

KINDERWORLD NURSERY

TERMS & CONDITIONS

Our Contract with you:

- This document is our contract between the nursery and the parent.
- The term 'parent' refers primarily to the person or persons who are legally responsible for the child of whom an application has been made for a place with the nursery.
- This agreement begins once you have registered your child at Kinderworld and a place has been confirmed.

Opening Hours:

- Nursery hours are Monday to Friday.
- Childcare is available 7.00 am – 7.00 pm if requested.
- Minimum sessions required are either 2 x 1/2 days or 1 full day.
- Kinderworld is open for 51 weeks a year.
- Each child who attends all year round is allowed one free week's holiday a year.
- We are closed for the annual 8 day Bank Holidays and the period between Christmas and New Year.
- Term time sessions are available. (Please see the fees information section.)
- One calendar months' notice in writing is to be given for any changes to your child's permanent booking.
- Additional sessions can be added at short notice if we can accommodate it, ensuring we adhere to staff/child ratios.
- All children are offered a settling in session(s) which can be tailored to meet children/parent's individual needs

Fees:

- In order to register your child at nursery and secure a place a £100 deposit is required. This stays on the account until your child leaves and it will be deducted from your final invoice.
- The deposit is non-refundable if your child fails to attend or one month's notice is not given to end the booking.
- Fees are payable in advance.
- Parents are invoiced on the first of every month or on your child's start date.
- The amount due must be settled in full for the month or paid weekly prior to your child's attendance.
- Pre-booked extra sessions will be charged when booked and are non-refundable if cancelled.
- No fees will be charged for the annual 8 day Bank Holidays and the period between Christmas and New Year.
- Nursery fees include all meals and snacks, but do not include consumables such as nappies and sun cream.
- Should it be necessary for the nursery to supply items that the parent is expected to provide, a charge will be levied to cover costs.
- Term-time sessions are available for the 2 & 3 year funded children. Parents/carers who pay top up fees, pay for at least 38 weeks attendance and no fees paid for 14 weeks holiday absence.

- Parent/carers of children under the age of 3 years who require term-time sessions must pay full fees for 38 weeks and half price retainer for the 14 weeks absence.
- When there are two children or more from the same family attending for the same amount of time, there is a reduction of 10% on the oldest child's fees. Alternatively 10% reduction for the sibling who attends the least.
- One full calendar month's written notice is required if you no longer require your nursery place or you wish to withdraw your child from nursery. Full fees are payable during this notice period.
- We may review our fees from time to time and may make the decision to increase them. If we do so, we shall give you at least one full calendar month's written notice of the revised fees.
- There is a late payment fee (see our fees list) for any unauthorised late collection from nursery.
- Information about help paying for childcare can be found at www.childcarechoices.gov.uk
- If, for circumstances beyond our control we have to send children home, fees will still be due.

Absences:

- Parent/carers remain responsible for payment of fees in the event of any period of absence for any reason. This includes but not limited to illness/sickness and holidays, over and above the free week entitlement.
- The only time fees will be waived is, if a child is admitted into hospital.
- Alternative sessions cannot be booked if a child has been off ill/sick on their usual day of attendance.
- Parent/carer's should contact the nursery as soon as possible to inform the office of their child's absence.
- Kinderworld have a duty to inform the Local Authority in the event of prolonged unexplained absence and this may cause the Local Authority Funding to be affected.
- Kinderworld will keep a record/log of any frequent explained or unexplained absences.

Illness:

- In order to prevent cross-infection and to ensure the children are cared for appropriately, a child who is unwell must not be brought into nursery.
- We reserve the right to refuse admission to the premises until we are satisfied that there is no risk of cross infection and that the child is well enough to be in nursery.
- If a child is off sick, advice will be given as to how long the child needs to be off in-line with our Sickness and Infection control Policy.
- If a child becomes unwell during the nursery day, the parent/carer will be contacted so that they can arrange for their child to be collected from nursery as soon as possible.
- In the event of a medical emergency, a qualified Paediatric First Aid trainer will administer first aid if necessary and a member of staff will alert the emergency services if they see fit. Every attempt will be made to contact parent/carers in these circumstances, but priority will be given to the well-being of the child.

Free Childcare Entitlement:

- 2 year funding – some families may be able to receive 15 hours per week free childcare, for 38 weeks term time only. To find out if you are eligible, please apply online at www.sefton.gov.uk/2yearolds
- 3-4 year 15 hours funding – all families are eligible to receive 15 hours free childcare. It is available for every child the term after their 3rd birthday. The funding is offered for 15 hours per week 38 weeks term time only.
- 3-4 year 30 hours funding – To see if you are entitled to a further 15 hours childcare, you will need to apply on www.gov.uk/30-hours-free-childcare if you are eligible you will be provided with an eligibility code, which needs to be given to the nursery.
- The 30 hour funding will be spread over 51 weeks per year and offered in 5 hour sessions.
- The entitlement to free childcare through the 3/4 year 15hr or 30hr entitlement relates to the provision of core childcare services and does not cover the cost of meals/snacks and other consumables.

Termination of Contract:

- This contract can be terminated by either party by giving one full calendar months' notice in writing.
- We may cancel the contract with immediate effect by giving you written notice if you fail to pay in full, your monthly nursery fees.
- Full fees will be payable during the period of notice, regardless of child's attendance or absence or the reason for termination of contract.

General Parent Obligations:

- To provide the nursery with all relevant health, dietary and care requirements, notifying the nursery of any changes in condition, medication and needs.
- Notification of care needs should be discussed with the nursery manager and put in writing. Specialised training maybe required before accepting a child with any medical needs and a care plan will need to be put in place.
- To provide the nursery with up to date parent contact details and emergency contact details, making sure all contacts are aware of the password should they be contacted or admitted to the nursery.
- To provide the nursery with details of any court orders, custodial arrangements or care arrangements.
- To provide nursery with information regarding any professionals or outside agencies who may be involved with your child/family.

**This is to certify that I agree to
Kinderworld's Terms and Conditions:**

Print Name:

Parent/Carer's Signature:

Date:

Manager's Name:

Manager's Signature:

Date: