



Terms & Conditions

Registration Fee & Nursery Fees

To secure a nursery place the first month's fees must be paid in full at time of confirmation of a place and start date.

All fees are charged monthly in advance and must be paid by standing order or cheque on the first day of the month to which they relate. Any extra charges incurred will be charged on the following invoice.

Fees are payable during all periods of absence from the nursery.

Fees are calculated on the basis of the weekly charge for the sessions attended, multiplied by 51 (weeks) and then divided by 12 (months) to create a monthly charge.

Egg Childcare Ltd reserves the right to charge an interest on late fees at the rate of 2.5% over the Bank of England Base Rate. For re-presented payments, a minimum charge of £20 will be applied. Children may be excluded from the nursery if fees remain outstanding for more than 14 days beyond the 1st of the month and the registration terminated.

Notice

Four weeks written notice prior to your child's start date is required if you no longer require the place you have been offered.

Four weeks written notice is required if you wish to decrease the number of hours your child attends the nursery.

Four weeks written notice is required to withdraw your child from the nursery. Fees are payable during the whole of this time.

Dropping Off / Collection

Egg Day Nursery operates a Transport & Parking policy due to the limited space on Stockbridge Road. All vehicles must enter at the bottom of the road by the Coach & Horses pub and exit at the top onto the A30. There is to be no turning in the road for safety reasons. Please park on the side of the road or in the lay by opposite the Nursery when collecting or dropping off your child. Be considerate of other road users and residents; including Naomi House, Jack's Place & Sutton Manor Nursing Home residents. Please make sure you do not block driveways or other vehicles.

Parents/guardians collecting children late from the Nursery will be subject to a surcharge of £5 for the first half hour and £5 for every subsequent fifteen minutes beyond the child's registered times.

We have flexible drop off and pick up times between 8am to 9.30am in the morning and 4.30pm and 6pm in the evening. Children being collected or dropped off at 1pm must arrive/leave between 12.50pm and 1.10pm to minimise disruption and maximise security.

The Nursery requires a password to be set up if your child is to be collected by any third party e.g. grandparents, childminder. If an unexpected person arrives the child will not be released until permission has been obtained from a parent and photo ID is produced confirming identification.

Health & Safety

Egg Day Nursery puts the health and safety of children first at all times. Staff have first aid training and an Accident and Incident Book is kept in which details of accidents are recorded. We expect you, as parents/guardians, to notify us of any medical or other condition affecting your child and to provide us with emergency contact numbers. If your child is ill s/he should not be brought to Nursery.

Egg Childcare Ltd does not accept responsibility for accidental injury or loss of property. Egg Childcare Ltd does maintain those insurances required by law.

Parents/guardians are required to notify the Nursery Manager if their child is absent due to illness.

If your child becomes ill during a nursery session the Nursery Manager will contact the parent/guardian or the emergency contact named in the child's records. 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. Children who have an incidence of vomiting or diarrhoea should not return to Nursery until 48 hours have passed since the last occurrence.

If a child needs to take prescription medication during the session s/he should be sent with the medication clearly marked with their name, the GP's instruction label showing the correct dosage and frequency together with any special storage instructions. This should be given to a member of staff at the beginning of each session and the parent will be required to sign giving consent for staff to administer the medication and again at the end of the session to acknowledge it having been given. If your child requires an inhaler, please contact us to make arrangements.

If your child has had an accident/incident at home, please inform a member of staff on arrival at Nursery so that the staff are aware the injury has already been seen to and recorded.

In signing this agreement you are consenting to your child receiving first aid at Nursery and/or to be treated by a doctor should an emergency arise. Every effort will be made to contact parents/guardians before such action is taken

We may suspend the provision of childcare to your child at any time if your child's behaviour at the nursery is deemed by us to be unacceptable or endangers the safety and wellbeing of the other children and staff at the nursery. Fees are payable during this period. The suspension will continue whilst we try to address these problems with you. If the period of suspension exceeds one month, either of us may terminate the registration effective immediately.

It is understood that Egg Childcare Ltd and its employees are under an obligation to report to Ofsted Safeguarding Children Team any incident where we consider a child may have been put at significant risk (physical or emotional). This may be without informing the parent/guardian.

Employing staff of Egg Childcare Ltd

Where a member of staff, within six months of leaving the employment of Egg Childcare Ltd, is employed by a parent/guardian to care for their child full or part time between the hours of 8am & 6pm, who was or is registered at the nursery then the parent/guardian will be liable to pay Egg Childcare Ltd a sum equivalent to 15% of six months' salary for the employee at the time their employment with Egg Childcare Ltd terminated.

Please sign below to confirm your acceptance of these Terms & Conditions

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

Print Name.....

Please return one form to the Nursery & retain the copy for your records.