

Mini Munchkins Nursery Parental Agreement

We believe that there needs to be a formal agreement between the Nursery and Parents. The contract will outline the obligations and commitment, of both the Nursery and the Parent(s).

This is a contract between the Owners and Management of Mini Munchkins Nursery (referred to as 'the Nursery') and the Parent(s) or legal Guardian (referred to as 'the Parent') of a child (or children) that is enrolled at the Nursery.

The Nursery: -

1. Is owned by Miss Louise Martin and Ms Michelle Turner
2. Will be known as 'Mini Munchkins Nursery' and will operate from a property at 33 Morland Road, Croydon, CR0 6HA.
3. Is registered with Ofsted as a Day care Nursery and operates within their regulations, guidelines, and rules. Their Inspectors regularly visit the Nursery to ensure the appropriate standards of care & education are being provided.

The Contract: -

- a) The minimum contract period is for 6 months.
- b) Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We, therefore, require a minimum of 1 Calendar months written notice, commencing from the first day of the month, to reduce or cancel your child's normal booking.
- c) Increasing your booking is subject to availability.

HOURS OF OPERATION

Monday to Friday 08:00 to 18:00. Late collection is charged at £1 per minute after the end of your child's session. We will be closed on all Statutory Holidays also we close between Christmas and New Year, 1 week in August and 1 week at Easter. These days are not charged. We open 48 weeks of the year.

MONTHLY FEES

Monthly fees are at the prevailing fee schedule. The setting reserves the right to increase said fees at any time giving one calendar month's notice of the proposed increase to parents / guardians.

Monthly fees include all sick days and holidays taken as these are paid days. Fees are based pro rata over 48 weeks a year spread over 12 months.

Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability, we will try to accommodate swapping of days in cases of emergency or under special circumstances.

**From January 2023 we will no longer accept term time spaces for our under two's age group.

GOVERNMENT FUNDING

Parents who qualify for funding will have this amount deducted from the invoice. All tax efficient funding from your company will not be deducted from the invoice; it is up to the parent/carer to deduct this. Any fees not covered by a subsidy are the parents'

responsibility and are payable on the last day of each month in advance. All subsidised payments must also be paid by the first of each month in advance.

****Additional service charge/consumable charge**

When a child receives their universal 15 or 30 hours (if eligible) funding a term after they turn three or two years (if in receipt of two year old funding) we add a charge of £2 every hour a child attends. This charge covers food which includes healthy snacks, additional extra activities that we do in nursery, trips, sun cream, toilet tissues and wipes which we use daily. Lunch sessions between 12pm and 1pm will be charged at £9 which is outside of the funded hours.

Funding pattern is between 9am to 4pm term time. Additional hours will be charged at £9 p/h.

****PAYMENT POLICY**

Parents agree that all monthly fees (full time and part time attendance) will be paid on the 25th/26th of each month a month in advance. Invoices will be sent out to parents around the 21st of each month.

Additional sessions will be invoiced at the end of each month and will be due for payment immediately. Fees must be paid on time and are subject to a **£5 a day late charge** until the invoice is paid. Only exceptional circumstances will be considered.

Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Extra hours are billed at the session rate or hourly rate.

Payment of fees are by bank transfer / standing orders or cash only. No cheques please.

ILLNESS POLICY

Please advise the nursery prior to 8:30 am if a child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree should a child become ill while in our care that immediate arrangement will be made to remove the child from the nursery. Children will not be allowed to return to nursery until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea.

If a child is given Calpol for any reason including temperature and teething before coming into nursery, the child must stay at home for the next 24 hours. We deem the child is not well for nursery if they have had to have Calpol before coming in.

In some cases, a note from a doctor may be necessary. By signing this contract, you are agreeing to staff seeking any necessary emergency medical advice or treatment during their time at Mini Munchkins Nursery. Please refer to our sickness policy for more information about this topic.

LATE ARRIVAL/PICKUP POLICY

Please advise the nursery immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 18:00. If you are not able to pick up your child by 18:00 alternate arrangements must be made.

Please notify the nursery if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. They must bring photographic I.D. plus a photograph to be kept on file and a password will be used.

TERMINATION

Mini Munchkins Nursery reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care.

WITHDRAWAL

Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We, therefore, require a minimum of 1 Calendar months written notice, commencing from the first day of the month, to reduce or cancel your child's normal booking. Deposit's will be deducted from your child's final fees and any outstanding refunds on the final invoice once deposit has been taken off will be refunded to the parents chosen bank account.

HEALTH & SAFETY

The name of the designated Health & Safety Officer is on the main notice board. Any health & safety queries please arrange to meet with the Nursery Manager. We would ask all parents to make sure doors are closed when entering or leaving the building and that they are mindful of little fingers. If the nursery has to close due to any health and health & safety and illness reasons including bad weather, fees will still be due to be paid during the period closed.

REGISTRATION

A non-refundable registration fee of £30 (per child) and 2-week deposit (paid space) is required upon completion of registration to secure your child's placement in care. The registration fee is non-refundable. Spaces will not be held unless the registration fee is paid in full.

POTTY TRAINING

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we will discuss this with you and probably choose to discontinue and try again at a later date.

BEHAVIOUR MANAGEMENT

If a child's behaviour is seen to endanger others and all routes according to our Behaviour policy have been adhered to Mini Munchkins Nursery will arrange a meeting with the parents to discuss the options available.

If a parent does not support the nursery in gaining help and advice from outside agencies, then The Mini Munchkins Nursery reserves the right to terminate the parent's contract and will no longer provide care for that child.

WHAT TO WEAR

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is advisable to send children dressed in clothes that are easily washable and preferably not new. It is good for children to practice the skills, which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet unaided and to put on and take off their outdoor clothes without being too dependent on other people for help. The Nursery also requests that each child is provided with a pair of Wellington boots, waterproof coat and trousers, which is clearly labelled, to be kept at the Nursery.

MOVING ROOMS

We move children in consultation with parents and guardians when they reach the age or development stage of the next room. We offer the children settling in visits with their new key person before they start their new room.

DATA PROTECTION

I understand that my child's records will be held on a computerised database and that this is protected by the Data Protection Act 1984 & 1998 and that they will be used for no other purpose than company business. I understand that if I require a copy of this personal information, I must make a request in writing. I agree to be contacted via email for the purposes of nursery.

SAFEGUARDING

I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for me to view at any time.

NON -SOLICITATION OF STAFF

a. The parent/guardian of the child who is subject to this Registration Form, hereby agrees that during the term of this agreement and for the period of six months after its termination (howsoever terminated) that (s)he will not seek to employ, entice away or attempt to entice away from the employment of Mini Munchkins Nursery ('the Company') any person or persons employed by the Company at the date of termination of this agreement or any person or persons who were employed by the Company in the six months preceding the date of termination of the agreement.

b. If the parent/guardian shall breach clause 10(a) then (s)he shall indemnify the Company fully in respect of all and any costs, claims, damages and expenses incurred by the Company as a result of the aforementioned breach to include the cost of replacing the relevant member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the Company in replacing the member of staff together with all legal fees and disbursements.

EXCLUSION

If in the reasonable opinion of the setting manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or wellbeing of the child or other children in the setting or the setting practitioners or other staff so employed then the setting may serve notice to the parent/guardians or a request for the child to be immediately removed from the setting and the provision of one month's notice shall not apply.

ACCEPTANCES

a. The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect.

b. The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

This agreement must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees. Your childcare may only commence once payment of the first invoice, or a minimum of one month's fees has been made.

I have read and understood the Parental Agreement and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time.

SIGNED: _____ PRINT
NAME: _____ DATE: _____

(Parent/Legal Guardian)

SIGNED: _____ PRINT
NAME: _____ DATE: _____

(Parent/Legal Guardian)

SIGNED: _____ PRINT
NAME: _____ DATE: _____

(On behalf of Mini Munchkins) Term and Conditions are subject to change without prior notice.