

La Maternelle Out of School Care & Nursery Parental Contract

It is important that you read and accept the regulations, policies and procedures before you sign this agreement. Copies of our policy booklets are available both in the Clubs and in the Nursery.

Fees/Invoicing

Out of School Care

Term time invoices will be calculated according to sessions reserved within the calendar month and are payable within the first week. Extra casual sessions taken will be added to your invoice the following month. We require one month's written notice for cancellation of a permanent term time session.

Holiday fees are payable in two installments, one to secure your booking which is non-refundable, and the second on the first day of attendance. Fees will not be charged for Inset days or Bank Holidays.

Nursery

Invoices will be calculated according to sessions reserved within the calendar month and are payable within the first week. Extra casual sessions taken will be added to your invoice the following month. We require one month's written notice for cancellation of a permanent reservation. When giving notice with a view to re-applying for care please be advised that confirmation of the new places may not be confirmed until the beginning of the next term/half term. We hope you understand our reasons for this.

Please note the nursery is closed during the Christmas period from the 23rd December until the 2nd January. (unless these days fall during a weekend) Fees will not be charged during this period or for Bank Holidays.

The company reserves the right to withdraw a child's place if the fees are not paid promptly. Parents of children who are not collected at the appointed time will be invoiced for the extra time at the rate of £10.00 per fifteen minutes.

Please note that for casual sessions for out of school care and nursery our cut off date is the 25th of the month i.e. casual sessions taken up to and including the 25th November will be added to December's invoice. Sessions after the 25th of November up to and including the 25th of December will be added to January's invoice. Unless children are commencing sessions at the start of the month these sessions will be classed as casual and therefore invoiced the following month as for the casual sessions.

Any invoice not settled by the end of the month will incur a charge of 10%. We hope you appreciate our reasons for this action.

Absences

If your child will not be attending any session for any reason please telephone your supervisor as soon as possible to inform us of the intended absence. All absences must be paid for.

Reservations

Please note that once a booking has been made with us, either in writing or verbally and the child's name has been entered into our register these sessions must be paid for even if cancelled at a later stage. For holiday reservations the deposit of half payment will be charged to your account should you cancel the session. We hope you appreciate our reasons for this action.

Sickness and Accidents

It is important to make sure that we are fully informed of any changes in your child's health, such as the onset of allergies or any illness which your child may be suffering from. Should your child become ill or incur an injury whilst in our care, every effort will be made to contact the parent/guardian. Emergency medication may be administered with your written consent. Please see enrolment form.

We ask that if your child develops a doubtful rash, sore throat, discharge from the eyes, diarrhoea or anything else that could be passed on to other children you keep him/her at home and inform your G.P.

Sun Cream

Please ensure you have applied sun cream to your child before coming to nursery in the mornings. The staff with your permission will help to reapply sun cream to all children attending half, school and full day sessions.

Security

To ensure the safety of your children if anyone other than the parent or guardian is collecting him/her they must be named on the enrolment form. In an emergency we will issue a password to the parent/guardian which must be passed onto the person collecting. Please note we will not hand over any child to anyone without the password.

Personal Property

We advise that your child has a change of clothing in a named bag whilst in our care in case of an emergency. Whilst every reasonable care is taken the club cannot be held responsible for any loss or damage to a child’s property.

The main aim of the care we offer is the safe and happy well-being of your child. If for any reason your child is not happy or has a particular problem please do not hesitate to speak to the supervisor who will do her/his utmost to resolve the matter.

We reserve the right to remove the child where there is a breach of this contract or after the behaviour policy procedure (in place in the facility) has been followed to the extent that the child be deemed to be persistently displaying unacceptable behaviour or one serious incident that could or does result in harm to another child or member of staff. Any decision to exclude a child will be made only after notification by the nursery owner/teacher and supervisor of the facility and the parent. Parents have the right to appeal to the proprietor within five days against any decision made.

Parental Permissions

- I give my permission for the regular staff at La Maternelle to give emergency first aid to my child and the seeking of any emergency medical advice or treatment now and at any time in the future.
- I give my permission for the regular staff at La Maternelle to administer a paracetamol suspension in cases of high temperature. This is will only be done is there is a named person or parent already on their way to collect a child.
- I give my permission for the regular staff at La Maternelle to help apply sun cream to my child when appropriate and if for any reason my child did not have sun cream I give permission for the regular staff of La Maternelle to apply Amber Solaire sun cream to my child.
- I give my permission for my child to go on local accompanied walks with La Maternelle staff. Details of all other trips involving transport will be sent separately and parental permission sought separately.
- I consent to my child being photographed and named for features in the local newspaper, for our website, for display purposes and being photographed/videood by fellow parents during whole group occasions e.g. Christmas performance, sports day
- I consent for the regular staff at La Maternelle to discuss my child and send information relating to my child’s development to the school they are attending or due to attend to enhance their transition.
- I understand that the staff at La Maternelle are trained in Child Protection and according to Child Protection regulations will report any signs of child abuse to the child protection co-coordinator at la Maternelle who will in turn report any findings to social services.
- I agree to my children in Out of School Care occasionally watching a P.G films, monitored by the staff.
- I consent to my child being responsible for coming to club from school independently once they are Year 3 (Key Stage)

Please note, if you do not give consent to any of the above, forward a letter to our club/nursery detailing which statements you do not consent to.

Policies & Procedures

All our policies are updated frequently and are available in each facility for parents/guardians. Please ask the staff in the facility at La Maternelle. If a child comes into our care with known behavioural needs we reserve the right to request a trial period of one calendar month with review to further care and consideration of permanent sessions.

I have read, understand and agree to abide by the policies and procedures pertaining to La Maternelle and confirm that I wish my child to attend La Maternelle. Please return this signed copy of your contract with us to your supervisor.

Signed..... Date.....
Name in block capitals.....

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