



Loretto

After School Club



Parent/Carer Agreement

Welcome to Loretto Nursery, part of the Bertram Nursery Group, thank you for choosing us for your childcare needs.

Our parent/carers agreement is a short form we kindly ask you to complete and sign so that we can begin the process of registration and secure your place at our After School club or Holiday club.

Child's Details

Full Name of Child:

D.O.B:

Gender:

Parent/Carer's Details

Name:

Mobile:

Email:

Home Phone:

Home Address:

Occupation:

Employer:

Work Email:

Work Phone:

Parent/Carer's Details

Name:

Mobile:

Email:

Home Phone:

Home Address: *please tick if same as above*

Occupation:

Employer:

Work Email:

Work Phone:

Session Plan: *(please leave blank if unknown)*

Start Date:

Day	Morning		Afternoon		Full Day	
Monday	From:	To:	From:	To:	From:	To:
Tuesday	From:	To:	From:	To:	From:	To:
Wednesday	From:	To:	From:	To:	From:	To:
Thursday	From:	To:	From:	To:	From:	To:
Friday	From:	To:	From:	To:	From:	To:

Registration Fee: *(for managers use only)*

Amount:

Please take a moment to read our Terms & Conditions below.

1. In these Terms and Conditions

- 1.1 "The Nursery" refers to the Loretto Nursery building and includes the After School club, Holiday club and the nursery itself.
- 1.2 "The Parents" are the parent(s) or guardian(s) or the person responsible for any child attending the nursery.

2. Parent/Carer Agreement

- 2.1 The Parent/Carer Agreement must be signed and returned to the nursery before your child's first day of attendance. Signature(s) of the Parent/Carer Agreement confirms the understanding and acceptance of these terms and conditions.

3. Payment of Fees

- 3.1 A registration fee may be charged upon booking a place at the nursery, this is non-refundable.
- 3.2 Our registration fee may be variable between bookings and is subject to change.
- 3.3 The registration fee guarantees the agreed session plan and start date as confirmed by the nursery manager.
- 3.4 All fees are payable in advance by Direct Debit on the first calendar week of each month. Invoices will be issued monthly by email on the 1st of each month.
- 3.5 Payments for the nursery, holiday club or after school club are separate to Loretto School, and must be paid to Loretto Nursery. Please find the bank details in our separate Fee Fact Sheet.**
- 3.6 Direct Debit forms are available from the nursery manager or downloadable from the nursery website.
- 3.7 We accept all major credit and debit cards. We may apply a 2% surcharge for payments made by credit cards.
- 3.8 Whilst cheques and cash are acceptable methods of payments we withhold the right to request payments be made via direct debit or standing order. In the event a cheque is accepted, please check with the nursery manager who the cheques should be made payable to.
- 3.9 We accept all forms of childcare vouchers.
- 3.10 Fees are annualised and split equally into equal monthly payments. Additional sessions above the fixed booking pattern may be added to the monthly invoices, therefore invoice values may vary.
- 3.11 Fees are payable during periods of absence from the nursery, including holidays and sickness. No deductions or refunds will be made for sickness or holidays.
- 3.12 Fees are payable when the nursery is closed for bank holidays.
- 3.13 Fees are payable when the nursery is closed due to circumstances out with our control such as inclement weather or 'Acts of God'. (For example, flood, earthquake, tidal wave, volcanic eruption, hurricane or tornado) We will take reasonable actions to prevent loss of childcare where possible.

- 3.14 Extra sessions booked must be paid in advance.
- 3.15 One month's notice must be given in writing/email for any changes to your child's session pattern.
- 3.16 Late payments may be subject to a 5% interest charge.
- 3.17 Fees are subject to annual review but may be revised at other times with reasonable notice.
- 3.18 We will give parents 4 weeks' notice in writing of any fee increases.
- 3.19 Discounts to fees are subject to terms and conditions.
- 3.20 Discounts operate at the nursery's discretion. They may be subject to change or termination, with immediate effect without notice.
- 3.21 The nursery withholds the right to suspend and/or terminate a nursery place where the fee or balance of fee remains unpaid after the 1st of each calendar month.

4. Notice of Removal

- 4.1 One month's written notice must be provided to withdraw your child from nursery. You are liable for fees during this notice period.
- 4.2 Registration Fees will not be refunded.
- 4.3 If you terminate your place or for any reason cease use of the nursery services or if your nursery place is terminated, you are required to pay any outstanding fees.
- 4.4 We withhold the right to pass your details on to any third party debt collection agencies if we are unable to recover outstanding balances or arrears on your nursery accounts.
- 4.5 The nursery reserves the right to exclude any children on register where reasonable. This may be done with immediate effect without notice.
- 4.6 The nursery reserves the right to exclude any parent where their behaviour is unreasonable and/or aggressive. This may be done with immediate effect without notice. The nursery reserves the right to serve notice to withdraw a child's place where fees remain unpaid.

5. Child Protection

- 5.1 Parents are required to abide by all nursery security and safeguarding policies and procedures while on nursery premises.
- 5.2 We do not condone contracting nursery staff for extra services such as baby sitting or other care services. Loretto Nursery is neither responsible nor liable for any arrangement made to care for nursery children out of hours or off our registered premises.
- 5.3 Management have the right to contact Social Services of The Child Protection Unit if a child discloses abuse, or if staff suspect abuse. This is in accordance with our Child Protection Policy.

6. Change of Address, Telephone Number or Circumstances

- 6.1 Parents are required to inform the nursery of any change of address, telephone number or circumstances.

6.2 Parents must provide the nursery with two additional emergency contact numbers.

7. Illness

7.1 Parents are asked to inform the nursery if their child has been in contact with any infectious disease before the child is due to attend nursery.

7.2 Children will not be allowed to attend nursery if the illness is infectious or if the child is deemed by nursery staff to be too unwell to attend.

7.3 Medicines cannot be stored overnight within the nursery, the first dose of medication prescribed or non-prescribed must be administered by the parent in case of any allergic reaction, both prescribed and non-prescribed medicines can be administered by a qualified member of staff, bottles will be checked to ensure the child's name and the correct date is on the pharmacy label.

7.4 If your child has suffered sickness or diarrhoea or shows signs of continued loose nappies, we withhold the right to request your child remain absent from the nursery for a period of 48 hours from the last loose nappy.

7.5 Children who become unwell during nursery time must be collected as soon as possible after parents have been informed.

7.6 If your child is too unwell to attend nursery, parents are encouraged to contact the nursery as soon as possible.

8. Non Attendance

8.1 The nursery reserves the right to withdraw any child's place, without further notice, if that child fails to attend the nursery without appropriate notice being given in terms 3 or 4 of these terms and conditions.

9. Collection

9.1 No child will be allowed to leave the nursery unaccompanied. The nursery staff must know the person collecting the child. There will be no exception to this rule.

9.2 All children must be collected on time at the end of their session.

9.3 The nursery reserves the right to charge you for unconfirmed late collection.

9.4 The nursery may withdraw placement where children are consistently collected late.

10. Loss and Damage

10.1 The nursery cannot take responsibility for the loss or damage to property or clothing.

10.2 Children should not bring toys or money into the nursery, as staff cannot be responsible for these.

11. Change of Clothing

11.1 Children must be appropriately dressed for all weather conditions.

11.2 Children must bring changes of clothing in a suitable bag, marked with their name.

12. Holiday

12.1 Absence due to holidays remains chargeable in line with the booking pattern as at the time of absence.

12.2 We kindly request, where reasonably practicable, one month's notice is provided for holidays and/or public holiday absence, where the nursery is open during public holidays.

12.3 Where your child attends the nursery part time or on a funded place, sessions may not be swapped to accommodate holidays.

Signatures

I accept that I have read, understood and agree to these Terms & Conditions.

Parent/Carer Print Name 1:	Parent/Carer Print Name 2:
Signature:	Signature:
Date:	Date:

Any personal information you provide to us will only be used by us and our service provider, The Bertram Nursery Group Ltd. We will not pass on any of your personal information to third parties in accordance with The Data Protection Act 1998.





Loretto

After School Club

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