

**LITTLEBROOK NURSERY  
501 BATH ROAD  
LONGFORD  
MIDDX  
UB7 0EN**

**PARENT CONTRACT**

**1. OPENING HOURS**

**Our opening times are as follows:**

<b>7.15am – 6.30pm</b>	<b>Full time</b>
<b>7.15am – 1.00pm</b>	<b>Morning Session</b>
<b>1.00pm – 6.30pm</b>	<b>Afternoon Session</b>

**2. TRIALS**

**New Children starting at Littlebrook Nursery are entitled to free introductory trials to settle in. Please liaise with the Room Supervisor to organise these at a time that would be convenient to you.**

**3. FEES**

The current schedule of fees is attached to this contract, however Littlebrook Nursery reserves the right to review fees and policies at its discretion.

Fees are payable monthly in advance on an annualised basis due on the third working day of each month. The level of fees is calculated to take into account the Christmas week and Bank Holidays, when the nursery is closed.

e.g. weekly charge multiplied by 52 weeks divided by 12 months.

A 10% surcharge is levied for payment received after the 10<sup>th</sup> working day of the month.

Fees for trips organised by the nursery e.g. outings or other extra activities are additional and will be invoiced separately.

Additional hours, over and above any session for nursery attendance, will be charged at £12.00 per hour and invoiced in the next monthly invoice, unless paid for on the day on which additional hours of care were provided.

Additional sessions can be arranged and will be charged at the current session rate and invoiced in the next monthly invoice, unless paid for on the day on which additional hours of care were provided.

An additional charge will be made for shift patterns.

The late collection of a child after the designated time will be charged at £10 for every 15 minutes.

All due care will be taken for personal items e.g. clothing brought into the nursery, but we do not accept responsibility for any items lost, misplaced or damaged.

Due to Health and Safety requirements, please be aware children cannot attend the nursery wearing jewellery, either plastic or otherwise.

#### **4. REGISTRATION**

A non-refundable registration fee of £50 is payable to enrol a child on the waiting list.

A deposit of £200 is payable upon registration, to reserve a place. This sum is only refunded in full, in the month your child leaves, providing the following conditions have been fulfilled:

- a) The child joins the nursery and then gives a minimum notice of one month. If your child does not take up the registered place, the deposit is not refundable
- b) No fees or any other charges are outstanding

It will be appreciated if parents registering their child/children at Littlebrook Nursery were definite about their start date. Should the start date be delayed for any reason, 50% of the normal nursery fee for the month would still be payable.

#### **5. HOLIDAYS**

Fees are calculated to take account of Bank Holidays and Christmas week. No reductions are given due to personal holidays and days off due to illness.

#### **6. AUTHORISATION**

In the interest of safety and security you are required to sign and return the various consent forms enclosed with this contract.

#### **7. RESERVED ATTENDANCE**

Children at Littlebrook, if not attending full time, hold a reserved attendance in sessions or days, whichever is required. The minimum attendance required is 2 sessions. Should there be a need to reduce reserved attendance Littlebrook Nursery would require a months notice.

Should an increase be required, we will try to accommodate, subject to availability.

Should extra attendance be required, please complete the relevant form and had it to the manager or deputy manager. Please note payment for extra attendance must be settled on the day

#### **8. NOTICE**

One months notice must be given to Littlebrook should you wish to withdraw your child from the nursery. Failure to give a months notice will mean that the parent/carer is liable for 1 month's nursery fee.

I have received a copy of the schedule of fees with relevant forms and have read the regulations noted above and agree to abide by them.

Signature  
(Parent/Carer).....

Print Name..... Date.....