

# **TINKERBELLS DAY NURSERY AND OUT-OF-SCHOOL CLUB**

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## **CONDITIONS OF TINKERBELLS NURSERY & OUT-OF-SCHOOL CLUB**

- 1. One weeks fees (not returnable) must be paid as deposit on registration**
- 2. Fees must be paid weekly or monthly in advance by cheque, cash, standing order or childcare vouchers**
- 3. One months' notice, in writing, is required should your child be leaving the nursery, alternatively one month's fees in lieu**
- 4. Full fees are charged for full and part time children for weeks shortened by bank holidays and also for periods of absence due to sickness and occasional days off**
- 5. Two free weeks (pro rata) will be calculated into each bill at registration for anyone attending a full nursery year (September to August). The two free weeks are to cover closure due to Bank holidays and nursery closure at Christmas.**
- 6. Returned cheques, plus all incurred bank charges must be paid by the individual parents immediately**
- 7. 5% discount will be given to anyone paying monthly in advance, by either standing order, bank transfer or childcare vouchers.**
- 8. An extra 5% discount will be given to parents with more than 1 child in nursery**
- 9. The nursery opens daily Monday to Friday from 7.30am to 6pm. We ask for every effort to be made by parents to keep within these times. A £5.00 fee will be charged for attendance within the first 15 minute period outside the billed times, a further £5.00 fee will be charged for each additional 15 minute period thereafter**
- 10. Please ensure that the nursery have emergency contact numbers at all times**
- 11. Your child must not be in nursery if he/she has a contagious disease, infection, high temperature, diarrhoea or sickness. Children will not be admitted for 48 hours following any incident of either sickness or diarrhoea**
- 12. The manager or officer in charge must be notified verbally by yourself if anyone other than the named parents on the enrolment form is to collect your child. Proof of identification will be sought on arrival**
- 13. Mobile telephones, digital camera (including all hand held devices capable of photographic imagery) are NOT to be used on the premises at any time**