

TODDLERS' UNIVERSITY - CHILDCARE AGREEMENT

This agreement is between Toddlers' University, Park Road, Ilkeston, Derbyshire, DE7 5DA ("The Nursery") and

Name of Parent/Carer

of:

Address of Parent/Carer

for the care of:

_____ Date of Birth: _____

Name of Child

commencing:

Start date

for the following sessions:

	Mornings		DO/PU*	Afternoons		DO/PU*
	hh:mm	- hh:mm		hh:mm	- hh:mm	
Mondays						
Tuesdays						
Wednesdays						
Thursdays						
Fridays						

* If applicable please also indicate drop-off (DO) and pick-up (PU) requirements/times and the school name (Larklands, Kensington or Chaucer)

Fees and Charges:

The Nursery's Fees and Charges, available discounts and associated Terms and Conditions are issued on a separate sheet and updated annually, normally in April each year.

Regular monthly fee payment based on the hours agreed above: (1) _____
(please notify us if you subsequently wish to change your regular hours)

Deposit (1/2 month's fees, min. £50): (2) _____
Greater of (1) divided by 2, or £50

Initial Fee - to end of first (part) month: (3) _____

Total Payable prior to attending the Nursery: (4)

Your Deposit (2) and Initial Fee (3) are payable by cheque at least 1 week before attendance at the Nursery can commence in order that funds are cleared in the Nursery bank account. (Please make cheques payable to "Toddlers' University".)

Payment of subsequent regular monthly fees starting with your child's first full month's attendance is by Standing Order (please complete a Standing Order Mandate available from the Nursery office and return to your bank at least 1 week prior to the start of the first full month's attendance.)

The Nursery's Fees and Charges apply only to payments made by standing order. Any cash or cheque payments (with the exception of the deposit and initial fee) attract an additional 5% administration charge.

Parent/Carer to provide:

Declaration:

I have been shown Toddlers' University's policies and procedures which govern the way the nursery operates and I consent to Nursery caring for my child in line with these policies.

I accept that the Nursery cannot undertake the care of sick children (in particular those with an infectious disease, diarrhoea, vomiting and high temperatures) and I agree to withdrawing my child during periods of sickness.

I agree to notify the nursery if my child is unable to attend through illness or holiday and accept that full fees are payable during these and any other periods of absence from the Nursery.

I understand that Toddlers' University operates an open access to information policy and that I am very welcome, during normal opening hours, to view the policies and procedures under which the Nursery operates. I am also aware that Toddlers' University are pleased to arrange meetings to discuss problems, children's work and records at any mutually agreeable time.

I accept that the Nursery cannot accept responsibility for any loss or damage to personal property howsoever caused.

I have completed a Child Information Form, a Consent Form and, if applicable, Individual Needs Form. I agree to notify the Nursery as soon as possible of any changes to this information.

I have received and agree to the latest issue of the Nursery's Fees and Charges sheet and the associated Terms and Conditions. I agree to pay all Nursery Fees and Charges due in full, monthly in advance by standing order as outlined in this agreement. I understand that if for any reason I do not pay the Nursery fees, the Nursery will withdraw the care of my child until all outstanding fees and late payment administration charges are paid in accordance with the Terms and Conditions. I understand that my child will only be re-admitted if a place is available and that this is not guaranteed.

I agree to give 1 month's notice in writing to terminate this agreement or pay full fee in lieu of notice.

I have received a signed copy of this agreement.

Signed:

(Parent/Carer or Person with Parental Responsibility)

Signed:

(Authorised Toddlers' University staff)

Position:

On behalf of Toddlers' University

Dated: