



Horndean Infant School Nursery

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NURSERY

GENERAL TERMS AND CONDITIONS OF REGISTRATION

September 2016 to August 2017

Horndean Infant School Nursery expect parents/carers to notify the Nursery of any change in registration details, including telephone numbers, and provide necessary information requested concerning their child's care.

Horndean Infant School Nursery have made me aware of the location, at the entrance, of their Policies and Procedures. I understand I can request a copy at anytime.

I understand Horndean Infant School Nursery operates on a 51 week a year 'Stretched Funding' basis with the exception of two 'Standard Funding' spaces that are reserved for Horndean Infant Staff.

Parents/Carers are requested to notify us of any accident or injury suffered by the child since the last attended session which will then be recorded (please see child protection policy).

Written consent will be required each time prescribed medication is to be administered by staff. Non-prescribed medication cannot be administered. All medication must be provided by the parent/carer and labelled with their child's name.

Any parent/carer who is listed on the child's birth certificate will be allowed to collect their child from Horndean Infant School Nursery unless we have confirmation of an injunction by the courts. Regardless of parental responsibility we will need to be informed if someone apart from the main carer is collecting a child. If we do not have confirmation of this we will ask the person collecting to wait in the reception area until we have informed the main carer on our registration form.

The Registration Form gives Horndean Infant School Nursery consent, if signed, to take your child on routine outings from the Nursery e.g. Park, Library etc. but a specific letter will be sent out to all parents/carers, in advance, to give specific consent for organised trips.

The Registration Form gives Horndean Infant School Nursery consent, if signed, for a member of nursery staff to transport your child to hospital or doctors surgery in the case of an emergency.

The nursery will NOT accept children who are suffering from any contagious disease (see policies) or who have had diarrhoea or vomiting within the previous 24 hours.

Any discrepancies on invoices will be rectified and charged for at a later date, if noticed by parents/carers please inform Horndean Infant School Nursery immediately.

All fees are invoiced one calendar month in advance, payment to be made by cheque payable to Horndean Infant School Nursery. If the cheque is returned from the bank to us unpaid then parents/carers will incur relevant bank charges.

Any extra hours attended will be added to the next month's invoice.

Termination of Contract requires one month's written notice.

A surcharge of £40 will be made for any payments not received by the set day. If payment is still not received within the week following this date then a fine of £40 per day will be made until payment is received or the space at the nursery will be suspended until the account has been settled. This will not prevent the child from accessing their free entitlement, only the paid for hours.

Recurring overdue fees will result in the termination of registration without prior notice and action will be taken through a debt collection agency to recover any outstanding fees to the nursery. Children who are eligible will still be able to access their free entitlement.

Horndean Infant School Nursery will adopt the policy that the fee structure will be reviewed in August of every year.

For late collection of children from the nursery a surcharge of £10 for up to every 15 minutes late will be incurred, with no exceptions, and added to the next invoice.

If there are any absences, due to child or parent/carer illnesses or missed sessions, then the full contracted fee is still payable. Likewise, if the child is on holiday the full contracted fee is payable.

This agreement is subject to change in part or whole by Horndean Infant School Nursery with one month's notice. All parents will be notified via letter within two weeks. Horndean Infant School Nursery will not be held liable for any unread notifications.

Child's Name.....Date.....

Parents/Carers Name
(Print).....Signature.....

Parents/Carers Name
(Print).....Signature.....