

Childcare Agreement

V2. 0915

This agreement is between Goslings Day Nurseries Ltd of 24 Park Road, Coventry, CV1 2LD, registered under OFSTED reference EY318288 and:

Name of parent(s)/carer(s)						
Address						
For the care of:						
Child's full name						
Date of Birth (or due date)						
Sessions reserved	Mon AM	Tue AM	Wed AM	Thur AM	Fri AM	Notes:
	Mon PM	Tue PM	Wed PM	Thur PM	Fri PM	
Commencement date						

We are open from 8am-6pm, Monday to Friday. Our fees are increased each September. Periodic fee increases may occur from time to time, with 1 calendar months notice. Current prices are always displayed on our website www.gozzies.co.uk

GENERAL INFORMATION: An administration fee of £50 is payable to secure a place, together with a (non-refundable) deposit of £100, both payable on application. The £100 will be credited to your account, against your first month's childcare fees. Payment of fees is required monthly, in advance. The deadline for payment is the 5th of the month (fines automatically apply, if you miss this deadline). We are closed on all statutory bank holidays. The nursery closes at 4pm each Christmas Eve and re-opens on the first working day of the New Year. All nursery closure periods are still payable, such as Christmas, bank holidays, Christmas party and snow closures. Children's holidays are also fully payable. Fees are payable all year around (with the exception of 6 weeks for primary and secondary school teaching staff from Coventry schools). Preference is given to families attending nursery all year round. If you choose to leave (e.g. for the summer or a long Christmas break) and want to restart your child's place later, they will be placed at the bottom of the priority queue, behind the waiting list and current enquiries for re-admission.

CANCELLATION / REDUCTIONS TO YOUR BOOKING: In the 3 months preceding a child's commencement date and for the first 3 months after their planned start date, a child's sessions/place cannot be reduced or cancelled. If the agreement is reduced or cancelled within this 6 month period (3 months either side of the start date), then 3 full months childcare fees will become payable in full, by the parent, to the nursery. After your child's first 3 months has passed, the notice period reduces to our standard terms of **1 calendar months notice**, for the remaining term of the contract. The nursery's notice periods to parents, are the same. Your child's contract automatically ceases on 31st August of the year they move on to reception class, if you have not already planned an earlier leaving date (via 1 month's written notice).

NURSERY EDUCATION GRANT FUNDED PLACES: If your place is part/wholly funded by either the 2 year old funding or 3&4 year old Nursery Education Grant funding, please ensure you read and understand the booking criteria (on our website). It clearly states that if your child leaves prior to headcount day, or fails to sign the funding paperwork on time, our standard T&C's apply (i.e. the cancellation paragraph, above). Furthermore, if you sign the council's headcount form and not this agreement, the T&C's in this contract will still apply, as it refers to the cancellation policy of the nursery. Therefore you will be liable for our standard fees, without a funding discount.

NURSERY'S OBLIGATIONS: Goslings care is all inclusive, of sun cream, nappies, baby wipes, meals/snacks, some formula milks and sudocrem. We are registered and operate under the Data Protection Act. Notice periods are identical to parents.

PARENTAL OBLIGATIONS: A sun hat, suitable shoes for the weather and provide (or hire), waterproof all-weather clothing. Children in the Preschool class and eligible for 3&4 year old funding, need to purchase and wear the compulsory school uniform. To aid effective communication, the onus is on parents to regularly check our website www.gozzies.co.uk to keep yourself informed of changes in policy, events, outings and closure dates.

MEDICATION, SICKNESS AND ILLNESS: I give my permission for staff to administer prescribed medication or handle emergencies, in line with nursery policy. I also understand and accept that the staff cannot undertake the care of sick children (in particular those with an infectious disease, in need of one-to-one care, or with diarrhoea, vomiting, contagious illness or high temperatures). For the health and well-being of all children in the care of the nursery, I will not bring my child to nursery for 48hours following sickness or diarrhoea. I also agree to abide by the nursery's "Parental Guide to Illness, Sickness & Exclusion" document, as displayed on the website.

OUTINGS & OUTDOOR PLAY: I understand that children are taken for walks, visits, etc off the premises and I give my permission for my child to be included in such outings. I am also aware that children are given daily access to outdoor play and I consent to them playing in the garden in a variety of weathers, as deemed appropriate, by the person in charge.

CHILDREN'S RECORDS: I understand that the nursery operates an open access to information policy and I am welcome during normal opening hours to view the policies and procedures under which it runs. We are pleased to arrange meetings to discuss problems, children's work, developmental progress and records at any mutually agreeable time, even outside normal hours, if necessary.

EXPECTED BEHAVIOUR: I agree that the staff at the nursery should be treated with respect at all times. Confrontational behaviour and stereotypical viewpoints are all inappropriate behaviour to display in front of young children and will be challenged. We reserve the right to exclude a child where their behaviour affects the safety and well-being of others, once all reasonable steps and strategies to address this behaviour have being exhausted. The expectation is on parents to work in partnership with the nursery in this respect.

I agree to the above terms and conditions, including notice periods and deposits payable, to secure my place.

1 st parent's signature		Name:		Date:	
2 nd parent's signature		Name:		Date:	
Countersigned by Nursery:		For & on behalf of Goslings day Nurseries Ltd		Date:	