

Little Treasures

Tel: 02841763714



Contract between parents and Little Treasures Nursery.

Child's Name: _____

Mothers Name: _____

Fathers Name: _____

Days of Nursery care will be:

Monday	Full Day	Morning	Afternoon
Tuesday	Full Day	Morning	Afternoon
Wednesday	Full Day	Morning	Afternoon
Thursday	Full Day	Morning	Afternoon
Friday	Full Day	Morning	Afternoon

The nursery will try to be as accommodative as possible as if you would like to change your days or times speak to the manager. Also if you require an extra day temporarily or in an emergency please contact the manager. Although no spare spaces are guaranteed or reserved we will try our best to help.

All fees must be paid weekly. The nursery accept Cash, Cheque, Card, Direct Debt and Childcare Vouchers as payment methods. All payments must be made by 2.00pm each Friday. Non payment will result in one verbal, then one written warning and if full payment is not made within one week of a written warning your child will be refused care. Full payment is required for each day during any nursery closures or days your child does not attend. Paying the fees weekly is only on a temporary basis. From January 2018 parents may pay monthly. The weekly payments is only as we are a new business and need guaranteed quick payment.

All parents must pay one week in advance of their weekly fee. Providing all payments are made and you give one months notice before leaving the nursery the full amount of payment for your week in advance will be paid back to you before leaving. Additional fees of £5 will be added for each 5 minutes a child is late to be collected. You must ensure your child is collected on time.

Fees: £32 per full day

£20 per morning session

£16 per afternoon session (2-6)

£150 per child attending the full 5 days a week.

Fees discussed for those in pre school room also attending another nursery.

Parents must have all necessary contract and permission forms signed before Little Treasures will care for your child. Care will commence for your child on the week beginning:

All parents must read and sign all of the nursery policies and procedures before Little Treasures will care for your child.

Any parent that breaks the terms of their contract or does not follow the nursery policies and procedures will no longer be able to send their child to the nursery. Management will refuse care with immediate effect.

If you wish to remove your child from the nursery you must give at least one months notice. Parents who do not give one months notice will not receive their week in advance payment returned.

All parents will pay for one full week in advance of their weekly fees. No deposits were taken when first booking your child into the nursery. There is no payment required for inductions while settling your child into Little Treasures.

It is vital that all parents respect each member of management and staff within Little Treasures. If management feels you are not doing this then they will refuse to care for your child. It is also important for all parents to note that the nursery should not be mentioned on social media of any kind. We have our own facebook account and website which we will use. You must not mention any other parent or child within the nursery, or discuss or make mention of management or staff. If you have any comment or complaints to make please follow our comments and complaints procedure and do not discuss it on social media. Management will not tolerate this and if discovered management of Little Treasures may decide to refuse care for your child.

Each year you will be asked to sign that you have read and understand all of the nursery policies and procedures. This is to ensure that you are fully aware of any changes which have occurred as we annually update the policies and procedures as we feel necessary.

Before sending you child to Little Treasures it is a requirement that you sign below. I confirm that I the parent have received, read and understand each and every one of the nursery policies and procedures along with my contract and the nursery statement of purpose.

Parent Signature _____ Date: _____

Parent Signature of agreement to the above contact between Little Treasures and myself

Parent Signature _____ Date: _____

Management Signature _____ Date: _____

Thank you for sending your child/ children to Little Treasures. We aim to provide the highest standard of childcare and ensure an enjoyable learning experience for all children. We truly value your support as parents as I start up this new nursery and would love to hear your comments and complaints on how to improve our service. If you have any questions please do not hesitate to speak to the staff or Sarah McKee the manager. Thank you once again and I hope your children are looking forward to coming to Little Treasures.

Signed: Sarah McKee