

Terms and conditions

Nothing within these terms and conditions affects the parent/guardian's statutory rights. We require all parents to be aware of, and abide by the following conditions:

- 1) To register your child at the nursery, a non-refundable (unless we cannot provide a place) registration fee of **£70** is payable for each child registered
- 2) All fees are charged monthly in advance and must be paid by direct debit on the first day of the month to which they relate. Fees will be invoiced to the person(s) named on the registration form (& Direct Debit Mandate). You will receive an invoice on the 15th of every month for the fees due the following month. Any change in Direct Debit details will incur a £5 administration charge. (Payable to Parenta). Fees are payable during periods of absence from the nursery, including sickness, holidays and during public and bank.(52 weeks / year)
- 3) To secure a nursery place, the first month's fees must be paid at the time the place is confirmed by the parent or guardian.
- 4) Once a place at the nursery is confirmed, 4 weeks written notice is required if you wish to withdraw your child from the nursery. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the place once accepted.
- 5) Whilst we take all precautions necessary, and have various policies and procedures in place to protect the children in our care, The Parade Day Nursery Limited cannot accept responsibility for accidental injury or loss of property. Copies of the current Employer's Liability and Public Liability insurance policies are displayed on the notice board at the nursery.
- 6) Parade Day Nursery Limited operates an open access to information policy. This means that parents are welcome to view the policies and procedures under which the nursery runs.
- 7) Where a member of staff, within three months of leaving the employment of The Parade Day Nursery Limited, is employed by a parent/guardian to care for their child, who was previously registered at the nursery, then the parent/guardian will be liable to pay to The Parade Day Nursery Limited a sum equivalent to three months' salary for the employee at the time their employment with The Parade Day Nursery Limited terminated.
- 8) If your child becomes ill during a nursery session, the Nursery Manager will contact the parent/guardian or the emergency contact indicated on the Registration Form.
- 9) If your child is suffering from a communicable illness, your child should not be brought to nursery until such time as the infection has cleared.
- 10) If your child suffers from sickness / diarrhea, a period of 48 hours should elapse since the last period of sickness before returning to Nursery.

- 11) The Parade Day Nursery Limited reserves the right to refuse your child entry to the nursery at any time should the Nursery Manager believe that your child has an infectious illness or in the event that the Nursery Manager believes that your child's presence in the nursery will be detrimental to other children within our care.
- 12) Parents/guardians are required to notify the Nursery Manager if your child is absent from nursery through sickness. A full copy of The Parade Day Nursery Limited infection control policy is available from the Nursery Manager.
- 13) Parents/guardians collecting children late from the nursery will be subject to a surcharge. Where a child is collected after the closing hour of our services, the Nursery will charge a flat fee of £10.00 with an additional £1.00 per minute.
- 14) It is understood that The Parade Day Nursery Limited is under an obligation to report to Social Services any incident where we consider a child may have been abused or neglected. This may be done without informing the parent or guardian.