



Terms & Conditions

The following terms and conditions allow Riverside Day Nursery Limited to provide continuity and maintain the highest standards as a non-profit making nursery.

We require all parents to be aware of and abide by the following conditions:

Admission and fees

- To register your child you will need to complete an application form and pay £50 deposit. If you choose to leave the nursery within 6 months of your start date you will forfeit your deposit. If your child leaves after this period your deposit will be deducted off of your last invoice.
- Your invoice is calculated on your annual childcare costs over 12 months. Your invoice amount remains the same every month unless your sessions change.
- Payments can be made in cash, cheque, online or by direct debit. We also accept childcare vouchers
- You will be charged for 52 weeks of the year. We do not open bank holidays or the week between Christmas and the New Year.
- Fees will be paid in advance. Failure to do so could result in your child's place being withdrawn until payments are met as detailed in the fees policy.
- We require parents to confirm their child's session at least 6 weeks before your child starts.
- Fees are payable during absence from the nursery i.e. sickness or holidays.
- Prices quoted are per child for sessions between the hours of 8 am and 6 pm and include breakfast, lunch and tea. Fees do not include nappies or creams.
- Extra sessions may be purchased but parents must check availability with the nursery.
- Any extra sessions need to be paid for on the day.
- The nursery operates a lateness fee of £5 per 5 minutes. This payment needs to be paid on your child's next visit to nursery.
- Fees will be reviewed and increased annually.
- We require you and your child to attend at least two pre-visits. This will allow you and your child to adjust and familiarise yourself with the nursery and its staff, as well as allowing your child to adjust to the parting process.

Responsibilities

- Parents need to be aware that once they have arrived at the nursery and collected their child, they are responsible for the child.
- The nursery is responsible for reviewing and implementing nursery policies and procedures. Parents are responsible for reading the policies and procedures that are available in the nursery lobbies and on the website.
- Parents are responsible for labelling their child's clothing. The nursery does not accept responsibility for any clothing that is lost.
- The nursery environment can be a messy place. Staff will endeavour to protect the children's clothing with aprons; however, the nursery respectfully requests that parents

do not bring their children to the nursery in clothes they do not want to get damaged. The nursery does not accept responsibility for any damages.

Illness

- If a child becomes ill during the nursery session and/or is not coping with the nursery day, parents will be contacted according to the details given at registration. The child can return to the nursery when they are well enough to cope with the nursery day with the exception of communicable illness, where the child must not return to the nursery until the infection has cleared or incubation period completed.
- Parents are required to notify the nursery if their child is absent from the nursery through sickness.
- If the nursery feels the child needs one-to-one care, parents are expected to make arrangements for the collection of their child.

Parents as Partners

- We will work with parents to provide suitable food for children who have special dietary requirements as diagnosed by a doctor or dietician.
- We welcome parent's contribution to the nursery and their suggestions will be welcomed.
- The nursery will encourage children to celebrate the cultures of their peers; we welcome the involvement of parents and their families.
- It is the parent's responsibility to keep the nursery informed of any changes to their personal and contact details.

Notice Period

- Parents must give one months notice when removing their child from the nursery.

Childs Name

I have read, understand and agree the above terms and conditions

Parents Signature

Managers Signature

Date