



Placement Agreement

Company registered in England and Wales No 4295525
Registered Office: 15-17 Belvoir Drive, Barton Seagrave, Northants, NN15 6QZ
Directors: Caroline Griffin, Christopher Groome, Ann Rance, Alexandra Tattersall,
Beryl Tattersall, John Tattersall, Jessica Walker

Revised: September 2004

Hours

The Nursery will be open from 8:00 am to 6:00 pm, Monday to Friday. Closed all Bank Holidays.

Sessions

Sessions are booked per week and the nursery operates 52 weeks per year (excluding Bank Holidays). Session times as agreed with the Management must be adhered to. Children cannot be brought earlier or collected later without prior arrangements having been made.

Additional sessions

Additional sessions or changes of sessions are sometimes available at the discretion of the Management. Requests need to be made as early as possible and if require a change to lunch arrangements must be made before 10.00am

Fees

Fees are payable in full, in advance, either weekly or monthly on the first day of the week or month that your child attends. Fees are payable by cash, cheque or standing order. Cheques made payable to "**Christian Day Nurseries Limited**" and must be supported by a valid cheque guarantee card. To pay by standing order please ask for details of our bank.

NO FEES NO ADMISSION

Fees are non-returnable. Bank Holidays are not charged for and the full time rates will be adjusted on a pro-rata basis.

If a child is late being collected there will be an additional charge of £7.00 per 15 minutes or part thereof.

All charges are subject to a periodical review.

Nursery Education Funding

Subsidized sessions are available through Nursery Education Funding. These sessions are for limited specified periods throughout the year and sessions that are booked outside these times must be paid for at the full appropriate rate.

Further information regarding funding and eligibility is available from Alexandra Tattersall.

Notice

4 weeks notice must be given, in writing, if a place is no longer required if notice is not received then the usual 4 weeks fees will be charged in lieu.

Absence

Please inform us if your child is going to be absent from the nursery. Full fees will be charged for any periods of absence (sickness or holiday) as staff wages and other running costs have to be met at all times.

Sickness

Children will not be admitted into the nursery if they are unwell or if there is a possibility that they may spread infection.

After **any** sickness and/or diarrhoea there must be **at least 48 hours** free from the symptoms before returning to nursery. The designated staff will only administer medicine if an appropriate medication form is completed and signed by the parent / guardian. We request that parents sign the permissions form to enable us to give Infant Paracetamol in the event of a child being taken ill during the nursery day, however parents will be contacted before administration. Parents will then be required to pick up the child from nursery.

Collection

Written permission and proof of identity must be given if your child is to be collected by anyone other than the parents or persons identified on application form. In an emergency arrangements can be made by telephone as long as proof of identity is then produced.

Clothing

Indoor shoes must be provided and worn within nursery. In the event of an emergency evacuation shoes are essential. A complete set of **named** clothes must be kept at nursery. Spare clothes must be kept in a named bag. Aprons will be provided for messy activities and every reasonable care will be taken, but no responsibility will be accepted for damage to children's clothing or equipment left within the nursery.

Parking

We request that parent's park carefully and thoughtfully and in the appropriate places.

Discretion

The Nursery Manager reserves the right to exclude any child, temporarily or permanently, including for non-payment of nursery fees. In this event, an appeal may be made to the Company Directors whose decision is final.

Complaints

If a parent/carer has an issue either involving their individual child or the nursery as a whole, they should in the first instance raise this issue with a senior member of staff or the Registered Provider. Most complaints should be resolved informally or at this initial stage. If it does not have a satisfactory outcome within a reasonable amount of time or the problem is reoccurring the parent / carer should contact the Chairman of Christian Day Nurseries Limited to arrange a meeting with directors of the company. The parent or carer may bring another person with them to the meeting. Parents are also able to make complaints via Ofsted Early Years Directorate, The Frontage, Queen Street, Telephone number: 0845 601 4772.