



## **Childcare Contract**

### **First & Second Steps Nursery**

(Part of Cross Gates Primary School)

<b>Name of Child:</b>	
<b>Dob:</b>	
<b>Names of Parents/Guardians:</b>	
<b>Address:</b>	

#### **PARTIES TO THE CONTRACT**

'First & Second Steps Nursery' operates as part of the Early Years provision at Cross Gates Primary School, Poole Crescent, Cross Gates, Leeds, LS15 7NB

And

The parents/carers of the child as set out above.

It is essential that the names of all parties to the agreement are entered on the contract. This should include both parents/carers if there is joint responsibility for the care of the child. In cases of shared custody of children it is recommended that details of residence or contract arrangements as well as the address of each parent and the address at which the child is resident should be provided.

## 1. FEES

### ALL FEES ARE PAYABLE DAILY or WEEKLY IN ADVANCE

Session	Timings	Cost
School morning	8.45am – 11.45pm	£27.00
School afternoon	12.15pm-3.15pm	£27.00
Lunch	11.45am – 12.15pm	£2.60 including a 2 course lunch
Snack Shack	Snack time	£1 per week

First & Second Steps Nursery is open from 8.45 am to 3.15pm, excluding school and statutory holidays.

- Fees are subject to an annual review but may be revised at other times with reasonable notice.
- All invoices and payments are managed by the school office. Payments to be made by ParentMail or cash at the office. We accept most childcare voucher schemes.
- Failure to pay on time will result in the loss of booked sessions and may lead to legal action being taken for the recovery of unpaid fees (see non-payment).

## 2. SETTLING IN PERIOD

You will be allowed to stay and settle your child for as long as agreed with the staff of First & Second Steps Nursery. We recommend that you introduce your child gradually into the childcare environment and routines.

## 3. OUTINGS AND OTHER OUTSIDE ACTIVITIES

We believe strongly in the benefits of using the local environment for learning and sometimes trips will be organised for the children, which take them off the premises. By signing this contract, you have allowed your child to go for short walks in the local area. First & Second Steps Nursery will always notify you in advance of planned trips out. Parents/carers will be asked to sign a consent form detailing the outing venue, date, time, aims of the outing, the mode of transport and the adult/child ratio.

## 4. NURSERY ITEMS

Due to the allergies and personal parental preferences, we ask parents to provide nappies, nappy creams and sun lotion for the staff to use with the children. If for some reason your child has run out of these items, First & Second Steps Nursery will temporarily provide 'Fred and Flo' nappies and wet wipes, Sudocreme and Soleil sun cream (Tesco). By signing this contract, you consent to us using these items if yours have temporarily run out. Please let a member of staff know if your child has allergies to any of these products.

## 5. CLOTHING

Children are not requested to wear 'school uniform' at First Steps Nursery. We ask you to send your child in comfortable, non-expensive clothing. Please provide your child with a spare set of clothes, including pants, for any messy

play or accidents! We also ask you to provide a coat and hat for inclement weather and season appropriate footwear, e.g. wellies for rainy days. Second Steps children will be required to wear school uniform.

## **6. BEHAVIOUR**

We operate a positive ethos to behaviour management, and see every situation as one in which children can learn, please ask to see a full copy of our behaviour management policy. Incidents of poor behaviour will be discussed with the parent/carer, confidentially at the end of the session.

## **7. PERIOD OF NOTICE AND TERMINATION**

If you wish to withdraw your child from First & Second Steps Nursery one month's written notice or one month's fees in lieu of notice must be given. First & Second Steps Nursery reserves the right to terminate the contract in respect of any child, subject to either one month's notice or the refund of one month's fees in lieu of notice.

## **8. NON-PAYMENT OF FEES**

- Fees are payable daily or weekly in advance.
- In the case of late payment of due fees or a cheque being returned unpaid an administration charge of £10 will be charged.
- In the event of non-payment of due fees First & Second Steps Nursery may pursue legal action to recover the sum owing.

## **9. First Steps Nursery AGREES TO:**

- Care for the child during the contracted hours.
- Comply with all requirements as laid down by Ofsted and the Children Act 1989 relevant to the provision of childcare.
- Have appropriate insurance and comply with all requirements laid down by their insurance company.
- Provide suitable developmental experiences appropriate to the age and stage of development of the child.
- To record these experiences using 'Tapestry Online Profile', ensuring that parents/carers are informed and involved in their child's learning.
- Notify the parents/carers of any accident or injury occurring whilst the child is in the care of First & Second Steps Nursery.
- Be available to discuss with the parents/carers the care and development of the child, to be arranged if either parents/carers or staff requests it, at a mutually convenient time.
- To provide the child with healthy snacks prepared with due regard to the dietary, cultural and social requirements.
- Issue a receipt for payments received.

## **10. THE PARENTS/CARERS AGREE TO:**

- Pay for all booked sessions regardless of attendance.
- Pay the fees as set out in the contract on the day(s) specified.
- Arrive and collect the child in time.
- Provide the following items - change of clothes, set of outdoor clothes suitable for the weather, other items such as toiletries, nappies, wet wipes, sun cream etc.)

- Provide necessary information requested by First & Second Steps Nursery in connection with the child's registration and notify any changes to that information.
- Be available to discuss with First & Second Steps Nursery staff the care and development of the child if so, requested by First & Second Steps Nursery staff at a mutually convenient time.
- Inform First & Second Steps Nursery staff if the child has been ill within 24 hours before a contracted period and respect First & Second Steps Nursery's right to decide whether or not to accept a sick child for care. In the case of sickness and diarrhoea the child must be clear for 48 hours before returning to First & Second Steps Nursery, this is to minimize the opportunity for cross infection.
- Inform First & Second Steps Nursery of any medicine prescribed by the child's doctor and give written permission for First & Second Steps Nursery staff to administer the medicine if such administration is required. Written permission will be required each time medicine is administered.

I agree to the above terms and conditions including that all fees are payable in advance.

.....  
Signed on behalf of First & Second Steps Nursery      Print Name

Date: \_\_\_\_\_

.....  
Signed by the parent/carer      Print Name

Date: \_\_\_\_\_



**Please carefully read and sign both copies of this contract and return one copy to us, retaining one copy for your own records.**