



TERMS & CONDITIONS

1. Opening Hours

Standard hours are 8.00am to 6.00pm Monday to Friday 51 weeks per year. We close on bank holidays and for approximately one week over the Christmas period.

2. Meal Times

Breakfast	8.00am-8.45am
Mid-morning refreshments	10.30am-10.45am
Lunch	12.00noon
Mid Afternoon snack	4.15-4.45pm

These times may vary slightly please check with the Nursery Manager

3. Dress

Normal day clothes should be worn, we do ask parents to bring a change of clothes. Aprons and bibs are provided at the nursery.



4. Other Activities

Weekly additional activities include Sporti Tots, Jo Jingles and Magical Tales.

Regular trips to the local Parkland, Library, Shops, Police and Fire station Are undertaken.

Occasionally trips are arranged to the Zoo etc.

We will let you know in advance and parental permission is always required.

Some optional trips and activities are charged for.

5. Sickness

If a child becomes sick whilst at the nursery a member of staff will contact a parent immediately and may be asked to collect them.

6. Health and Safety

Registered under the Part XA of the children act 1989 Knutsford Day Nursery is legally obliged to follow the national standards set out by Ofsted.

Knutsford Day Nursery is fully compliant with all the legal obligations requiring polices for chid protection, equal opportunities and health and safety. The nursery has nominated personnel responsible for ensuring these requirements are met.

Knutsford Day Nursery operates the highest standard of hygiene, particularly in the nappy changing area and when administering first aid.



TERMS & CONDITIONS (cont)

7. Employing Staff

If parents decide to employ Knutsford Day Nursery Staff on a full or part time basis between 8.00am and 6.00pm Monday to Friday a recruitment fee based 20% of their salary is applied. On leaving the nursery staff are not permitted to work for any parents who use the nursery for three months, unless agreed by Knutsford Day Nursery when a recruitment fee will be applied.

8. Lost Property

Parents are encouraged to label all their children's clothing to help avoid them going missing or being misplaced. Unless we have acted negligently, Knutsford Day Nursery does not accept any responsibility for the loss of property in the nursery that is not clearly labelled.



9. Knutsford Day Nursery Fee's

9.1 Fee Payments and Securing Your Place

Parents must pay by direct debit. Fees for the month will be collected on or around the 14th of each month. We calculate our fee so you pay the same amount each month, whether there are four or five weeks in the month. The fee's take into account the days we are closed such as bank holidays and Christmas, from the 24 December to the first working day after New Year. We calculate your monthly fee by taking your weekly charge and, multiplying by 50 and dividing by 12.

9.2 Applying Fee's to Over Two's

Over two's fee's apply the first month after your Child's second Birthday.

9.3 Collection of Children

There is a charge for out of hours care on an hourly basis or pro rata if this is a regular arrangement. This is payable at the end of each month. Out of hours care includes any hours before 8.00am or after 6.00pm or after 1.30pm if a child is attending a morning session and requires an additional hour rather than the whole afternoon. If you need to collect your child after 6.00pm please let us know before 5.30pm.

If you arrange out of hours care in advance it costs £10.00 per extra hour, if you do not arrange it in advance the charge is £20.00 per hour. Our insurance arrangements and registration conditions only allow us to look after your child until 7.00pm.

For security reasons children can only be collected by the authorised contacts provided on the registration form. Any changes must be provided in writing and any new contacts must be introduced to a Key member of staff. Children cannot leave the premises with an unauthorised person.



9.4 Securing a Place for My Child

If the nursery has a place available we will accommodate your request immediately. If not we will add your Child's name to our waiting list and keep you informed about availability. To request a place all you need to do is complete a registration form and return it with a £50.00 non-refundable registration fee. When you accept a place at Knutsford Day Nursery we will ask you to pay by direct debit and a deposit will not be required.

If you decide not to send your child to the nursery after accepting a place a month's notice is required.

9.5 Reduction of Sessions

The number of sessions per week can be reduced subject to one month's notice and a minimum of two sessions per week being attended by your child. If you reduce your sessions before starting the nursery the following applies:

If you give one month's notice you will only pay for the sessions you require.

If you do not give one month's notice and the nursery can refill the sessions you will only pay for the sessions you require.

If you do not give one month's notice and the nursery cannot fill the sessions you originally booked for the month then you will be required to pay for those sessions for the first month booked.

The following month's bill will reflect your new sessions.



9.6 Notice of Termination

A minimum of one months notice is required is when you wish to terminate your Childs place at the nursery. Knutsford Day Nursery reserves the right to terminate a Childs place with immediate effect if a serious breach of these terms and conditions occurs or if termination of a place is considered to be in the best interests of the Nursery and/or the continuing welfare of the other children at the Nursery. Examples of this are: parents using foul language, being abusive to members of staff.

A parent continuously arriving late to collect their child without prior notification or regularly failing to pay fees