Friday 8.00am to 6.00pm

The Nursery will be closed on all Public Holidays, Christmas Eve and will re-open in the beginning of January, actual date will be confirmed.

Upon joining you will be given a list of all of our closure dates.

All new children will be entitled to a free 2 hour induction.

First time registration of all children is free, however upon leaving, any subsequent re-registration will incur an £80 registration fee.

Nursery Fees and Payment Policy

All fees are invoiced monthly and are payable in advance on the first working day of each month. Monthly fees include all sick days, public holidays and annual private holidays. Fees are payable for booked in days and not actual attendance.

All invoices not paid in advance will incur a £10.00 a week admin / interest charge, for each week late.

For holidays longer than 2 weeks we require at least 4 week's notice and a discount on retainer fee may be negotiated. All of the retainer fees will be charged at 25% of the total invoice.

Failure to inform us of long term absence may result in the loss of your child's nursery place.

*Full time private fees are £200.00 per week (50 hours)**

Single days are £50.00 per day

Single am or pm sessions are £40.00 per session

Additional hours £8.00

Lunch £4.00 (if not cancelled by 9:30am will still be charged)

10% 2nd sibling discount

* This is the maximum number of hours available for a full time place

We are happy to discuss payment methods with you privately and also give help, advice and support on aspects of government funding that you may be entitled to.

Please be aware that certain benefits are based on your child's attendance which we may have to report directly to the Inland Revenue or Care 2 Learn.

Some discounts may be negotiated for full time fees for 30 hours per week or less. These hours will need to be agreed in advance, however late fees will apply if agreement is broken.

Late Pick up Fees

The nursery has Ofsted registration until 6.00pm each evening. It is highly recommended that you arrive at least 10 minutes earlier than this to give you and your child time to get ready for leaving by 6.00pm. This will also allow you some time to discuss your child's day with their key worker.

Beanstalk staff on the late shift are only paid until 6.00pm and failure to inform us of a late pick up may result in the emergency carer being contacted.

You will also incur a late pick up fee of £1.00 per minute and you will be required to sign a late form detailing the actual time of leaving the nursery. This amount then will be added to your monthly invoice.

This will also apply to Care 2 Learn funded places and this will be invoiced to you separately.

Continual lateness may put your nursery place at risk.

If we are unable to contact you within 1 hour of arranged collection time it will trigger our emergency policy on uncollected children which may result in Social Services being contacted.

Collection Policy

Beanstalk will need to have full details of any person that may collect your child from the nursery. We will not let your child leave our care unless we have authorisation from you to do so. Therefore we need to have emergency contact details for your child just in case you are unable to collect yourself.

If you know that someone else will be collecting on a specific day you must inform us and give us all of their details and a password system will also be used. We will expect the emergency collector to bring with them some form of photo ID so that we can verify their identity. If there is any doubt we will contact you to confirm you are happy for your child to leave with them.

Termination of Contract

Should you wish to terminate this contract you should do so in writing providing us with a minimum of one months notice.

This contract may be ended by Beanstalk with immediate effect if any of the following apply:

- Verbal or physical abuse to any of Beanstalk staff
- Failure to pay nursery fees
- Continual lateness
- If your child's behaviour is deemed unacceptable by us or could endanger other children or staff. In the event of this you will be offered support to try and address this situation to achieve a positive outcome for all concerned

Child Sickness Policy

If your child is too poorly to attend nursery you must inform us between 8.00am and 9.00am on **0116 2517617**.

Parents / Carers agree that a child who is ill (fever, infection, diarrhoea, sickness, communicable disease or any other type of illness that may be passed

onto others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and the other children in our care.

You further agree that should your child become ill while in our care, that you are able to make immediate arrangements to collect your child from nursery.

Children will not be allowed to return to our care until they have been symptom free for at least 24 hours for a fever and 48 hours for diarrhoea. In certain cases we may require a sick note from your doctor.

By signing this contract you are agreeing to our staff seeking any necessary medical advice or treatment during your child's time at Beanstalk.

Potty Training

Beanstalk staff will work together with parents / carers during potty training. If you have a method that is working at home, please let us know and we will try and adopt this at the nursery. Should you stop potty training at home, please inform us.

If your child shows no interest in potty training, we will discuss this with you and probably choose to discontinue and try again at an agreed later date.

Health, Safety and Security

Our number one priority at Beanstalk is the health, safety and welfare of your child. You too can play a part in this and would ask you to report anything that you feel may be unsafe. We would ask all parents and carers to ensure that the entrance door is always closed when you enter or leave but also to be careful of any children near the door at the time so that you do not trap their fingers or allow them out of the door. Please do not let anyone else into the building when you have been buzzed in and never let anyone else into the nursery when you arrive or leave.

The use of mobile phones whilst on nursery premises is strictly prohibited and we request that they are not answered at all, unless you leave the nursery.

If the nursery has to close due to any health and safety reasons including bad weather, fees will still be payable during the closure period.

General information

The registration of your child is not complete until certain documents have been completed:

- This contract
- Settling in form
- Permission consent form
- Registration form

We have an obligation to consider reporting any concerns we may have about your child in relation to suspected abuse or neglect. We may do so without your consent or informing you. General concerns will always be discussed with you first and support and advice will be given where appropriate.

Beanstalks Policies and Procedures are available on our reception for your perusal. There is also lots of other information including our complaints procedures on our board in the reception area.

Please feel free to discuss any issue or concerns or even any good ideas you may have about our services with your child's key worker or the manager.

Agreement between Parent / Carer and Beanstalk Day Nursery

By signing this you are agreeing to all of the terms and conditions as detailed in this contract

Name of Parent / Carer.....

Signature of Parent / Carer.....

Date.....

Signature on behalf of Beanstalk.....