



Sunflowers Nursery Terms and Conditions Contract with Parents/Carers

When your child starts at Sunflowers we need an agreement between you as parent/carer and us as childcare provider as to what both of us are expected to do regarding the care of your child.

Nursery will undertake to meet the standards set by the EYFS to ensure that children learn and develop well and are kept healthy and safe, promote teaching and learning to ensure children's 'school readiness' and give children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

We seek to provide:

- **Quality and consistency**, so that every child makes good progress and no child gets left behind.
- **A secure foundation** through learning and development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly.
- **Partnership working** between staff and parents/carers.
- **Equality of opportunity** and anti-discriminatory practice, ensuring that every child and family is included and supported.

We will:

- Ensure your child is safe, cared for and stimulated whilst in our care.
- Arrange for your child to attend settling in sessions to allow his/her needs to be met.
- Provide an "open house" nursery where you are welcome at any time.
- Provide a full programme of structured and free play activities, using the EYFS framework, Ofsted guidelines and best practices from elsewhere.
- Maintain records of your child's learning and provide opportunities to discuss your child's progress.
- Give a minimum of 4 weeks' notice of any change in fees.

Parents/Carers agree to:

- Ensure we have as much information as we need in order to look after your child, including any change in family circumstances e.g. birth/death/breakdown of a relationship.
- Get your child to nursery for the start of the session.
- Inform us if your child is unable to attend nursery on the first day of absence.
- Inform us of changes in personal information (e.g. new telephone number or address) immediately.
- Assist us with security by signing children in and out of nursery.
- Provided us with consent to act on your behalf in the event of an accident if you or your representative cannot be contacted.
- Pay fees at the start of each week, preferably by cheque made out to **Coleshill C of E Primary School**.
 - *Parents/Carers wishing to negotiate any other payment arrangements (e.g. paying half termly or termly) should discuss this with Nursery at the earliest possible opportunity. Payment in this case should be made in advance, not in arrears.*
 - *Please be aware that continued failure to pay fees on time or not at all with no explanation may result in your child's place being withdrawn and a debt collection agency being engaged to recover the amount owed.*
 - *Cheques that are returned to us by the bank will incur an administration fee of £10 + bank charges.*
- Pay for all sessions booked.
 - *Payment is required for all sessions even if your child is absent through illness or holiday.*
- Pay the extra fee required if your child is not collected on time or attends Kids' Club after nursery or an after school club at school.
- Give 4 working weeks' notice if you decide to withdraw your child from nursery or 4 weeks' fees in lieu of notice.

Name of child:	
Signed:	
Name of Parent / Carer:	
Relationship to the child:	
Date:	