 **LONGTOWN CHILDCARE TRUST**

**OFSTED Registration EY344683 – Company Number 5758223**

**Mary Street, Longtown, CARLISLE CA6 5UG**

**Telephone 01228 791005**

**Childcare Manager: Alison Blair Trustees: Lorna Hogg,**

**Finance Manager: Suzanne Charlotte Wigham Kath Lamb, Liz Wood**

**2018**

Dear Parent,

Thank you for choosing Pear Tree Nursery to care for your child. We would like you to read the attached information and sign the Parental Contract. If there is anything that you would like us to explain further please ask. We will do our best to meet your needs.

**Pear Tree Nursery/Kidzone Parental Contract**

**By signing this contract you understand that the Nursery will:**

* Provide high quality childcare in accordance with Ofsted requirements and our ethos, policies and procedures
* Provide your child with healthy snacks and school meals (if purchased)
* Provide fresh drinking water at all times
* Plan and implement varied activities and experiences both indoors and outdoors based around your child’s interests (following the “EYFS”).
* Will use aprons and bibs to prevent your child’s clothing from becoming damaged. However, the nursery is unable to accept responsibility for soiling or damage to clothing.

**By this contract you as the parent/carer agree to:**

* Pay setting fees for booked sessions whether your child was in attendance or not. This includes all unauthorized holidays, sickness or infection. The only exceptions to this are during Nursery closure or agreed holidays.
* To pay for additional hours/sessions on time of booking.
* Have entitlement to 2 weeks holiday per year, pro rata (from Sept to Aug).
* Pay fees monthly in advance (an invoice will be issued). Fees may be paid weekly or for the whole month.
* To secure your place at nursery, we require a non refundable registration fee of £10.00.
* Pay by cash, cheque, vouchers or direct debit (to - Longtown Childcare Trust Ltd).
* Failure to pay your monthly invoice will lead to us terminating your contract.
* Give one calendar months notice, in writing, to amend your child’s place.
* Provide a pair of wellington boots and a pair of indoor shoes or slippers that can be left at the nursery.
* Provide appropriate clothing to enable your child to play outdoors each day.
* Provide disposable nappies/pull ups, a change of clothes, suncream and any wipes or lotions that you wish your child to have at nappy changing time. Please label these and we will place them in your child’s named box.
* Hours outside of normal session times are charged at the additional hour rate.
* Please indicate the sessions/lunches that you require on the Application form.
* This form becomes part of the agreed contract.
* Please note that any changes to booked sessions may only be made after consultation with the Childcare Manager and will be dependent on staffing numbers and child ratios.
* Please understand that the Nursery doors cannot be opened before 8.00am. This is to comply with Ofsted, insurance and daily risk assessments.
* If you are going to be late to collect your child please telephone before the end of the session to let staff know.
* A £6.00 charge will be made if you arrive later than agreed. This is required to cover the wages of any staff needed to maintain ratios.
* After 6pm there will be a charge of £10 for the first 15 minutes and £5 per 15 minutes thereafter

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| CHILD’S NAME: |  | CHILD’S DATE OF BIRTH |  |
| PARENT’S SIGNATURE: |  | DATE |  |
| MANAGER’S SIGNATURE: |  | DATE |  |

Please see enclosed for the current price list.