



Terms & Conditions

Nursery Fees

An administration fee of £50 is to be returned with the nursery's admission form & signed terms and conditions. This fee is credited against the first month's fees or will be refunded if the nursery place requested is not available.

To secure a nursery place with a start date within three months the first month's fees must be paid in full at the time of confirmation of a place. To secure a nursery place with a start date of more than 3 months in the future a deposit equal to £100 per session per week must be paid in full at time of confirmation of a place. This deposit is credited against the first month's fees.

All fees are charged monthly in advance and must be paid by credit transfer, childcare voucher 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, including holiday and illness, from the nursery and on Bank and Public Holidays. Fees will also remain payable during any period of closure due to reasons of forces beyond our control such as extreme weather, loss of heating, lighting, fire or flood and non-admittance of the child for any reason.

The nursery is open for 51 weeks each year. 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 fixed monthly charge. Children who are in receipt of government funding will be invoiced calendar monthly due to fluctuating term dates.

The nursery accepts various childcare vouchers for all or part payment of fees. These vouchers must reach the nursery's bank account by the first day of the month of the fees for which they are payment.

Egg Childcare Ltd reserves the right to charge an interest on late fees at the daily 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

Three months written notice prior to your child's start date is required if you no longer require your child's confirmed place. The deposit which has been paid to secure a future place will be refunded if 3 month's notice has been given less the £50 administration fee.

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

fifteen minutes and £5 for every subsequent ten minutes beyond the child's registered times. Late collection fees are charged in accordance with the time your child leaves the nursery.

If your child will be arriving later than 9.30am, please inform the nursery to ensure planned activities will not be interrupted. No children are to be collected between 12pm & 12.30pm or 4pm & 4.45pm without prior arrangement to minimise the disruption during meal times.

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 the registered parent/carer and photographic ID is produced confirming identification.

Health & Safety

Egg Day Nursery puts the health and safety of children first at all times. Staff have paediatric first aid training and accident and incident records are kept. We expect you, as parents/guardians, to notify us of any medical or other condition affecting your child and to provide us with up to date emergency contact numbers.

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/Deputy Manager if their child is absent due to illness.

If your child is ill s/he should not be brought to nursery. Children who have been given a paracetamol or ibuprofen based medication within the past 4 hours should not be brought to nursery.

If your child becomes ill during a nursery session a member of staff will contact the parent/guardian or the emergency contact named in the child's records. If the child is judged to be too unwell to attend nursery you will be asked to collect him/her as soon as possible. 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. Children who have been prescribed antibiotics for the **first** time, must not return to nursery until 24 hours after the first dose in case of an allergic reaction.

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. The nursery will not administer non-prescription medication except for one emergency dose of paracetamol, after which your child must be collected within 1 hour, teething gel/crystals and nappy rash cream.

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.

You are asked to provide your chosen brand of nappies, wipes/cotton wool and nappy cream. Egg Childcare Ltd reserves the right to charge for nappies/wipes/cotton wool/nappy cream if your child has run out.

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 current member of staff 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 Monday to Friday, who was or is registered at the nursery then Egg Childcare Ltd reserves the right to charge the parent/guardian an introduction fee of £100.00.

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 Monday to Friday, 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 of their employment with Egg Childcare Ltd terminated.

Permission is given for parents/guardians to enter into a private agreement with staff for babysitting outside the hours of 8am & 6pm Monday to Friday, but the nursery has no connection or liability with this agreement.

Parents/guardians allowing staff to take their child away from nursery must sign the relevant permission form and notify the Nursery/Deputy Manager of each incidence by phone or in writing.

Egg Childcare Ltd reserves the right to alter these terms and conditions.

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.