



Wise Owl Private Day Nursery Terms and Conditions

- The nursery agrees to provide a safe, secure, happy and stimulating environment for your child.
- All child care fees must be paid for **monthly in advance** of care.
- **All childcare fees are to be paid by standing order or by card payment using the machine in the office.**
- All days allocated to you must be paid for whether or not your child attends.
- Holiday entitlement is **two weeks at half price per annum**, any extra holidays taken will be paid for.
- **A fee of £25 will be incurred for payments not paid by the 5th day of the month**
- Fees may be subject to change to allow for an increase in costs incurred to the setting e.g. an increase in minimum wage. Wise Owl will notify you in writing with 30 days notice of a price increase.
- **Four weeks' notice** is to be given in writing if you wish to terminate your child's nursery place
- You are required to inform the nursery before 10am of any non attendance.
- If your child has an illness that requires medication please do not bring them into the nursery for at least **48 hours**- this gives the medication a chance to work and in case of a reaction to the medication (please see the manager for incubation periods of illness).
- The nursery can only administer medicines which are prescribed by a doctor, and clearly states the child's name on the medication for a child with an ongoing illness. **Medicines will not be given if out of date.**
- All children's details **must** be on file before your child starts wise owl for the first time.
- All your child's belongings should be **clearly labelled.**
- All policies and procedures should be read and signed for.
- The nursery cannot be responsible for any personal items left in the care of your child.
- The nursery is closed on bank holidays and does not charge for bank holidays.
- The nursery will charge for any unforeseen closure, such as adverse weather conditions, ratios not being met or lack of heating or water.
- A late collection fee will be charged at **£5 per every 5 minutes late.**
- The nursery has the right to add on any fees (to include court fees and tracing fees) that are payable by us (wise owl) to retrieve any unpaid nursery fees you owe.
- If you would like to book your child in for extra sessions this would be charged at a session rate £24.50 for a half day (8am-1pm, 1pm-6pm) and £39.00 (8am-6pm). These sessions should be paid for on the day of the extra session by card payment. We cannot always accept your child for extra sessions but will try our best to accommodate you.

Due to child care ratios and to comply with Ofsted regulations we must please ask that children attending morning sessions must be collected prior to 1pm. Afternoon sessions start at 1pm so please be aware that your child will start at this time and no earlier due to the Ofsted regulations this session finish at 6pm any late collections will result in a charge being made to the parent.

Please be advised that the child can be dropped off or collected at any period during the am or pm session. Children collected at the end of any session will incur an additional charge at the discretion of the manager. Only children booked in for breakfast club 7:30am-8:00am should be in the nursery before 8:00am

Please complete the following section:-

I agree to adhere to the terms and conditions of Wise Owl Private Day Nursery

Name.....

Child's name.....

Signature.....

Child's date of Birth.....

Date.....

Relationship to child.....

Although nursery sessions are pre booked please provide the approximate times your child will be attending. This helps staff in planning activities. Thank you.

Date	Monday	Tuesday	Wednesday	Thursday	Friday
Times					
Start Time					
Finish Time					