

# TERMS AND CONDITIONS OF

## THE GREEN WELLIE DAY NURSERY LIMITED

### Green Wellie copy:

1. The Nursery will be open from 8.00am to 6.00pm, 51 weeks of the year excluding Bank holidays.
2. A non-returnable registration fee of £18.00 is to accompany the application form and child's entry record, please note a place cannot be reserved until these forms and registration fee are received.
3. Fees are due one month in advance of your child's commencement date. Thereafter payment of fees continues to be paid one month in advance. A 10% penalty charge will be incurred for late payments after due date.
4. In cases of illness, full fees must be paid for the first week and half fees for the second week. In cases of illness lasting more than a fortnight a charge of 25% will be made. The following infections, illnesses and diseases will EXCLUDE children from nursery. German Measles & Slap Cheek Virus (both of these affect women in the first 3 months of pregnancy), Conjunctivitis, Chicken Pox, Measles, Mumps etc., Sickness & Diarrhoea. With sickness & diarrhoea please keep your child away from nursery for a minimum of 48 hours after their last bout of illness. If your child becomes ill whilst attending nursery the staff will endeavour to contact you and to make the child comfortable until he/she can be collected.
5. We offer 4 weeks holiday discount rate, charged @ 25% pro rata. Two weeks notice must be given in writing prior to holidays. Holidays taken without notice will be charged in full.
6. We offer a 10% discount rate for siblings and a 20% twin's discount (10% per child).
7. Four weeks notice must be given in writing prior to the removal of a child. If such notice is not given, a charge of four weeks fees will be made in lieu. Any child not attending Nursery, without explanation, for 4 weeks will automatically lose their place. Fees will be charged for time of absence.
8. A charge will be imposed if a child is collected late from their session. This will be £10.00 per 15 minutes or part of unless we have been notified beforehand. If you arrive early for your session this charge will also be applied for either the morning or afternoon sessions.
9. In cases of children not being collected, please see our Policy on the 'Uncollected child'; this will be in your commencement pack.
10. All children should bring suitable outdoor clothing, including outdoor and indoor shoes. All clothing and footwear should be clearly marked. Aprons will be worn for art activities but do not send them in their best clothing as accidents do happen and no responsibility will be taken.
11. A snack of cows/goats milk or water, with toast or fresh fruit will be provided during the morning and the afternoon sessions. Baby milk is to be provided by the parents/carers. We have a 'No Nut' Policy at The Green Wellie, please do not bring in nut products.
12. Any medicines must be clearly marked, accompanied by written instructions and handed directly to Nursery staff. Medicine forms must also be filled in and signed by parent/carers
13. No children will be released from the Nursery to other than his/her parent/carers unless the parent/carers have notified the Nursery staff in advance.
14. Parent/carers will be regularly advised of the progress their child is making in nursery. As part of this process parent/carers will have access to nursery assessment records if required. If parents wish to speak specifically to a Nursery Nurse, opportunities can be made through the office or the Director. However there are regular informal discussion between parent/carers and Nursery Nurses on a daily basis, at times of arrival and departure of children.
15. Parents/carers have the right to complain at any time. Complaints should initially be made to the Director and/or Ofsted. All complaints will be recorded.
16. Parents/carers may have access to Green Wellie Policies/ Operational Plan/ Risk Assessments and documents upon request. Please note that all of the above are constantly being monitored and up-dated accordingly, along with new documentation being added.

**Admission of a child to The Green Wellie Day Nursery Limited is conditional upon acceptance of these terms and conditions.**

I ..... have read the Terms & Conditions of

The Green Wellie Day Nursery Limited and agree to abide by them.

Signed ..... Date .....

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