This is a 50 week of the year contract between Manor Park Nursery and …………………………………………………………………………………...

I agree to the following terms and conditions of Manor Park Nursery, as Parent/ Guardian of …………………………………..………………………………………………. (Childs Name).
This contract only has to be signed on childs induction.

1. Fees MUST be paid by Standing Order weekly/monthly in Advance, and are due on the first day of each week/ Calendar month, unless otherwise agreed.
2. The nursery will be closed for 2 weeks over the Christmas and New Year period, and no fees are payable. Exact dates will be given at time.
3. The nursery will be closed on the following holidays, and half fees will be payable – Easter Monday, Both May Bank Holidays, July Fair Monday, September weekend Monday and possibly any other public holidays which are later announced. Full fees are charged at all other times when your child is absent.
4. One months written notice is required when withdrawing your child from nursery and when reducing your child’s hours. Otherwise, one months fees in lieu.
5. Fees are subject to quarterly review with at least one months notice given to parents/ carers.
6. Where possible parents should inform key worker staff of Dental/Doctor/ Hospital appointments in advance.
7. Parents should inform the child’s key worker of any medication prescribed for the child by completing the appropriate form. No medication will be given to a child without parents written consent an Doctors prescription label.
8. If your child is unable to attend nursery please notify staff before 9.30am.
9. Key worker should be advised of forthcoming holidays, with at least two weeks notice given. Full fees are charged.
10. Should collection arrangements for your child change, staff MUST be informed in advance.
11. Fees that are more than 2 weeks outstanding, will be subject to a £25 admin charge.

Parents Signature ……………………………….. Date …………….

Staff Signature ……………………………….. Date …………….