

Terms and Conditions (Nursery)

1. The nursery is open on Mondays, Tuesdays, Thursdays and Fridays and follows local school terms and holidays as close as possible, we are closed during Bank holidays.
2. All parents/carers must complete a Personal Records Form before their child is admitted onto our premises.
3. If any other person than a parent is collecting a child we must be informed beforehand, children can only be collected by authorized persons (see Personal Records Form).
4. The nursery is open to all families in the community regardless of sex, race, religion, culture, family background or special needs (see Equality and Diversity Policy, SEN/Inclusion Policy, Admission Policy).
5. Please provide a small, non-dairy morning snack, drinks are provided (milk, water or low sugar squash).
6. Children staying for lunch will require a healthy packed lunch, which will be stored in the nursery fridge. Grapes, cherry tomatoes etc. should be cut up to prevent choking.
7. Parents should send children to nursery in appropriate practical clothing, suitable for outdoor play in all weather conditions, please provide a change of clothes and wellingtons to be kept at nursery if possible.
8. Clearly label all belongings brought into the nursery (bags, coats, etc.), we will not be responsible for items not labelled.
9. One of our aims is to encourage independence, to help us do this avoid sending children in dungarees or trousers with fastenings they cannot undo.
10. Each child at our nursery has a key worker (see Key worker Policy).
11. Smoking is not allowed on the premises (see Health and Safety Policy).
12. The paramount commitment of the nursery is to safeguard and protect children (see Safeguarding Policy).
13. Parents and visitors are not allowed to use mobile phones, cameras or any other recording equipment on our premises when children are present. (see Safeguarding Policy, Technology Policy)
14. Parents can access information about their own child only (see Confidentiality Policy)
15. We might share any information we hold if we believe it is in the best interest of a child (see Information sharing Policy).
16. We might take photographs on your child as part of our observations and records, we will assume that we are allowed to do this unless stated to the contrary on the child's personal record form (see Technology Policy, The safe storage of children's photographs Policy).
17. Children who are unwell or suffering from an infectious disease should be kept at home if possible (see Health and Safety Policy, Medication Policy).

18. Parents must provide all necessary medication for their child and complete all forms given to them before their child is admitted onto our premises (see Medication Policy).
19. The nursery is committed to delivering the EYFS (see EYFS Policy).
20. In the event of an emergency your child will be sent directly to hospital, where they will receive any necessary treatment unless stated to the contrary on the child's personal record form.
21. Fees are to be paid during the first 2 weeks of half term. Cheques are payable to Blackwell Montessori Nursery Ltd.
22. Fees are still payable if your child is absent for any reason (i.e. holiday or sickness). If your child develops a long term illness or is admitted to hospital a reduction in fees will be considered by the manager.
23. Parents must pay the exact amount as stated on their bill, if the nursery owes you any money (i.e. due to nursery closure), that amount will be deducted from your next bill.
24. A half term notice, in writing, is required if you wish to reduce your sessions or withdraw your child from nursery, or fees in lieu of notice. Notice given to us during holiday periods will become active at the beginning of the following term.
25. The children are taken on walks to look at plants, trees etc. We will assume that you agree to this unless stated to the contrary on the child's personal record form. Any trips and outings that are planned in advance will require an additional written consent (see Outings Policy).
26. Parents will be charged an additional fee for collecting their children late, if you are running late you must inform the nursery.
27. A set of all our Policies and Procedures is kept on the premises at all times and is available to view on request.
28. Parents are obliged to comply with all our Policies and Procedures.
29. Parents agree to be bound by the above Terms and Conditions when registering their child at Blackwell Montessori Nursery Ltd.