

The Jungle Day Nursery & Cheeky Monkeys Nursery Ltd

Policy No 31-01

Terms & Conditions for Placement in the Nursery

1. Age of Admittance:

Children are welcomed from ages 3 months to 8 years. (Up to 12 at The Jungle)

2. Nursery sessions:

Session times:

- Full day session: 7.30am – 6.00pm
- Half day session (morning) 7.30 am – 1.00pm
- Half day session (afternoon) 1.00pm – 6.00pm

Food & Drink

The nursery sessions dependent on time will include meals

Full day session

Breakfast/ mid-morning snack/ 2 course lunch/ mid afternoon snack/ tea

Half day Session (morning)

Breakfast/ mid morning snack.

Half Day session (afternoon)

Mid afternoon snack/ 2 course tea

For children aged 3 months to 2 years, parents can provide baby food and milk until the child is able to accept the nursery menu, and until parents/ guardians/ carers, feel happy for the child to eat food within the nursery menu.

3. Fee schedule

- Fees are payable in accordance with the attached fee schedule. Fees quoted are per child.
- Fees are payable one month in advance, payable by cash, cheque or direct debit.
- The register for a place, the registration fee is payable with the completed registration form. Where a child does not subsequently take up a nursery place after registering the registration fee is non refundable.

4. Holidays, absences & notices

- The nursery is open for 52 weeks year. The nursery is closed on all statutory bank holiday.
- Fees are payable at the full rate for all periods of absence, including sickness and holidays. If 4 weeks or more notice is given for holidays, fees will charged at 50% for that holiday.

Signed by _____ Date _____ Review Date _____

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- Four weeks notice is required by either party to terminate a Childs place in the nursery, or four weeks fees in lieu of notice, unless the place has been terminated due to non payment of fees.

5. Clothing & Personal Items

- Each child should have sufficient clothing for their daily needs plus a spare set in the event of accidents.
- Parents are asked to ensure that their child does not bring valuable items into the nursery as we cannot accept responsibility for any subsequent loss or damage,
- Parents are asked to provide sunhats and an adequate sun block during the summer months to ensure that the children can benefit from outdoor pursuits. The nursery management reserve the right to preclude any child from participating in outdoor pursuits if it is considered that he/ she may be at risk from the sun.
- For children aged 3 months to being toilet trained, parents are asked to provide nappies, baby wipes and creams.

6. Sickness & illness

- Any child who has, or develops, an infectious illness must be kept at home. This includes conditions such as vomiting, diarrhoea, discharges from eyes or mouth, conjunctivitis, sore throat and obvious rashes. Fees are payable at the full rate during the period of sickness absence from the nursery.
- Any child suffering form vomiting or diarrhoea must be kept at home for 48 after the last bout of illness.

Signed by _____ Date _____ Review Date _____

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