

WOODSIDE CHILDRENS NURSERY LIMITED TERMS AND CONDITIONS

Payment of Fees

All fees can be paid monthly, weekly or fortnightly usually in advance. Cheques are made payable to: Woodside Childrens Nursery Ltd. Cash, Bacs, Standing Orders or Direct Debits, are acceptable including Voucher Schemes eg: Busy Bees/Computer Share, Co Op, Sodexo, etc. We can join a scheme if we are not already members to accommodate ease of payments. We are OFSTED registered to allow for Family Tax Credits to be claimed as part or all of childcare costs.

A deposit of £150 is required for any Baby and Toddler full time places reserved and all fees to be paid in advance.

A deposit of £50-100 is required for any Baby and Toddler part time places reserved and all fees to be paid in advance.

A deposit of £50-100 is required for any Paid Pre-School places reserved and all fees to be paid in advance.

A deposit of £25-50 is required for any Kids or Holiday Club places reserved and all fees to be paid in advance.

All deposits will be retained and deducted from the final invoice when care terminates

Invoices will be submitted at the end of each month for payment but if a payment is not made within 7 days of the date on the invoice refusal for care will be enforced and additional charges incurred for late payment. Deposit monies will be utilised for this care and if appropriate, you will be refunded the difference. The place allocated will be withdrawn and you will not be accepted to return to this Nursery.

Full fees are incurred if a child is off sick for up to 5 consecutive days and 75% of fees if off for further days up to and including 10 days. If illness is long term further reductions can be made at the discretion of the Proprietor/Manager.

Holidays

The nursery will be closed for all English Bank Holidays and the week in between Christmas and New Year. Fees will be charged for these Bank Holiday days but not charged for the 'Christmas Week' when we choose to close.

Arrival / Departure

The nursery opens promptly at 07:00 hours and closes at 18:00 hours prompt. If late collection is inevitable, by law two members of staff have to remain on the premises until the child is collected. This will incur a penalty of £10 for every 15 minutes (full or in part) the child remains on the premises. All contact must be sought for this occurrence to gauge the level at which collection can be made as alternative, more cost effective solution may be sort.

Securing Enrolment

Confirmation of the child's enrolment, following an offer of a place is required within 28 days and payment of the deposit be made within this time. On commencement at the nursery appropriate fees will be charged and paid in advance.

Four weeks written notice is required if you wish to withdraw a child from the nursery. Normal payment

procedures will be required and either your deposit refunded or deducted from the final invoice.

Enrolment

A Registration Form must be completed with a copy of each Child's Birth Certificate and returned to the nursery stating clearly which sessions are required and the commencement date.

Illness

If the child is generally unwell or suffering from any infectious disease such as the ones listed in the Parent Handbook, you are requested to keep your child away from the nursery until they have completely recovered. It would be appreciated if you could inform the nursery of infection / disease as to warn other parents/ carers what they may be prepared for.

The nursery reserves the right to contact parent/carer should the child become unwell during nursery hours. Whilst we fully appreciate the needs of working parents the concern of the nursery staff and well being of other children is paramount.

Accident Procedure

With parents / carers consent the nursery retains the right to administer First Aid if deemed necessary. Parents will be informed of any accidents however minor on collection of the child from the nursery. The parent / carer of the child will be required to sign an accident book which ensures that the parent / carer is aware of the accident. Any signs of accidents eg: cut and bruises on arrival at the nursery must be logged also and signed by the parent / carer. In the event of a more serious accident occurring which requires medical attention, parents/carers will be contacted immediately. It is essential that emergency contact details are given and updated regularly for the nurseries records.

Children's medical details must be up to date such as allergies, dietary needs and other important health issues. Woodside Childrens Nursery cannot be held responsible for parents / carers not informing the nursery staff in writing of any change in their child's health, dietary requirements or special needs, or any other development on information necessary for the nursery to carry out appropriate individual care.

Property and Belongings

Every effort will be made by the staff to avoid loss or damage to children's property. They cannot however be held responsible for damage to the property, including portable electronic devices unless it is due to staff negligence. Please help by ensuring all clothing, shoes, toys etc. that a child brings to nursery are properly **named**. Please also ensure that they are appropriately dressed for messy indoor and outdoor play. Slippers can be brought in for inside wear and outdoor wear can be trainers or a pair of Wellingtons.

Portable electronic devices

Parents/Carers are responsible for monitoring any media action taken during a child/childrens time at the setting to ensure its suitability.

Parents/Carers are responsible for ensuring any photos/footage taken by their child(ren) are suitably deleted/stored and that they are not shared or distributed inappropriately via any social media site, internet forum or picture/text messaging method.

Parents/Carers are urged to delete any such media files taken by their child(ren) which includes/incorporates children or staff members who are not directly related to that of the parent/carer.

Insurance

Woodside Childrens Nursery has full specialised nursery insurance. The nursery exceeds all the legal requirements for children, staff and all other areas of the nursery.