

Terms & Conditions

We will:

- Provide the childcare sessions agreed with you, giving you as much notice as possible of changes to opening hours of the nursery
- Do our best to offer extra sessions and to accommodate any requests for extended sessions that you may make
- Provide you with regular information about your child's progress at nursery
- Let you know as soon as possible if your child's nursery has to close for a day or more at any stage
- Try and offer a place to any siblings whom you may wish to attend nursery, but we cannot guarantee this

You will:

- Complete all the documentation that is given to you when your child starts nursery, including various consent forms and medical information
 - Inform us if your child is suffering from a contagious illness and keep your child away from nursery until they are no longer contagious
 - Inform us if your child will not be attending nursery at least an hour before their start time on the day we are expecting them, unless you have already notified us of absence or holiday
 - Keep us informed with your current contact details and any change in access arrangements or the issuing of any court orders that affect who may collect your child
 - Provide us with at least 1 month's notice if you wish to decrease your child's hours at nursery or to terminate their place. If insufficient notice is given, you will be charged the full fees for this period
 - Pay your fees monthly in advance by the 1st of each month
 - Fees are still payable during absence due to illness or holidays and are also due during all Bank Holidays and the Christmas closure week, as fees are calculated over the full 12 month period
 - If, during this agreement and for a period of 6 months after the termination of the agreement, you (directly or indirectly) employ or otherwise engage the service of any member of our staff who has had contact with your child under this agreement in the last 6 months, you shall pay us a figure representing 20% of the relevant member of staff's gross annual salary at the time they left our employment. This figure represents the costs to us of recruiting a suitable replacement member of staff.
-