



Rainbow Day Nursery Contract



This contract is between The Rainbow Day Nursery, Stow Heath Primary School Governors and the parent/carer of:

As from _____ your **weekly/monthly fee** is payable at the beginning of week/month either by cash or cheque, unless vouchers or another agreement has been agreed with the nursery manager. **Please note that from the 1st September 2018 the Rainbow Day Nursery will be cashless, further information will be available. The first week/month must be paid in advance as soon as the contract has been agreed.** Invoices issued must be paid within 7 days from the date of the invoice when an account falls into arrears.

- A £10 fee will be charged against any returned cheques.

The monthly fees will be reviewed annually April 1st or when any significant changes occur through Government of Local Authority legislation. **Cheques** must be made payable to **Wolverhampton City Council**.

One month's notice will be given of any changes to your fees. Additional charges for extra sessions will be charged in arrears.

The Nursery Manager reserves the right to cancel your child's place with immediate effect and refuse entry into the nursery if your fees are not paid promptly, (unless there is an acceptable explanation or agreement with the Nursery Manager) or if your child is absent from the nursery for more than 4 weeks with no explanation. **The Non-Payment of Fees Policy works alongside this contract.**

If your child is absent from the nursery due to sickness, full fees must still be paid. On termination of place one month's notice will be required. Parents/carers will be expected to pay full fees for the duration of the notice period, regardless of attendance.

Agreed hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Fees payable £ _____ weekly / monthly. On payment of fees a receipt will be issued.

Approved: Full Governors 22.05.2018

Term time requested

Full time requested

Type of contract:-

Afterschool Club

Day care

Type of payment-

Cash

Cheques

Vouchers

Other

Collection times are expected to be adhered to. In the event that you are late collecting your child from nursery continuously you will be charged as follows:

- Up to 15 minutes late £5.00
- Up to 30 minutes late £10.00

It is important that you notify the nursery if your child/ren is going to be absent. Any child suffering from an unknown rash should be kept at home until a doctor's opinion has been sought. A child who has diarrhoea and/or sickness should also be kept at home until symptoms have cleared, but at least 48 hours. The Nursery Manager has the right to refuse entry to the nursery if a child is suffering from the above symptoms.

The nursery will need to be informed in advance of annual holidays required. 10 days' annual leave will be granted at half retainer for full time users, but not for **Term Time Contracts** who get 13 weeks a year annual leave.

The nursery will be closed for at least 3 days per year to allow staff to attend Continual Professional Development; you will be notified of these dates at least a month in advance. No charge will be made for these days.

Should your child be taken ill whilst at the nursery every effort will be made to contact you. Please ensure you keep your contact details updated and you keep the nursery informed of new numbers. The nursery reserves the right to call emergency services if contact cannot be made with parents/carers in the event of an emergency.

When the conditions of this contract are being observed and upheld, one month's notice of termination of your place is required by either party. When the conditions of this contract are not being observed and upheld then this contact can be terminated with immediate effect.

Additional items:

A hot lunch is not included in the daily fees for children attending a full day. Children attending over the lunchtime period will need to pay £2.77 additional to fees if they require a lunch or provide their own packed lunch. Parents/carers are responsible for providing nappies and change of clothes though spares are always available due to sensitively of children's skin.

I confirm that I am aware of the contents of this contract and the nursery's policies & procedures and agree to abide by them.

Approved: Full Governors 22.05.2018

Signature of Parent/Carer _____ Date _____

Signature of Nursery Manager _____ Date _____

Changes to the contract: Name..... Date.....

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Signature of Parent/Carer _____ Date _____

Signature of Nursery Manager _____ Date _____

Changes to the contract: Name..... Date.....

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Type of payment-

Cash Cheques Vouchers Other

Signature of Parent/Carer _____ Date _____

Signature of Nursery Manager _____ Date _____

Type of payment-

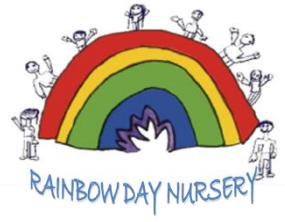
Cash Cheques Vouchers Other

Signature of Parent/Carer _____ Date _____

Signature of Nursery Manager _____ Date _____



Rainbow Day Nursery



Photograph Permission-

I do/do not agree that my child's work and photograph may be displayed in all areas of Rainbow Day Nursery.

Signature of Parent/Carer _____ Date _____

Signature of Nursery Manager _____ Date _____

Contact Permission-

I do/do not agree that Nursery staff can contact by

Email _____

Phone/Mobile _____

Signature of Parent/Carer _____ Date _____

Signature of Nursery Manager _____ Date _____

Additional Information

Signature of Parent/Carer _____ Date _____

Signature of Nursery Manager _____ Date _____