



Childcare contract

Name of a child: _____

Scheduling

- Below is your agreed weekly timetable. If you need to change your schedule, you must complete a "Change of Care" form four weeks prior to change. Your request will be considered in line with statutory requirements for staffing ratios and capacity.

Add times	Monday	Tuesday	Wednesday	Thursday	Friday
Start					
Finish					
Cost per day	£	£	£	£	£
				Weekly cost	£
			-funded hours	(Hrs)	-£
				Total to pay	£

Attendance

- Your contract applies to term time only (see attached calendar). If you require care in the school holiday, this is booked separately on a holiday club booking form
- We are closed on public holidays, INSET days (to be confirmed each academic year) and for two weeks at Christmas
- If the nursery has to close due to circumstances that are outside of our control (including but not limited to 'acts of God', epidemics/pandemic, acts of terrorism, extreme weather, failure of utilities, industrial action, improper staff to child ratios) we are not required to provide alternative childcare facilities.
- If you child will be absent, you need to let us know as soon as possible
 - On the day** – if your child is ill, please call as early as possible to let us know. You will still be charged for missed sessions (You must not allow your child to attend nursery if they are suffering from a contagious illness)
 - In advance** – if you want to take time off for a holiday – fill in a holiday form at least four weeks in advance and we will not charge you for those sessions.
 - Medical** – if your child has medical appointments, please speak to the office as far in advance as possible

Payment information

- You will be charged for your child's standard sessions monthly in advance
- Invoices should be paid within 30 days, if an agreement cannot be reached, we will take legal action to recover any money owed
- You can pay by bank transfer, tax free childcare, child care vouchers or a combination. We do not accept cash.
- Details of childcare schemes are included in your admission pack. It is your responsibility to check your entitlement and apply if necessary



- 🌐 We will review our fees annually on 1st April each year. You will be notified of any changes two months in advance

Nursery Information. Please help us by:

- 🌐 Being on time to collect your child
 - A late collection fee of £1 per 1 minute will be charged
- 🌐 Letting us know if someone other than yourself will be collecting your child
 - The person must be over 16
- 🌐 Immediately informing us if you are unable to collect your child on time
 - Our 'Uncollected Children Policy' is available on our website
- 🌐 Adhering to the following rules on school grounds:
 - No dogs (except assistance dogs)
 - No smoking or vaping
 - No parking – please do not park your car in the school car park
 - Verbal or physical abuse of staff, parents or children will not be tolerated
 - Failure to comply with the premises rules may lead to a ban from the premises and/or your child care contract being terminated

Complains

- 🌐 If you have any concerns regarding the services we provide, please discuss these with your child's nursery key worker in the first instance
- 🌐 There is a full complaints procedure available to you on the school website

Termination

- 🌐 You may terminate your child's place at the nursery for any reason by giving us at least four weeks' notice in writing. Fees remain payable during the notice period
- 🌐 We may immediately terminate your child's place at the nursery, and not refund to you the balance of any fees paid, if one of the following conditions is met:
 - You fail to pay fees within 30 days from the invoice date
 - You display inappropriate, abusive or threatening behaviour towards staff
 - You are persistently late in collecting your child

Our full policies are available online nottinghamnurseryschool.com/key-information/school-policies/

By signing below, you indicate that you have read and agreed to adhere to this contract

Signed: **Please print name:**

Acceptance signatures (Parents or Guardians)

Date:

Member of staff to sign below

Signed: **Please print name:**

Date: