



Childcare contract

This contract is between: Cwtsh Cynnes nursery,
15, Caerbryn Road,
Penygroes,

Registered by Care and Social Services Inspectorate Wales.

Registration number: W130000158

And parent/guardian:

Address:

.....
.....
.....
.....

Telephone no:

For the care of:

To attend on the following days:

.....
.....

We are open from 7.45am – 6.00pm – Monday to Friday

Current fees: £160.50 per week

£33.50 per day

£23.50 per half day

One months notice will be given for any change to current prices.

Bond/deposit (to secure place) £ date paid:

Payments are to be made in 1 month in advance and are due on the 1st of each month and no later than the 7th of each month. A daily charge of £5 will be incurred for late payment which will be added to the following month's bill.

Four week's written notice is required by both parties of any change or cancellation of a child's space.

Full fees are payable for all absences including illness. Children are entitled to two weeks per year at half price once they have been attending the nursery for 1 complete year, two week's notice must be given. We are closed on bank holidays and there is no charge for these days.

I understand that the nursery operates an open access information policy and have been offered a chance to read all policies and procedures before signing the contract. I am also aware that the nursery is pleased to arrange meetings to discuss my child's progress, work or anything which I wish to discuss at a mutual agreeable time.

I understand that from time to time the children are taken for walks/visits off the premises, I give my permission for my child to take part in such activities.

I understand that if my child has to be taken on a journey in the company vehicle it is done by fully insured members of staff and all safety measures are put in place while my child is on board.

The nursery cannot undertake the care of any sick or unwell children. Parents must notify the nursery of any child who is ill or infectious, so that other parents may be informed. Children who are unwell or infectious will be excluded from nursery until they are fully recovered or given the all clear by their doctor. If your child becomes ill/sick whilst attending the nursery, a senior member of staff will contact

the parent/guardian. If you wish to give alternative contact details of people we can contact in an emergency please write them on the back of this form.

No medicines will be administered without parent's written consent and a medication form has been filled in. All medication is to be clearly labelled with the child's name and where possible in original box with instructions leaflet. This must be agreed by the manager, deputy manager or supervisor.

A completed registration form has been completed and signed: Yes / No

A completed assessment form has been completed and signed: Yes / No

Person/persons responsible for bringing/collecting the child:

.....

The nursery will not release a child to any other person than stated on this form unless advanced authorised notice.

It is vital that the nursery is informed of any change in circumstances.

Parents/guardian signature:

Date:

Nursery manager signature:

Managing behaviour

We have a strict routine in nursery, which tends to keep unacceptable behaviour to a minimum, however, where discipline is needed the children are dealt with firmly but fairly. We reward good behaviour at every opportunity encouraging the children to behave appropriately. The nursery holds a “behaviour and discipline policy” which is readily available for all parents/guardians to read.

Equal opportunities

The nursery will be open to everyone wishing to have a placement in the nursery. The child’s first language should be used at all times and we will try to do so, the use of other languages will also be encouraged when appropriate. The complete “equal opportunities policy” is readily available for parents/guardians to read.

Complaints

If you have any worries about your child’s welfare, please speak to the manager, deputy manager or supervisor immediately. Complaints will be dealt with and answered within 14 days, if the complaint is more formal it may take up to 35 days to answer. A full complaints procedure is available for all parents/guardians to read.

You may wish to contact the CSSIW

CSSIW

West Wales Regional Office,

Government Buildings,

Picton Terrace,

Carmarthen,

SA31 1BT

