

Mumbles Day Nursery

Terms and Conditions

Application for a place at Mumbles Day Nursery

Application forms must be completed and returned before a child can be offered a place. Wherever possible every attempt will be made to meet your individual requirements. A non-returnable deposit is payable of £25.00 for a nursery place.

Fees

We request that fees are paid monthly in advance by the 3rd of the month. If you wish to pay weekly the company also request that this is paid in advance. All accounts are computerised and calculated on an average monthly basis based on the child's weekly amount multiplied by 4.333.

Fees are payable for a full 52 weeks per year. Fees are based on your child's age and amendments to fees are made at the beginning of the month following their birthday. Late fees will incur an administration charge of £10.00 per day and could result in a place being withdrawn without notice. Mumbles Day Nursery reserves the right to review fees when necessary.

Payment Methods

Payments can be made by direct debit, government funding, cash, cheque and childcare vouchers.

Amending/Increasing Sessions

Should you wish to alter or cancel any sessions that have been booked we require 4 week's notice in writing. If insufficient notice is given then full fees will apply. If you require an increase in your child's sessions then this will be arranged as soon as the vacancy arises.

Holidays

Mumbles Day Nursery closes for all bank holidays and for one week at Christmas. As Mumbles keeps their fees low throughout the year you will be expected to pay for all bank holidays and the Christmas holiday. The nursery does not offer any reduced fees for children taking holidays.

Collection of children from Nursery

If you are going to be late collecting your child then please contact the nursery manager with as much notice as possible so that we can ensure that there is sufficient staff available. If your child is not collected within the nursery opening hours then an additional charge will be made. A finger print entry system operates the front door. Only registered users can access the building at allocated times. A password is required if anyone other than parents/guardians are to collect.

Property and Belongings

If your child wishes to bring any belongings into nursery please ensure that all items are labelled with your child's name. We will endeavour to take care of any articles brought to nursery but we cannot be held responsible to anything that is lost or damaged.

Medication

If your child requires any medication whilst at nursery place ensure that it is clearly labelled showing the child's name. Please inform a senior member of staff on arrival at nursery and you will be asked to sign the medication sheet to authorise us to administer the medicine. Please do not leave medication of any kind in the cloakroom area. Please hand it to a member of staff who will place it in the medication cabinet.

Accidents and First Aid

We will administer first aid for any minor injuries. All accidents will be recorded which you will need to sign on collection of your child. Parents must inform a practitioner of any accidents outside of nursery hours so this can also be recorded and signed by the parent.

Policies

All policies relating to the nursery are kept on file. Policies at the nursery are regarded as a working document and are actively used and updated on a regular basis. Parents can request these documents if they require them

Please can all parents and carers read the terms and conditions and sign below to say that they have been read and understood. Once these along with enrolment forms have been returned to nursery a copy of the policies and procedures will be copied and placed in your child's file and a copy returned to you.

I/We confirm that the I/we have read and understood the terms and conditions at Mumbles day nurseries

Signed _____

Print _____

Date _____

Signed _____

Print _____

Date _____