Happy Mindz Day Nursery and Pre School

The Old Chapel School

Wickham

Hampshire

PO17 5DE

ReG NO: 09775379



Parent contract

**HOURS OF OPERATION**

Monday to Friday 07.30 a.m. to 18. 30p.m 51 weeks per year.

 We will be closed on all Statutory Holidays which are all chargeable, The Christmas Holiday Period, and any other time when the Nursery/Preschool may be closed due to circumstances beyond our control.

**REGISTRATION FEES**

To register your child with our provision, a non-refundable registration fee of £50.00 is required per child registered. Happy Mindz Ltd operate a minimum number of sessions policy this will allow your child to settle into Nursery and Preschool and make best benefit of their experience with us. This is a MINIMUM OF TWO SESSIONS OR ONE DAY.

**MONTHLY FEES**

**(SORT CODE 30-90-21 ACCOUNT NUMBER 61676768 Use your child’s name as Reference)**

 ALL fees are charged a month in advance. Monthly fees include all sick days, statutory holidays and holidays taken, as these are paid days. Fees are not based on attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability. Extra hours are billed at the session rate or hourly rate.

 Full Time / Part Time / Term Time See Appendix 1

**NEG FUNDING AND OTHER FUNDERS**

***(15 Hours Entitlement)***

We are eligible to receive Government funding (NEG) so that children can have 15 hours free Education and care per week starting the term after their third birthday. Parents who qualify for NEG funding will have this amount deducted from the invoice. Any funding from colleges must be in place prior to attendance. All tax efficient funding from your company will not be deducted from the invoice; it is up to the parent /carer to deduct this. Any fees not covered by a subsidy are the parent’s responsibility and are payable on the first of each month in advance. All subsided payments must be paid by the first of each month in advance.

**PAYMENT POLICY**

Parents agree that all monthly fees (full time and part time attendance) will be paid on the first of each month by Standing Order, (Arrangements can be made to pay by cheque or cash) or Child Care Vouchers including Sodexo, Computer share, and Edenred for example. Additional sessions will need to be paid before the session. Invoicing for fees will take place on the 20th of each Month. Unpaid fees are subject to a 10% surcharge each full week over. Unpaid fees over 14 days past their due date may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Extra hours are billed at the session rate or hourly rate.

Full time and part time fees are not based on attendance; therefore, parents are responsible for fees whether a child attends or not. (This includes sick days, statutory holidays and holidays booked.)

**ILLNESS POLICY**

Please advise the nursery prior to 8.00am if the child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type or illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of staff and other children in our care. Parents further agree, should a child become ill whilst in our care, immediate arrangements will be made to remove the child from the setting. Children will not be allowed to return to the setting according to our agreed sickness and absence times (See Appendix 2). By signing this contract, you are agreeing to staff seeking any necessary emergency medical advice or treatment during their time at Happy Mindz Day Nursery and Pre-School.

**LATE ARRIVAL / PICKUP POLICY**

Please advise the nursery immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents’ responsibility to ensure that children are picked up on time as agreed with management. If you are not able to pick up your child by the agreed time alternative arrangements must be made.

Please notify the nursery if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. They must bring photographic I.D. plus a photograph to be kept on file and a password will be used.

In the event that a parent cannot be contacted, it is the policy of Happy Mindz Ltd. to call an emergency contact should a child remain in care after the agreed time A late fee of £5.00 per fifteen minutes (or part thereof) per child will apply if the child remains in care after the agreed time, unless prior arrangements have been made.

**WITHDRAWAL**

Parents agree that a minimum notice of one full month (notice to be given in writing) will be given for permanent withdrawal of, or reducing hours of any child from care or agree to pay one month’s fee in lieu. The responsibility is of the parents to ensure that the notice has been received by the company. No exceptions will be made.

### Accidental Injury and Loss of Property

Happy Mindz Ltd. Accept no responsibility for accidental injury or loss of property- Children should not bring their own toys into the setting unless there is prior arrangement with the setting Manager / Director. Happy Mindz holds insurances required by law- copies of which can be seen in the setting.

### Observations and Record Keeping

Your child will be the subject of day to day observations by all staff, and occasionally by students (with permission from the parent/carer). The setting will keep records and observations of your child’s development some of which will be accessed through the onlineJournal- Tapestry.

### Safeguarding

The setting has a responsibility to safeguard every child in its care. This may mean that the Safeguarding Lead (Shane Jarman) will contact the Local Safeguarding Authority. In circumstances where it is believed that prior notification will place the child at further risk this will be done WITHOUT Parental notification.

### HEALTH & SAFETY

The name of the designated Health & Safety Officer is on the main notice board. Any health and safety queries please forward them to the Manager. We would ask all parents to make sure gates and doors are closed when entering or leaving the building and that they are mindful of little fingers. If the setting has to close due to any health & safety and illness reasons including bad weather, fees will still be due to be paid during the period closed.

Registration is not complete, and care will not commence until all the paper work is completed. Prior to the start date of care, the following must be received by us for each child:

* Registration Booklet
* All About Me
* Parent Contract
* Non-Refundable Registration Fee
* Authorisation from college or employer of subsidised place if appropriate.
* Parents National Insurance Number for Child Tax Credit / Two Year old Funding

I have been given a copy of Happy Mindz Ltd. Child Protection Policy.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this contract, you are agreeing to all Happy Mindz Ltd. policies and procedures. (Available on our Website).

 I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and agreed with the above statements. (Please print names)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents/ Guardian Signature Parents/ Guardian Signature

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of Happy Mindz Ltd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### APPENDIX ONE

All fees are payable in advance on the 1st working day of the month by Standing Order**( SORT CODE 30-90-21 ACCOUNT NUMBER 61676768 Use your child’s name as Reference),** child care vouchers (Arrangements can be made to pay by cash or cheque).

Included in the price are nappies, wipes, creams and meals including breakfast, snack, lunch and a light tea (where applicable)

Under 2 year olds (3 months – 2 years)

Full day – £45.00

Session – £27.50

Over 2 year olds (2 – 5 years)

Full day – £43.50

Session – £27.50

Session Times:

7:30am – 1:00pm

1:00pm – 6:30pm

NB: Pre-school funded time will be deducted from the above and can be flexible to suit the needs of the parents.

We are eligible to receive government funding so children can have 15 hours FREE education and care per week starting the term after their third birthday. If you would like further details of how this scheme could be of benefit to you, please contact us.

We accept all major childcare vouchers, including Sodexo, Computershare & Edenred, etc.

### APPENDIX TWO (Taken from HPA)

| **Diseaase / Illness** | **Incubation Period** | **Exclusion Period** |
| --- | --- | --- |
| Chicken pox | 13 – 17 days | 7 days from first appearance of rash or until all spots scab over |
| Conjunctivitis | 1 – 3 days | 24 hours or until the discharge from eyes has stopped |
| Diphtheria |  | Until certified well by a doctor |
| Diarrhoea and vomiting |  | 48 hours after last occurrence and symptoms cleared |
| Gastro-enteritis | 1 – 3 days | Until certified well by a doctor. |
| Hand, foot and mouth disease |  | While child is unwell. Usual exclusion for high temperature applies. |
| High temperature |  | 24 hours from when the temperature reduces to normal |
| Impetigo | 4 – 10 days | Until the skin has healed |
| Measles | 7 – 15 days | 5 days from onset of rash |
| Meningitis | 2 – 10 days | Until fully recovered |
| Mumps | 12 – 25 days | 5 days from onset of swollen glands |
| Whooping cough |  | If treated within the first 21days of contracting the illness and antibiotics is prescribed, children can return to setting 24hours after the first dosage of antibiotics. Individual circumstances will be assessed and it may be necessary to extend the exclusion period. |
| Ringworm | 4 – 8 week antibiotic treatment | Until treatment has been given and medically cleared |
| Rubella | 16 – 18 days | 5 days from onset of rash |
| Scabies |  | Until treatment has been given for the whole family |
| Scarlet fever |  | 5 days from start of the treatment |
| Slapped cheek |  | None-but please inform setting so any pregnant ladies can be alerted to the outbreak. |
| Shingles |  | Until treated and presuming child has no fever or temperature. |
| Thread worm |  | None |
| Tonsillitis |  | None. Unless child has a fever or temperature which then our temperature exclusion would apply |
| Warts (including verruca) |  | None. Verruca suffers should keep feet covered |