



Terms and Conditions

Parent Contract

Registration:

If you would like to register your child at Flower Pots Day nursery then you will be required to fill in a registration form and pay a deposit of £250.00 to secure a place for your child. This will be refunded upon receipt of your final month's fees. Please note if four weeks notice is not given, in writing, the deposit will not be refunded; this doesn't apply if this is within your child's first four weeks of attending. Cheques should be made payable to Flower Pots Day Nursery.

Payment:

All fees will be collected by standing order or voucher payment on the 1st of each month. If payment is not received then a charge may be incurred. Please note continued failure to pay fees may result in your child being excluded from the nursery. You will be informed when your child starts at the nursery of the monthly fee amount.

Fees are payable during periods of absence such as sickness or holiday and bank holidays. Please see our fee structure to show how these are calculated.

Our fees will be reviewed annually.

Change of Arrangements:

Four weeks written notice is required for withdrawal of your child from the nursery and for any changes that you wish to make to the scheduled sessions attended.

Should Flower Pots Day Nursery require to make any amendments to the terms and conditions you will be given at least one month's notice in writing.

Insurance:

Flower Pots Day Nursery does not accept responsibility for accidental injury or loss of property. The nursery has full insurance as required by law and details of this are available from the nursery manager. To assist in ensuring that property is not lost we request that all items of your child's clothing are clearly labelled with their name.

Safety and Security:

The safety and security of your child is paramount at all times. We ensure that a number of procedures are in place to ensure that no unauthorised personnel gain access to the nursery. Please ensure that you never open the door for others unless accompanied by a member of staff, and the door is closed behind you.

Staff:

Should a parent/ Carer wish to employ a member of Flower Pots staff outside of nursery hours they must inform the nursery manager in writing, please note that Flower Pots Day Nursery will not be responsible or have insurance for this kind of work including babysitting.

If a parent or former parent employs a member of staff within three months of leaving the nursery then a fee equivalent to 20% of the employees salary will be payable to Flower Pots day Nursery.

Child's Name: _____

Manager's Name: _____ Manager's signature: _____

Parent's Name: _____

Signed: _____ Date: _____

75 Adeyfield Road Hertfordshire HEMEL HEMPSTEAD HP2 5DZ Tel: 01442 289090