



# St Vincent's Nursery The Sunshine Club



## Terms and Conditions – St Vincent's Nursery (The Sunshine Club)

### 1. Application for a Place at St Vincent's Nursery (the Sunshine Club)

Application forms must be completed and returned before a child can be considered for entry into the club. Places are offered on a "first come, first served" basis, depending on availability.

### 2. Payment of Fees

Fees will be due on a monthly basis with an invoice being produced on the 1st of each month for the month ahead for payment within 5 working days. It will be based on the amount of sessions that the child is booked in that month. All invoices will be sent via email only. Invoices are paid in advance and are non-refundable; additional (ad-hoc) sessions to the booked pattern will be charged on the following month's invoice. The Sunshine Club reserves the right to review fees annually.

In the event of fees or other sums payable to the club being outstanding for more than 6 weeks from the date of invoice without a previous arrangement being made, you will receive a written notice to withdraw your child from the club. Such action will be at the discretion of the Board of Governors.

### 3. Late Collection

The club closes strictly at 6:00pm and parents are required to collect their children promptly at the end of each session. If children are collected after 6:00pm there will be an additional charge to parents of £10 per 20 minutes.

### 4. Cancellation / Termination of place

We will require one month's notice to reduce sessions within the regular booking pattern or cancel your place at the club. During that said one month period the club undertakes to continue to admit the child and the parent undertakes to pay all fees due. In the event of the parent failing to pay the month's fees the child's place shall be immediately withdrawn and the club shall be entitled to serve a formal demand for payment of such monies.

In the event of the parent giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the club one calendar month's fees in lieu of notice. Failure by the parent to provide one calendar month's notice or any notice at all shall render the parent liable to the nursery for one month's fees.

Notice must be in writing and posted / emailed to the Nursery and Sunshine Club Manager.

### 5. Non-solicitation of Staff

Whilst a child attends St Vincent's Nursery (the Sunshine Club) and for a 12 month period following that, parents shall not directly or indirectly solicit either on their own account or on behalf of any other person the whole or part-time services for any purpose of any employee working in any capacity at St Vincent's Nursery (this includes St Vincent's Nursery and the Sunshine Club). If, by mutual agreement, a St Vincent's Nursery employee is employed by a parent, an Introduction Fee will be payable by the parent in respect of 20% of the employee's current annual salary or the amount earned over the previous 12 months in respect of supply employees.

### 6. Property and Belongings

The club provides an extensive range of resources / stationery for children of all ages. It is not necessary and not advisable for children to bring anything from home. Although our employees will endeavour to take care of any property brought to the club, we accept no responsibility should any loss or damage occurs. All clothing should be labelled.

### 7. Accident Procedures

The club reserves the right to administer basic first aid and treatment where necessary.

Parents will be informed of all accidents and will be required to sign an Accident Form. For accidents of a more serious nature requiring hospital treatment, all attempts will be made to contact parents but failing this, the club will require consent to call an ambulance to take your child to hospital.

### 8. Safeguarding Children

In the case of suspected neglect, physical or sexual abuse of children, it is our duty and legal responsibility to report our concerns to Social Services immediately.

### 9. Security

Under no circumstances will a child be allowed to leave the club with anyone unknown to the club staff unless previously arranged by the parent. If a regular arrangement, parents must inform the Nursery and Sunshine Club Manager in writing giving details on when the arrangement commences and ceases. When parents make last minute arrangements by telephone, the nursery will require a password and the name and description of the nominated person and the nominated person will need to provide identification.

### 10. Sharing Information

We work in a multi-agency environment and we expect to seek advice from multi-agency professionals from time to time to ensure the quality of the childcare offered. If this is in relation to your child, we will contact you directly to seek informed written consent prior to consultation.

### 11. Child Health Records

St Vincent's Nursery (the Sunshine Club) requires parents to complete child Health Care Plans. St Vincent's Nursery (the Sunshine Club) will require emergency contact names, medical information regarding allergies, dietary or special requirements. Parents MUST notify the club immediately of any changes to contact details and medical information stored with St Vincent's Nursery (the Sunshine Club). St Vincent's Nursery (the Sunshine Club) will provide a yearly data collection form whereby you will be able to confirm, add, or correct the records that are held in our system.

### 12. Illness

Parents are requested not to send their child to the club if they are suffering from any infectious disease or if they are not feeling well enough to attend. The club reserves the right to contact parents if their child becomes ill whilst at the club and may request that the child is taken home and medical advice is sought from your doctor. St Vincent's Nursery (the Sunshine Club) reserves the right to ask parents to obtain a medical letter from their GP if necessary; the parents will need to provide this as necessary.

Parents are requested to inform the club if their child, or other children in the club, contracts any (normal childhood) ailment or disease. The club must be informed of any illness which may prove dangerous to other children.

No discounts are given for absence due to sickness unless by arrangement for longer term illness.

### 13. Emergency Closure

In the event of an emergency such as fire, flood, adverse conditions such as failure of the central heating or other event of force majeure nature, St Vincent's Nursery (the Sunshine Club) reserves the right to close the club. The club will not be able to refund fees for any closure days. However, please be assured that the club will only close in the event of exceptional and extreme circumstances or when there is a serious concern for the wellbeing of children and staff.

I agree to the terms and conditions of St Vincent's Nursery (the Sunshine Club)

Child's Name .....

Name Signature Date

Parent 1 .....

Parent 2 .....