

TINKERBELLS DAY NURSERY AND OUT-OF-SCHOOL CLUB

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CHILD CARE AGREEMENT

I understand that this **Childcare Agreement** will be reviewed every six months and that the Fees may also be reviewed every six months.

I understand that the **TINKERBELLS NURSERY AND OUT-OF-SCHOOL CLUB** operates an open Access to Information Policy, and that I am welcome, during normal opening hours, to view the **Policies and Procedures Folder** under which it runs. I am also aware that the staff are pleased to arrange meetings to discuss concerns children work, and records, at a mutually agreeable time.

I understand that the children are taken, under the supervision of a qualified member of staff, for educational walks off the premises, and I give my permission for my child to be included in such outings.

I also give permission for staff to administer medication in line with their **Policies and Procedures**.

I understand that the staff cannot undertake the care of sick children, as clearly laid out in their **Policies and Procedures**, in particular those with an infectious disease, high temperature, diarrhoea, or sickness.

I have completed the **Childs Personal Details Form** and will provide the nursery with an Emergency contact number and keep them updated with any changes.

I understand that I will be charged full fees for occasional days off, sickness and nursery closure days. I will be charged half fees for up to four weeks per nursery year.

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.

I agree to pay all fees in advance, weekly / monthly. I understand that one months' notice must be given on either side if the child should leave the nursery or full fee in lieu of notice. This includes children who are entitled to the free Nursery Education Funding a full four weeks will be charged if you do not give this notice. (Please note this is within the Worcestershire County Councils guidelines.)