



## NURSERY & PRE SCHOOL

First for Childcare; Development through Fun

### CONTRACT FOR NURSERY TERMS

We believe that there needs to be a formal agreement between the Nursery and Parents. The contract will outline the obligations and commitment, of both the Nursery and the Parent(s).

This is a contract between the Owner and Management of Hopscotch Nursery and Preschool, (referred to as 'the Nursery') and the Parent(s) or legal Guardian (referred to as 'the Parent') of a child (or children) that is enrolled at the Nursery.

The Nursery: -

1. Is owned by Lucy Yeandle and Mathilda Norris
2. Will be known as 'Hopscotch Nursery' and will operate from a property at 98 Wellsway, Bath, BA2 4SD
3. Is registered with Ofsted as a Day care Nursery and operates within their regulations, guidelines and rules. Their Inspectors visit the Nursery to ensure the appropriate standards of care & education are being provided.

The Contract: -

- a) In signing this contract both the nursery and parent agree to its terms and conditions.
- b) Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of one Calendar month's written notice, commencing from the day it is received, to reduce or cancel your child's normal sessions.
- c) Increasing your sessions is subject to availability.
- d) Early Years Education Funded places or special short-term contracts are available, subject to agreement and availability.

### HOURS OF OPERATION

Monday to Thursday 07:30 to 18:00 and Friday 07:30 to 16:00 fifty weeks of the year. We will be closed on all public Holidays, for one week between Christmas and New Year and one week at Easter, which is in accordance with the BANES school holidays. These days are not charged. You will be charged full fees for any absences during Hopscotch's operating hours.

### PAYMENT POLICY

Parents agree that all monthly fees (full time and part time attendance) will be paid on the fifth of each month in advance. The setting reserves the right to increase said fees at any time giving one calendar months' notice of the proposed increase to parents / guardians. Monthly fees include all sick days and holidays taken as these are paid days. Any statutory holidays agreed by the Nursery will be partly deducted from your monthly bill. Fees are based on booked days not attendance, therefore parents are responsible for fees whether child attends or not, including sick days or holidays booked. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability, we will try to accommodate swapping of days in cases of emergency or under special circumstances. Parents who qualify for funding will have this amount deducted from the invoice. Extra sessions will be invoiced once requested and added to your next month's invoice, if not before. Unpaid fees are subject to a £10 late payment fee if fees are not received by the 7th day of the month and a further £10 a day for every day they remain unpaid. Fees that remain unpaid for more than one month may result in immediate suspension or termination of care unless other arrangements have been agreed by both parties.

Payment of fees can be by bank transfer / standing orders / Cash.

Bank details are as follows: -

Trading name: Hopscotch (Bath) Ltd.

Account number: 00553002

Sort Code: 30-94-80

Please use your child's name as a reference.

### SICKNESS POLICY

Please advise the nursery as soon as possible if a child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, vomiting, diarrhoea, contagious disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree should a child become ill while in our care that immediate arrangement will be made to remove the child from the nursery. Children will not be allowed to return to nursery until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases, a note from a doctor may be necessary. By signing this contract, you are agreeing to staff seeking any necessary emergency medical advice or treatment during their time at Hopscotch Nursery. Please refer to our 'Sickness and Medical Requirements' for more information about this topic.

### LATE/EARLY ARRIVAL/EARLY PICKUP POLICY

Please advise the nursery immediately if you will be arriving earlier/later than the pre-arranged time to drop off/pick up your child. We try to be as flexible as possible and offer extra sessions where available. It is the parents' responsibility to ensure that children are picked up no later than 18:00. If you are not able to pick up your child by 18:00 alternative arrangements must be made.

Please notify the nursery if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. They must have a password agreed by the Nursery and the person collecting may be asked for photographic I.D.

If you fail to collect your child at the end of their agreed session, you will be charged a late collection fee of £5 for the first 5 minutes, with an additional £5 for every 10 minutes thereafter. Likewise, if you drop your child off before your chosen session time, you will be charged an early drop off fee of £5 for every 5 minutes. If you are consistently early dropping off / late picking up, your contracted hours will change.

### OUT OF HOURS CARE

Hopscotch is not responsible for any employees carrying out any childcare outside of the nursery hours. Employees are acting independently and any arrangements must be made outside of the employees working hours.

### TERMINATION

Hopscotch Nursery reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care.

### WITHDRAWAL

Parents agree that a minimum notice of one full month (notice to be given in writing) will be given for permanent withdrawal of, or reducing hours of any child from our care or agree to pay one month's fee in lieu. The responsibility is of the parents to ensure that the notice has been received by the office. No exceptions will be made.



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### REGISTRATION

A non-refundable administration fee of £50 (per child) is required upon completion of registration to secure your child's place. The administration fee is non-refundable. Spaces will not be held unless the administration fee is paid in full. Upon registration, you must show the nursery your child's birth certificate and provide legitimate personal information. It is the parent's responsibility to inform the Nursery of any changes to their personal details.

### EARLY YEARS ENTITLEMENT

Should your child be eligible for government entitlement hours, the nursery will need to verify personal details, such as your national insurance number and your child's name, date of birth, address and ethnicity with the local authority.

### BEHAVIOUR MANAGEMENT

If a child's behaviour is seen to endanger others and staff have adhered to our Behaviour policy as best they can, Hopscotch Nursery will arrange a meeting with the parents to discuss the options available and may take advice from the local authority. If a parent does not support the nursery in gaining help and advice from outside agencies, then Hopscotch Nursery reserves the right to terminate the parent's contract and will no longer provide care for that child.

### CLOTHING POLICY

Hopscotch advises parents not to dress their child in unsuitable clothing when attending nursery. We feel it is essential for children to enjoy art and craft activities and although we attempt as far as possible to buy washable resources, in practise not everything washes off all clothing materials. Every child must also be provided with a complete change of clothes on a daily basis. The nursery will accept no liability for clothing damaged while the child is at the nursery. We ask parents to be aware of the changeable weather conditions and dress your child in suitable attire depending on the weather that day. We also ask that all of your child's belongings are clearly labelled.

### DATA PROTECTION

I give permission for my child's records (Please see Data Protection Policy for further details) to be held on the nursery premises and a computerised database. I understand that this is protected by the General Data Protection Regulation, (GDPR) 2018, and that Hopscotch will use the information for no other purpose than company business. I understand that if I require a copy of this personal information I must make a request in writing. I understand that any consent given is valid for the entire period that the information/image is being used, unless there is a change in the child's circumstances where consent can be retracted at any point. I agree to be contacted via email for the purposes of nursery business only.

### E-SAFETY POLICY

I will not use my mobile phone / camera / any other technical device whilst on the nursery premises. Nor will I contact any member of the Hopscotch Team via their personal email / messaging accounts, but only via the two email addresses given in the policies and procedures document. I will not refer to any particular children, parents or staff members on social media, nor post any pictures of the nursery and / or it's children / parents / staff. Any pictures or video footage displayed on social media sites are of my own children only. Any posts made are respectful of the setting and always maintain a professional attitude towards its work. I agree no disparaging remarks are to be made about any children / employees / parents.

### SAFEGUARDING

I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for me to view at any time. I have acknowledged the child protection statement displayed on the notice board when entering Hopscotch.

For further details on our Policies and Procedures please visit our website or ask a member of staff to see the nursery copy in the office.

### NON - SOLICITATION OF STAFF

a. The parent/guardian of the child who is subject to this Registration Form, hereby agrees that during the term of this agreement and for the period of six months after its termination (however terminated) that (s)he will not seek to employ, entice away or attempt to entice away from the employment of Hopscotch Nursery ('the Company') any person or persons employed by the Company at the date of termination of this agreement or any person or persons who were employed by the Company in the six months preceding the date of termination of the agreement.

b. If the above agreement (a.) is breached then the parent/guardian shall indemnify the Company fully in respect of all and any costs, claims, damages and expenses incurred by the Company. This is to include the cost of replacing the relevant member of staff, including agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the Company in replacing the member of staff together with all legal fees and disbursements.

### ACCEPTANCES

a. The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect.

b. The parent/guardian has read and understood the Terms and Conditions contained and undertakes to be bound by the same.

This agreement must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees. Your childcare may only commence once payment of the first invoice, or a minimum of one month's fees has been made.

I have read and understood the Parental Agreement and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time.

SIGNED: \_\_\_\_\_

PRINT NAME:

Mathilda Norris

(On behalf of Hopscotch Nursery) Terms and Conditions are subject to change without prior notice. E&OE

Please keep hold of this for your own records.