

Star Day Nursery Registration Contract

This contract is between Star Day Nursery and parent/carer of who will be attending. Please tick..

Star Day Nursery, 20-26 Polytechnic Street, Woolwich, London, SE18 6PF.

or

Star Day Nursery, 21 East Hill, Dartford, Kent, DA1 1RX.

My child's days of attendance will be (please tick as appropriate):

Monday	Tuesday	Wednesday	Thursday	Friday	Additional information:

- When you enroll your child one or both parents/carers must sign this contract accepting the Nursery's standard terms, conditions, policies and procedures of the nursery. A copy of the Nursery's **Policies and Procedures** containing full policy details is displayed on our 'Parents notice board' in our nursery.

- **Registration:**

A non-refundable registration fee of £60 is required to secure a place for your child. Prior to your child's start date a deposit of £200 (for a full time place) or £100 (for a part-time place) will also be required. This fee will be refunded after the completion of 1 months written notice to leave the Nursery and provided that all payments during the period of contract have been made within the agreed terms.

- **Payment Methods:**

· Star Day Nursery accepts payments by standing order or direct debit, payments can be made Weekly or Monthly. **All fees MUST be made Weekly (on Friday for the following week) or Monthly (or on the 20th of the month for the following month) in Advance to cover forth-coming week/month.**

· The Management team reserves the right to send regular payment reminders to parents either in person or by phone, SMS or email

- **Arrears or late payment:**

· Any payments not paid on time, or Standing Order collections rejected for any reason by your Bank or Building Society, become nursery fee arrears. All Nursery fee arrears attract a surcharge of £2.00 per every day that the nursery fees are left outstanding until such time as payment is received in full.

· Failure to pay all Nursery fee arrears within 1 week will result in your child's place being withdrawn or suspended till further notice.

· All outstanding arrears not paid by the time your child's place is withdrawn will result in us taking legal action to recover the amounts outstanding. You will also be liable for additional costs, if any, Nursery fee arrears surcharge, and any court fees interests and costs.

- **Cancellation of Contract:**

One month's written notice is required before withdrawing your child from the Nursery. Cancellation without notice will require all outstanding Nursery fees paid and loss of deposits. We reserve the right to terminate this agreement for any reason provided that one month's written notice is given. In the case of termination due to non payment of fees, no notice will be given by the Nursery.

- **Opening Hours:**

Our Opening hours are between 7.30am to 6.30pm. Please note that you may drop or collect your child anytime between these hours.

- **Late Collection:**

We have a late collection fee in place. Late collections will incur a £1 per minute charge after 6.30pm, this charge must be paid **within 24 hours** and is separate from any other fees.

- **Holidays:**

Normal Nursery fee's are paid on all holidays, including Bank Holidays , absences and when a child is on holiday. Normal Nursery fee's are paid on staff training days.

- **Sickness:**

Your child **must not** attend the Nursery suffering from diarrhea, chicken pox, measles or any other communicable disease. We have a duty under current Health & Safety regulations to try and ensure that all children at the Nursery are not exposed to illness and will require parents to collect their children immediately, should they have a communicable sickness.

Time off for sickness, regardless of whether your child has been excluded by the nursery as a precaution, are payable in full.

○ **Medical / Dietary or Allergy Requirements:**

Please note the Nursery does not provide any medication, this must be provided by the parents / carers and must be prescribed by a doctor, except Calpol which may not be prescribed. It is the parent / carers responsibility to inform the Nursery of any known medical, dietary or allergy requirement and of any changes that may occur within this.

Please note upon your child receiving medical treatment (including immunizations) for the first time they must not attend the nursery for 24 hours due to risk of allergic reactions.

○ **Behavior Management:**

The Nursery staff and management will not tolerate unacceptable behavior from parents / carers and or adults and expect to be treated with the respect and courtesy shown to them by the staff, otherwise the parent / carer / adult may be excluded from the site.

Aggressive behavior from parents / carers is not acceptable. Persistent anti-social behavior from parents/carers will result in police involvement and termination of your child's place.

○ **Loss or damage incurred to personal possessions:**

We do not accept any responsibility for any loss or damage incurred to any personal items belonging to a parent/carer, or their child whilst at the Nursery.

○ **Prams/Pushchairs/Car Seats:**

Prams, pushchairs or car seats may be left in the 'Buggy Area' daily however, the Nursery will accept no responsibility whatsoever for any loss or damage to these items.

○ **Change of clothing:**

Parents must provide clean change of clothing daily as well as nappies and wipes for their child. These should be labeled correctly and replaced regularly.

○ **Items from home:**

Please note that we do not take any responsibility for loss or damage of any items brought from home, for example, a special toy/comforter, clothing, bags or footwear. We make every effort to ensure such items are put back in your child's bag, however, we ask that you only bring to nursery items that must be brought and that you check that you have all the items brought in when you collect your child, before leaving the nursery.

○ **Complaints policy and procedure:**

It is clearly of paramount importance that the Nursery should run smoothly and that parents/carers should work in partnership with staff members in the children's best interests. If Parents/Carers have any issues or concerns these should be raised immediately with the Nursery Manager.

○ **Outing Policy and Photographs:**

You give consent to your child to be taken out on regular outings and trips. We shall always inform you of any major trips that the Nursery intends the children to undertake. The Nursery has the right to display photographs taken during children's activities, outings and trips. These can be displayed within the nursery and on the nursery website to show children's activities.

○ **Change of details**

Please note it is the parents / carers responsibility to inform the Nursery of any changes of details regarding the child and their contacts. The change of detail forms can be collected from the nursery office.

○ **Parent Partnership**

As part of our partnership with parents, we reserve the right to contact parents by any of the following means; telephone, SMS, email or direct mail regarding payments, reminders or information about their child.

Parent/Carers signature(s):

The signing of this contract confirms that I/we have read and understand this agreement and accept all conditions herein, including all company policies and procedures referred to.

Signed.....for and on behalf of Star Day Nursery

Position in Nursery

The sum of £_____ will be made to Star Day Nursery **Weekly** or **Monthly** (please underline as appropriate) in advance.

Signed - (both Parents/Carers to sign)

Mother/Carer.....

Father/Carer.....

Date.....

Date: