



Contract of Admission (Parent/Carer copy)

Name of child: _____ Start date: _____

Your child is offered a place a See-Saw Day Nursery subject to the following terms and conditions:

- You will be invoiced at the beginning of each calendar month. Fees must be paid promptly and in full. If fees are not received by the date stated on the invoice a surcharge of 10% may be applied. Failure to clear the invoice by the end of the month (without good cause) may result in your place being withdrawn.
- A month's notice must be given of your intention to withdraw your child. Your deposit will be returned provided no fees are outstanding at this time
- You are entitled to two week's holiday at 50% fees each year (from your child's start date). You must give us at least two week's notice of your intention to take a holiday. All other holidays are charged at the full rate.
- Please do not send your child to nursery if they are clearly unwell. This includes a temperature of 37+C, a doubtful rash, discharge from the eyes, ears or nose, diarrhoea and/or vomiting. Your child cannot be readmitted to nursery until 24 hours after the last episode of sickness or until s/he has two normal nappies.
- We will administer prescribed medication (although we request that the first 24hours must be at home.) At our discretion, we will administer other medication for short periods. In all cases written permission must be received.
- We must hold up to date contact details incase we need to contact you if your child falls ill or has an accident whilst at nursery. In an emergency we reserve the right to remove your child to hospital, whilst contacting you. For this reason, we must know if your child is receiving medication.
- We take great pride in providing parents with a quality service, but we cannot be held responsible for loss of/damage to your child's belongings. For this reason, please clearly label all your child's effects. We advise that you do not bring your child's toys into nursery and that s/he is not dressed in 'best clothes.'

I have read the contract of admission and agree to abide by the terms and conditions herein.

Signed: _____ (parent/carers)

Date: _____