

## “The Small Print”... please read and sign - Thank you Dragonflies

(Please tick each box to confirm that you have read and understood each statement.)

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| <p><input type="checkbox"/> 1. Round and Round the Gardens offers full or half day care for children from 12mths – 5yrs old. The Nursery is open Monday to Friday throughout the year, closing only on Public Holidays and the week between Christmas and New Year</p> <p><input type="checkbox"/> 2. To secure a nursery place, a non refundable snack fee of £35.00 must be paid at the time this place is confirmed.</p> <p><input type="checkbox"/> 3. Once the place is confirmed, 2 calendar months written notice is required if you cancel the place, reduce the sessions attended, or delay the start date. Fees are payable in full if sufficient notice is not given. (we <b>do not</b> invoice for part months)</p> <p><input type="checkbox"/> 4. Once a child starts at the nursery, two calendar months written notice (we <b>do not</b> invoice for part months) is required on either side to change the session or terminate the place.</p> <p><input type="checkbox"/> 5. Fees are payable monthly in advance by BACS, and/or vouchers. Payment by cheque or cash carries a £5 surcharge. Extra hours may be pre-arranged with the Nursery Manager subject to availability, and will be invoiced separately. Fees are due during all periods of absence from the nursery including sickness and holidays. Fees are charged at a regular monthly fee each month (incl. 6xBank holidays)</p> <p><input type="checkbox"/> 6. Children cannot be accepted earlier or collected later than their agreed hours without prior agreement, as this can cause distress for the child/ren as well as staffing issues. A charge will be made for every 15 minutes or part thereof.</p> <p><input type="checkbox"/> 7. Round and Round the Gardens reserves the right to exclude a child as result of payment arrears, and to review the child's place at nursery if this becomes excessive or where attendance at the nursery would constitute as unreasonable risk to the child or other children. However, Round and Round the Gardens has a policy of inclusion and a dedicated team.</p> <p><input type="checkbox"/> 8. If your child is sick, or will not be attending the nursery, please telephone to let us know how long you expect them to be absent</p> <p><input type="checkbox"/> 9. Round and Round the Gardens will administer antibiotics and prescribed medicine for children attending for more the 6 hours per day, following an exclusion of 24 hours if parents have completed a Medication Consent Form. One dose per day.</p> <p><input type="checkbox"/> 10. If a child becomes unwell during the day, we will contact you to discuss the situation and may ask you to collect your child. We have the right to refuse entry to children who we feel are sick in accordance with child protection guidelines. Parents must be contactable at all times during the hours their child attends the setting. If a child's temperature goes above 38C, w will ask you to collect your child.</p> <p><input type="checkbox"/> 11. It is Round and Round the Gardens policy to contact parents should their child/ren suffer any head injury, however 'insignificant' it may seem.</p> <p><input type="checkbox"/> 12. We would ask that you kindly notify Round and Round the Gardens of any changes to address or contact numbers as these will be required should</p> | <p><input type="checkbox"/> 13. Please ensure that all clothing and personal items are clearly marked or labelled with your child's name. Whilst understandably every effort is taken to take care of children's clothes or personal belongs, Round and Round the Gardens cannot be held responsible to any soiling or damage to clothing or personal items</p> <p><input type="checkbox"/> 14. Round and Round the Gardens cannot be held responsible for failing to provide childcare should circumstances occur that are beyond its control. All fees applicable – no refunds available. Management decision is final.</p> <p><input type="checkbox"/> 15. Under guidelines from Ofsted and Early Years, Round and Round the Gardens is under an obligation to report to Social Services any incident where we consider a child may have been harmed, neglected or at risk.</p> <p><input type="checkbox"/> 16. Round and Round the Gardens wishes to have a happy partnership with all parents and carers. To this end, we pride ourselves in making sure that channels for communication are always open. You are more than welcome to contact us or arrange an appointment at any time; our door is always open.</p> <p><input type="checkbox"/> 17. Under no circumstances will a child be allowed to leave our care with anyone unknown to the nursery staff unless prior arrangements have been made. If parents make prior arrangements by telephone, the nursery will require proof of identify.</p> <p><input type="checkbox"/> 18. Government funding is for a period of 38 weeks for 15 hours per week only, regular attendance – accessible between 9am to 12pm and 1pm to 4pm. Additional hours per week and additional weeks per year will be invoiced.</p> <p><input type="checkbox"/> 19. As we are part of a multi-professional service, we share appropriate information with regard to child development and learning, in accordance with the Early Years Foundation Stage Statutory Framework.</p> <p><input type="checkbox"/> 20. Our staff - we employ highly experienced and qualified people to provide quality learning and care for your child. Therefore, if a member of our staff leaves our employment to work for a current registered family e.g. as a Nanny, then we will impose a 10% of their annual salary as a 'finders fee' charge to their new employer, as compensation for our loss.</p> |
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**I wish to register my child and have read and fully understand the “Small Print” and agree to comply with them.**

Signed:

Print Name:

Relationship to child: