

"The Small Print"..... Please read and sign

Little Cherubs offer full or half day care for children from 3months to 5 years. The Nursery is open Monday to Friday throughout the year, closing on public holidays and the week between Christmas and New Year, for which are still payable.

A minimum of 1 full day and a half session or 2 half sessions is required

A deposit of one month's fees is required within 7 days of your confirmation to secure the place. A non-refundable registration fee of £50 is also required. Providing you give one months notice and there are no outstanding fees at the time a deposit will be repaid to you in full.

You are signing below to confirm your place, once this is confirmed 1 month written notice is required if you wish cancel the place, reduced the sessions or delay the start date. Little Cherubs Nursery reserves the right to retain the full deposit if sufficient notice is not given.

Fees are payable monthly by standing order, cheque or cash. Fees are due in the 1st of each month; fees received late will attract a £25.00 charge and could result in the loss of your Childs place. Extra sessions may be arranged with the manager subject to availability and will be added to your monthly invoice. Fees are due during all periods of absence from the nursery including sickness and holidays.

Children cannot be accepted earlier or collected later than their agreed session times as this may cause children to become distressed and affect staff issues. A charge of £25 per ¼ hour or part of ¼ hour will occur.

Little Cherubs reserves the right to terminate a Childs place as a result of payment arrears or where attendance at the Nursery would constitute as unreasonable risk to the child or other children. However Little Cherubs has a policy of inclusion and a dedicated team.

If your child is sick or will not be attending nursery please telephone to inform us of how long you expect to be absent for and the symptoms.

We ask that you inform us of any changes to address or contact numbers as these will be required should an emergency occur.

Little cherubs cannot be responsible for failing to provide childcare should circumstances occurs that are beyond its control. In these circumstances fees are still applicable.

Little Cherubs will administer prescribed medicine if parents have completed a medication form. All children who receive prescribed medication should not attend Nursery for the first 48 hours of their illness. In the case of vomiting and diarrhoea your child must remain off for at least 48 hours after their last bout. Eye drops will not be administered.

If your child becomes unwell during the day we will contact you to discuss the situation, you may be asked to collect your child. If your child is unwell it is the best interest for children to be cared for in their own environment.

Whilst understandably every effort is made to take care of your belongings, Little cherubs cannot be held responsible for any soiling, damage or loss to any personal belongings. Please name all belongings.

Under guidelines from Ofsted Little Cherubs is under an obligation to liase with social services, making them aware of incident's we consider a child may be harmed, neglected or at risk.

Under no circumstances will a child be allowed to leave our care with anyone unknown to staff unless prior arrangements have been made or the parents have been contacted. The nursery may require proof of identification.

Where a member of staff is employed at or within 3 months of leaving Little cherubs and is then recruited by a parent of a child registered at the Nursery, the parent will be charged the equivalent of 3 months salary as an "agency fee", in a period covering the time that their child is at the nursery or within 3 months of their child leaving the Nursery.

Little cherubs wish to have a happy partnership with all parents and carers; we pride ourselves in making sure that channels of communication are always open. You are more than welcome to contact us at anytime- our door is always open.

I wish to register my child and have read and fully understand the "small print" and agree to comply with all the points raised. I enclose a £50 (non-refundable) registration fee and a deposit of £..... with this application.
Total Payable £.....

Signed:..... Date:.....

Print Name (parent/guardian):.....

Documents, Registration & deposit Received by: