



5 Heath Road, Cale green, Stockport, SK2 6JJ Telephone: 0161 480 6789

Email: [ninasnurserycalegreen@hotmail.com](mailto:ninasnurserycalegreen@hotmail.com)

## **Parental Contract**

### **Guidance notes on Completion of this Childcare Contract**

The childcare contract will be interpreted using these notes and definitions. The details in this contract will remain confidential except in the case of child protection issues. Please note that Nina's Nursery have an obligation to report to Children's Safeguarding Team any information that may relate to child protection.

**Parties to the Contract** It is essential that the name(s) of all parties to the agreement are entered on the contract. This should include both parents/guardians if there is joint responsibility for the care of the child(ren). In cases of shared custody of children, it is recommended that details of residence or contact arrangements, as well as the address of each parent and the address at which the child is resident should be provided.

**Public Liability Insurance** It is a requirement that Nina's Nursery holds Public Liability Insurance and that parents should ask to see a current Public Liability Insurance Certificate and satisfy themselves that Nina's Nursery has cover. Our PLI Certificates are on display opposite the Parents notice board at the bottom of the stairs along with our Ofsted registration certificate.

**Fees** At Nina's Nursery our fees are inclusive of

- All meals including snacks throughout the day
- Formula milk
- Nappies and baby wipes
- Nappy creams
- Sun cream (50+ provided)

Sessions available

Morning Session      8.00am – 1.00pm

Afternoon Session    1.00pm – 6.00pm

Full day session      8.00am – 6.00pm

Daily fees

**Full Day                    £46.00**

**Morning Session        £33.50**

**Afternoon Session      £31.50**

Extra sessions can be booked but they will be subject to availability at the time of booking.





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Nina's Nursery is open Monday to Friday. At Nina's Nursery we are NOT available to work during Statutory Public Holidays, these are included in our staff 28 days holiday per year. When a statutory holiday falls on your normal contracted day, our childcare provision will be closed but the usual fee will be charged. We also close between Christmas and New Year, this week is included in your annual fee structure.

### **Paying Fees**

Fees are paid in advance and payment must be received by cash, cheque, via the card machine or direct debit by the 10<sup>th</sup> of every month.

Exclusive of voucher services company payments.

Unpaid fees will be charged at £1 per day until fees are paid in full.

Failing to do this will result in your child(ren) being unable to attend until payment is made.

**Settling in sessions** At Nina's Nursery we aim to make your child's admission a happy experience for both your child and you as parents. You should have been given information about the routines, policies and procedures whilst having the opportunity to explore the nursery and getting to know us.

Within your first settle we will ask you to stay with your child and alongside your child's new key person or room leader of the base room they will be settling in we will together fill in an information pack along with information and permission forms, these forms require completion before your child begins to attend. These ensure continuity and allow updates to be recorded as needed.

Your second settle is so your child can spend a short period of time within Nina's Nursery, getting used to the new friendly faces they will be seeing and meeting new friends.

If you feel your child would benefit from a third settle of half a day we can arrange this at the rate stated above.

In our experience three settling in sessions are adequate but if you feel more are needed than we can arrange this to work within your child's session times.

**Arrival and Collections** We are open from 8am until 6pm Monday to Friday but we do offer an early bird session starting from 7.30am at a cost of £3.00 per day. We ask that your child is dropped off no earlier than the time agreed in the sessions booked as we do have strict child:adult ratios to maintain at all times. If your child is collected after 6pm they will be additional charges.

**Security** We have a fantastic biometric security system. Nina's Nursery was one of the first nurseries in Stockport to install this touch screen security system. Our biometric system will only allow authorised persons into the building. Every entry and exit is logged so we have clear knowledge of who is in the building. We also have LCD monitors in the reception with camera's on





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the outside of the door so we know who we can see who we are answering the door too. Although we have this security we will always be there to greet you with a smile when entering Nina's Nursery.

**Sickness** Nina's Nursery cannot normally undertake the care of a sick child this is a matter solely at the discretion of Nina's Nursery. In cases where medication is required, the parent must give written permission for each instance medication is administered. Nina's Nursery must not admit to their premises any child suffering from a notifiable infectious disease because of the risk of infecting other children in their care. Parents must inform the staff at Nina's Nursery of any symptoms of ill health shown by the child. If the child becomes ill whilst in the care of the Nina's Nursery, the parent will be contacted and asked to take the child home.

**Medicine** We will ask you to fill in a medicine form if your child needs medicine administering at nursery. You need to ensure that the medicine is prescribed by a doctor with the child's name clearly labelled. We will ask for you to keep your child at home for the first 24 hours of taking their medication incase of unforeseen reactions. Only senior members of staff are able to administer medicine.

**Adverse Weather Conditions** On the rare occasion adverse weather may mean that the nursery is unsafe and poses health and safety risks to the nursery community. Untreated roads on the private estate and hazardous driving condition are also taken into consideration. Decisions on whether to close will never be taken lightly and Nina Stones the Nursery Proprietor will make the overall decision. All Parents will be contacted via a telephone call and asked to pick their children up as soon as possible; information will also be added to our Facebook page. If closure happens during a session you will be charged the full rate, if closure happens before a session starts we will remove this session from your monthly fees.

**Termination of the Contract** Notice of termination of the contract by either party must be given in writing. A minimum of 28 days notice of termination is required. However if it is necessary to end the agreement straight away, then payment in lieu of notice must be made.

Securing your place At Nina's Nursery we require a £50 non refundable deposit to secure your place. Cheques can be made payable to Nina's Nursery. Please return the Child Record Form and deposit to confirm your place at Nina's Nursery.

We ask for you to return this Parental Contract and provide a copy of your child's birth certificate which we will keep on file as proof of birth. We also ask for proof of address therefore we ask you to provide a utility bill or another form of proof of address.

The contract re- mains in force until a new contract is agreed and signed or until notice of termination are satisfactorily completed.

I (parent/carer).....agree with all the above terms and





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conditions.

Signed(parent/carer).....

Date.....

Signed

(manager).....Date.....

.....

