

CHILDCARE AGREEMENT

This agreement is between Sunbeams Day Nursery, Hawkers Hill, Mitcheldean, Glos.

Registered by OFSTED

And Parent/ Carer 1. _____ Parent/ Carer 2. _____

For the care of _____ Start date _____

Sessions per week _____

Fees per week _____

Opening times and current fees are as stated in the Nursery prospectus. Sunbeams reserves the right to increase fees at any time giving four weeks notice.

PLEASE NOTE There is no charge for bank holidays as the nursery is closed. All children are entitled to two weeks a year holiday pro rata. Full rate of pay is required for illness/ absence. Early or late collections will result in additional charges. We ask for a minimum of five hours to be booked per week.

A registration fee of £10 is payable to reserve a place.

Four weeks notice is required on either side or full fees in lieu of notice to cancel a child's place at Sunbeams, effective after a two month settling in period.

I understand that Sunbeams operate an open access of information policy and I can arrange to view the policies and procedures under which it runs.

I understand that I can arrange an appointment to discuss any problems or concerns, my child's work and records at a mutually agreeable time.

I give my permission for staff to administer medication in line with their published policies and procedures.

I understand that staff cannot undertake the care of sick children as clearly laid out in their policies and procedures (in particular those with infectious disease, diarrhoea, vomiting or high temperature).

I understand that only persons I have authorised will be allowed to collect my child from Nursery.

I will advise staff to any changes to information I have given(i.e.. change of numbers, address, work). I will ensure that there is a valid contact telephone number at all times.

I understand that Sunbeams reserve the right to terminate this agreement and update any policies and procedures where necessary, giving four weeks notice.

I have read and understand the policies and procedures under which Sunbeams operates.

I have read and understand this agreement.

Signed Parent/ Carer 1. _____

Signed Parent/ Carer 2. _____

Signed on behalf of Sunbeams _____

Date _____