

Child's name:

Date of birth:

I accept a place for my child at Plus Three Nurseries Ltd and:

1. I agree to pay any fees due for a term in the first week of that term or by the end of the first week of attendance if starting partway through a term. If fees are not paid by this due date then I further agree to pay an additional charge of £2.50 per day in late payment charges.
2. If my child is in receipt of the Free Entitlement for 3 & 4 year old children, I agree to pay the consumables charge of 50p per morning session and 25p per afternoon session. I understand that this is payable termly in advance and is non-refundable should my child be absent from nursery.
3. Should any invoice remain unpaid for more than 30 days from the start of the term which the invoice applies or 30 days from a child starting at nursery, I understand that Plus Three Nurseries Ltd may withhold future sessions.
4. I understand that once booked nursery and lunch club sessions may not be swapped on an ad hoc basis nor reimbursed when my child is absent.
5. I understand that in the event of an unexpected nursery closure for any reason, including any closure due to COVID-19, to remain sustainable fees are still payable and no session in lieu will be provided.
6. I agree to the payment of a 'late collection charge' of £1 per minute should a suitable person nominated by me in advance or I not be available to collect my child at the end of their booked nursery session.
7. I will notify the nursery if my child is receiving or will receive free nursery education from another provider. I recognize that free nursery education is limited to a maximum of 15 hours per week and that it can be shared between a maximum of two providers so that any weekly hours in excess of this funding I will pay full fees for unless these hours are covered with a 30 hour free entitlement code.
8. I agree that should my child be eligible for the extended 30 hours free entitlement that I will provide the nursery with a valid code each term. I agree that it is my responsibility to ensure the code remains valid at all times and I agree that should my code become invalid at any time, an invoice will be raised and payable to Plus Three Nurseries Ltd for nursery sessions booked.
9. After my child's first two weeks (deemed to be a settling-in period), I will give a minimum of a full half term's notice on a 'Notice of Child Leaving' form if my child is to leave the nursery, whatever the reason. I understand the nursery operates six half terms in the academic year and that any termination notice must be given at least by the first day of each half term. I understand that if I fail to provide the full half term's notice I will pay the equivalent of six weeks' fees in lieu of that termination notice. Any notice received outside of when the nursery is operating i.e. holidays will be deemed as received on the first day of the following term.
10. After my child's two weeks (deemed to be a settling-in period), I will give at least a half term's notice on a 'Changes to the Register' form if I wish to reduce my child's attendance hours at the nursery.
11. Before my child starts, I will advise the nursery of any special educational needs, special medical needs, special diet, allergies or food intolerances affecting my child. I also agree to update this information if and when my child's needs change.
12. I agree to co-operate fully with the nursery SENCO (Special Educational Needs Co-ordinator) to establish how and if my child's needs can be met at the nursery, including facilitating the introduction of external professionals for advice. Whilst keeping me informed, I further agree to the nursery SENCO discussing my child's needs with their Health Visitor, BFBC Early Years Inclusion Officer, the Early Years TASS Teacher and/or referring my child for a professional or multi-professional assessment of their needs.
13. I will not bring my child to nursery when they are unwell; or they have vomited or had diarrhoea until a clear period of 48 hours has elapsed from the last episode of vomiting or diarrhoea. I will not bring my child to nursery if they are reliant on 'Calpol' as this is not deemed as a well child. If my child contracts an infectious disease, I will comply with the exclusion periods given by the Department of Health for Schools and Nurseries, as displayed on the nursery Notice Board.
14. If I wish my child to be collected from nursery by another child's parents/carer, I will authorize this by providing a password to the nursery.
15. I give permission for my child to be taken out, under appropriate supervision, for group walks and outings should the occasion arise. **Farley Wood only** – I give permission for my child to be taken to the play park located next to nursery as part of the nursery routine.
16. I give permission for a Paediatric First Aid qualified member of staff to administer emergency first aid and/or seek other necessary emergency medical advice or treatment when my child is in the charge of the nursery.
17. I give permission for a member of staff to apply Nivea factor 50 sun cream to my child when required.

18. I agree to my child being photographed or videoed during the nursery session, as per the Nurseries' Photography policy given to me. I agree to not taking any digital images of my child or any other children at any Plus Three Nurseries public performance.
19. I agree to adhere to Social distancing and to all Plus Three Nurseries Ltd Policies and Procedures which are readily available to read at the nursery's reception table during nursery hours.
20. I agree to follow Government Guidelines on COVID-19 and will not bring my child into nursery if they are displaying symptoms. I agree to get my child tested if they are displaying symptoms of COVID-19 and that I will immediately advise nursery of my child's result and I will provide written evidence if requested.
21. I agree to inform nursery immediately if my child, anyone living in my household or anybody that has stayed overnight in my household develops symptoms of COVID-19 and that I agree to adhere to current government guidelines on this. I understand that my details maybe used for 'Track & Trace'.
22. I confirm that I have received a copy of Plus Three Nurseries Ltd General Data Protection Regulation policy and that I have received a copy of Plus Three Nurseries Ltd Privacy Notice. I understand how Plus Three Nurseries Ltd will use/collect and share personal information and I understand that Plus Three Nurseries Ltd have a legal obligation to collect and process information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 where consent is not required. I understand that where my consent has been given for voluntary information my consent maybe withdrawn at any time.

Signature and name of parent/guardian: _____

Date: _____