



Pre-School & Out of School Club

## Terms and Conditions

**Opening Times - Sunflower Pre-School & Out of School Club**  
Pebworth is open Monday to Friday 8.00am to 6.00pm all year except for Bank Holidays and the week between Christmas and New Year. Sunflowers

**Holiday entitlement** – every child is entitled to two Pre-School weeks holiday per year at a retainer fee of 50%. If your child is away for more than two Pre-School weeks, then full fees apply.

**Finance** - Fees are payable one month in advance on the 14<sup>th</sup> of each month upon receipt of a monthly invoice. Fees can be paid by either standing order, cash, cheque or childcare vouchers.

A 5% £25 late payment surcharge will be added to the monthly invoice if sunflowers have not received payment within 5 working days after invoices have been distributed by 14<sup>th</sup> of each month. If a further 5 working days pass from this date and fees have not been paid your child will be excluded from Sunflowers until the outstanding fees have been paid. The only exception to this would be if prior arrangements have been made between yourself and the Owner.

Sunflowers reserve the right to increase the fees at any time upon giving one calendar month's notice. Fee reviews will be conducted annually each November/April.

**Additional sessions** – must be paid for either at the time of booking or the start of the extra session will be invoiced at the end of the calendar month in which they take place.

**Change's to sessions** – Should you need to change your child's session's on an ad hoc basis you will need to contact the manager to discuss as it is possible as-long as the child to staff ratios allow it.

**Nursery Education Funding (NEF)** – If your child is entitled to NEF you must declare on the Warwickshire County Council Parent/Guardian Declaration Form any claims made at another setting. Failure to declare this information will result in you repaying us all amounts credited to your account and subsequently not funded by Warwickshire County Council. We are registered to claim NEF on behalf of eligible children aged three and four years. If your child is eligible and attends for just the free entitlement / funded hours there are no other costs involved, however, if additional services or hours are booked these will be chargeable at our normal fee rate, and if not already paid a registration fee and deposit will become payable.

### A terms notice is required to cancel NEF session.

**Late Collection** - Additional charges will made be made for those children who are late being collected (unless previous arrangements have been made with the manager). The cost for the late collection of a child is £5.00 per 15 minutes, or part of.

**Refunds** - There is a no refund policy of fees for non-attendance or absence of children (including illness) for any part of their regular sessions or additional sessions booked.

**Nursery Clouser due to exceptional circumstances**  
Should the Nursery have to close for the safety of the children, parents and staff then Parents will be given as much notice as possible. Nursery Fees will still have to be paid and no refunds will be given.

**Notice Periods** - 1 month's written notice must be given if you wish to reduce your child's sessions.

1 month's written notice must be given if you wish to withdraw your child from Sunflowers.

**Illness** - Children suffering from an infectious or communicable disease must not attend Sunflowers, the Manager must be informed if you child is suffering from any such illness in order that other parent's can be notified.

Children suffering with sickness and/or diarrhoea/diarrhea must not return to Sunflowers until a minimum of 48 hours has elapsed since the last bout;

If your child becomes ill whilst attending Sunflowers, you will be contacted immediately. It is then the responsibility of the parent to make arrangements regarding the collection of the child; To ensure optimum safety and security for your child, children can only be collected by nominated adults (aged 18 and over). If a member of staff is not entirely satisfied with a "collectors" identity, your child will not be allowed to leave our care without further investigation.

**Medication** – Administration of Medication – Sunflowers staff will only administer medication prescribed by a doctor. A signed and dated consent form must accompany this from the parent.

It is Sunflowers policy NOT to administer Infant Suspension (i.e. Calpol) unless there are extenuating circumstances. In such circumstance, the administration of Infant Suspension will be at the discretion of the Manager

Sunflower Pre-School & Out of School Club, Headlands Road, Welford on Avon, Cv35 8ER Sunflowers Nursery  
Pebworth, Back Lane, Pebworth, CV37 8XA

Telephone 01789 507270/754003 or 07495 029550/738 707784

[www.sunflowers.me.uk](http://www.sunflowers.me.uk) - [flowers-pre-school.org.uk](mailto:flowers-pre-school.org.uk) [sue@sunflowers.me-pre-school.org.uk](mailto:sue@sunflowers.me-pre-school.org.uk)

Formatted: Left

Formatted: Font: 12 pt

Formatted: Number of columns: 2

Formatted: Font: Bold

Formatted: Font: Bold, Underline

Formatted: Font: Bold, Underline

Formatted: Font: Bold, Underline

Formatted: Superscript

Formatted: Superscript

Formatted: Font: Bold, Underline

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt



**Pre-School & Out of School Club**

General - It is the responsibility of the parents to inform Sunflowers of any changes in contact details

should not bring items of jewellery, watches, money or other valuables into the building.

Liability - Sunflowers cannot take responsibility for any personal items children may bring into Sunflowers. Children

Policies & Procedures – a copy of Sunflowers policies and procedures is available on request from the Manager

Formatted: Left

Formatted: Font: Bold, Underline

Formatted: Font: Bold, Underline

Formatted: Section start: Continuous

**Registration Form**

**Child's Details**

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Female  Male  Ethnic Origin: \_\_\_\_\_

First Language: \_\_\_\_\_ Religion: \_\_\_\_\_

**Parent's / Guardian's Details**

Parent/Guardian 1: \_\_\_\_\_ Parent/Guardian 2: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home No: \_\_\_\_\_ Home No: \_\_\_\_\_

Work No: \_\_\_\_\_ Work No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

email: \_\_\_\_\_ email: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Please indicate who has parental responsibility for your child: \_\_\_\_\_

**Medical Details**

Doctors name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Surgery Address: \_\_\_\_\_ Immunisations: \_\_\_\_\_

\_\_\_\_\_ Allergies: \_\_\_\_\_

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Sunflower Pre-School & Out of School Club, Headlands Road, Welford on Avon, CV35 8ER Sunflowers Nursery  
Pebworth, Back Lane, Pebworth, CV37 8XA

Telephone 01789 507270-754003 or 07495 029550-738 707784

[www.sunflowers.me.uk](http://www.sunflowers.me.uk) - [flowers-pre-school.org.uk](http://flowers-pre-school.org.uk) [sue@sunflowers.me-pre-school.org.uk](mailto:sue@sunflowers.me-pre-school.org.uk)



**Pre-School & Out of School Club**

Formatted: Left

Permission given to seek any necessary medical advice or treatment (inc transport to the doctors surgery or hospital) if your child should require any emergency treatment while attending Sunflowers  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Emergency Contacts**

Please indicate the main emergency contact numbers for your child

Contact 1: \_\_\_\_\_ Contact 2: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Home No: \_\_\_\_\_ Home No: \_\_\_\_\_

Work No: \_\_\_\_\_ Work No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Contact 3: \_\_\_\_\_ Contact 4: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Home No: \_\_\_\_\_ Home No: \_\_\_\_\_

Work No: \_\_\_\_\_ Work No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

**Collection Details**

Persons permitted to collect your child from Sunflower Pre-School & Out of school Club

Contact 1: \_\_\_\_\_ Contact 2: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Contact 3: \_\_\_\_\_ Contact 4: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

If on occasion you require any other person(s) to collect your child from Sunflower Pre-school & Out of School Club you will need to nominate a password to assist with identification.

Password: \_\_\_\_\_

Formatted: Font: 12 pt

Formatted: Indent: Left: 0.99 cm

Formatted: Font: Arial Narrow, 10 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

**Other Information**

I hereby give consent to my child:  Participating in all activities, including outings and visits, some of which

Sunflower Pre-School & Out of School Club, Headlands Road, Welford on Avon, CV35 8ER Sunflowers Nursery  
Pebworth, Back Lane, Pebworth, CV37 8XA

Telephone 01789 507270-754003 or 07495 029550-738 707781

[www.sunflowers.me.uk](http://www.sunflowers.me.uk) - [flowers-pre-school.org.uk](http://flowers-pre-school.org.uk) [sue@sunflowers.me-pre-school.org.uk](mailto:sue@sunflowers.me-pre-school.org.uk)



**Pre-School & Out-of-School Club**

will have relevant insurance and prior notice); **Yes/ No** — Appearing in photographs, which may be used in the media in connection with the nursery; **Yes/ No** — Being observed from time to time by students and appearing in photographs (where relevant) for the purpose of their studies, after approval from the nursery manager. **Yes/ No** I have read and understand the terms and conditions of accepting a place at Little Monkeys Day Nursery & Nursery School. Parent Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Manager Sign: \_\_\_\_\_  
Date: \_\_\_\_\_

Please indicate how you heard about Little Monkeys Day Nursery & Nursery School:

- Internet search
- Recommendation
- Yellow Pages
- Sibling already attends nursery
- Only Day Nursery in locality
- Other (please specify)

**Terms and Conditions — Nursery Copy**

- \* Little Monkeys Nursery & Nursery School is open Monday to Friday 8.30am to 5.30am. The nursery can open at 8am and close at 6pm. There is an additional charge for this service and must be booked in advance;
- \* Little Monkeys Nursery & Nursery School is open all year except for Bank Holiday's and the period between Christmas and New Year. No charge is made during these holiday periods;
- \* Fees are payable one month in advance and upon receipt of a monthly invoice. Fees can be paid by either cash or cheque (made payable to Wringford Down). A 5% surcharge will be added to the monthly invoice if the nursery has not received payment within 5 working days after invoices have been distributed;
- \* There is a no refund policy of fees for non-attendance or absence of children (including illness); \* Additional charges will be made for those children who are late being collected (unless previous arrangements have been made with the manager). The cost for the late collection of a child is £5.00 per 15 minutes. \* Holiday entitlement — every child is entitled to two nursery weeks holiday at a retainer fee of 50% per year. If your child is away for more than two nursery weeks, then full sessional prices apply. — One months notice must be given in writing; \* 1 month's written notice must be given if you wish to alter your child's sessions; \* 1 month's written notice must be given if you wish to withdraw your child from Little Monkeys Nursery & Nursery School. If you cancel your child's place giving less than 1 month's notice, Little Monkeys Nursery & Nursery School maintains the right to charge you fees equivalent to the difference between the notice period provided and our required period of 1 month;
- \* It is the responsibility of the parents/ carers to inform the nursery of any changes in contact details. The parents/ carers must be contactable at all times whilst their child is attending Little Monkeys Day Nursery & Nursery School;
- \* Children suffering from an infectious or communicable disease must not attend nursery. The Manager must be informed if you child is suffering from any such illness in order that other parent's/ carer's can be notified;
- \* Children suffering with sickness and/or diarrhoea must not return to the nursery until a minimum of 48 hours has elapsed since the last bout;
- \* Administration of Medication — the nursery staff will only administer medication prescribed by a doctor. This must be accompanied by a signed consent form;
- \* It is nursery policy NOT to administer Infant Suspension (i.e. Calpol) unless there are extenuating circumstances. A full written explanation must be submitted to the nursery Manager. In such circumstance, the administration of Infant Suspension will be at the discretion of the nursery Manager.
- \* If your child becomes ill whilst attending nursery, the parent/ carer will be contacted immediately. It is then the responsibility of the parent/carer to make arrangements regarding the collection of the child;
- \* To ensure optimum safety and security for your child, children can only be collected by nominated adults (aged 18 and over). If a member of staff is not entirely satisfied with a "collectors" identity, your child will not be allowed to leave our care without further investigation.
- \* Little Monkeys Nursery & Nursery School cannot take responsibility for any personal items children may bring into the nursery. Children should not bring items of jewellery, watches, money or other valuables into the nursery.

I have read and fully understood Little Monkeys Nursery & Nursery School terms and conditions. I agree to accept & abide by these terms and conditions when registering my child / children with Little Monkeys Nursery & Nursery School.

Sunflower Pre-School & Out-of-School Club, Headlands Road, Welford on Aven, Cv35 8ER Sunflowers Nursery  
Pebworth, Back Lane, Pebworth, CV37 8XA  
 Telephone 01789 507270754003 or 07495 029550738 707784  
[www.sunflowers.me.uk](http://www.sunflowers.me.uk) - [flowers-pre-school.org.uk](http://flowers-pre-school.org.uk) [sue@sunflowers.me-pre-school.org.uk](mailto:sue@sunflowers.me-pre-school.org.uk)

Formatted: Left

Formatted: Font: Arial Narrow, 10 pt, Bold

Formatted: Font: Arial Narrow, 10 pt

Formatted: Font: Arial Narrow

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt



Pre-School & Out of School Club

Formatted: Left

## Terms and Conditions – Parent/Carer Copy Please retain for your reference.

- Little Monkeys Nursery & Nursery School is open Monday to Friday 8.30am to 5.30am. The nursery can open at 8am and close at 6pm. There is an additional charge for this service and must be booked in advance;
- Little Monkeys Nursery & Nursery School is open all year except for Bank Holiday's and the period between Christmas and New Year. No charge is made during these holiday periods;
- Fees are payable one month in advance and upon receipt of a monthly invoice. Fees can be paid by either cash or cheque (made payable to Wringford Down). A 5% surcharge will be added to the monthly invoice if the nursery has not received payment within 5 working days after invoices have been distributed;
- There is a no refund policy of fees for non-attendance or absence of children (including illness); • Additional charges will be made for those children who are late being collected (unless previous arrangements have been made with the manager). The cost for the late collection of a child is £5.00 per 15 minutes. • Holiday entitlement – every child is entitled to two nursery weeks holiday at a retainer fee of 50% per year. If your child is away for more than two nursery weeks, then full sessional prices apply. • One months notice must be given in writing; • 1 month's written notice must be given if you wish to alter your child's sessions; • 1 month's written notice must be given if you wish to withdraw your child from Little Monkeys Nursery & Nursery School. If you cancel your child's place giving less than 1 month's notice, Little Monkeys Nursery & Nursery School maintains the right to charge you fees equivalent to the difference between the notice period provided and our required period of 1 month;
- It is the responsibility of the parents/ carers to inform the nursery of any changes in contact details. The parents/ carers must be contactable at all times whilst their child is attending Little Monkeys Day Nursery & Nursery School;
- Children suffering from an infectious or communicable disease must not attend nursery. The Manager must be informed if you child is suffering from any such illness. See unless previous

### Consent Form – Application of Sun Protection

Childs(rens) Name(s): \_\_\_\_\_

I give my consent for the staff at Little Monkeys Nursery to apply the following sun protection to my child(ren). I am aware that staff will apply Boots Factor 50 if I do not provide my own sun protection.

Name of sun protection: \_\_\_\_\_

Parent/ Carers Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Consent Form – Application of Wet wipes

Childs(rens) Name(s): \_\_\_\_\_

I give my consent for the staff at Little Monkeys Nursery to apply wet wipes to my child(ren). I am aware that staff will apply Johnson's wet wipes (if required) if I do not provide my own (please complete details of own wet wipes below).

Name of wet wipes: \_\_\_\_\_

Parent/ Carers Name: \_\_\_\_\_

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Sunflower Pre-School & Out of School Club, Headlands Road, Welford on Aven, CV35 8ER Sunflowers Nursery

Pebworth, Back Lane, Pebworth, CV37 8XA

Telephone 01789 507270754003 or 07495 029550738 707781

[www.sunflowers.me.uk](http://www.sunflowers.me.uk) - [flowers-pre-school.org.uk](http://flowers-pre-school.org.uk)

[sue@sunflowers.me-pre-school.org.uk](mailto:sue@sunflowers.me-pre-school.org.uk)



Pre-School & Out-of-School Club

Formatted: Left

Date: \_\_\_\_\_

## Emergency Treatment Consent Form

Name of child/ren: \_\_\_\_\_

I, \_\_\_\_\_ (name of parent/ carer) give permission for the staff at Little Monkeys Day Nursery to seek any necessary medical advice or treatment (including transportation to a doctors surgery and/ or hospital) if my child should require any emergency medical care whilst attending nursery.

I understand that the staff will make every effort to keep me informed, should any such circumstances arise.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Transport Agreement

Name of child/ren: \_\_\_\_\_

I, \_\_\_\_\_ (name of parent/ carer) would like Little Monkeys Day Nursery to transport my child to and from (delete as applicable) Little Monkeys Day Nursery on the following days: \_\_\_\_\_

I agree to inform the staff of Little Monkeys Day Nursery if it will not be myself at the house when my child is collected or returned home.

I agree to allow the staff of Little Monkeys Day Nursery to transport my child during outings. I am aware that the appropriate insurance is in place and I will provide the necessary child safety seat. Please read policies regarding nursery transportation of children. Signed:

\_\_\_\_\_ Date: \_\_\_\_\_

## Entry Form

### General information about your child.

Please answer these questions in as much detail as possible. This will help us to get to know your child and him or her settle quickly.

Child's Name:

Are there any milk feeds to be given to your child during the day? At what time?

What type of milk does your child drink?

What other drinks does your child have? At what times?

What are your child's favourite foods?

What type of food consistency does your child require? Liquidised/ liquidised with small amount of chunks/ chunky meals/ no alteration to consistency (please delete)

Does your child have a daytime sleep? At what times?

How does your child go to sleep? Does your child have a comforter?

What else does your child enjoy participating in?

What is your child's favourite toy, song or game?

Is there anything special that you feel we should know about your child?

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

~~Sunflower Pre-School & Out-of-School Club, Headlands Road, Welford on Avon, CV35 8ER Sunflowers Nursery  
Pebworth, Back Lane, Pebworth, CV37 8XA~~

Telephone 01789 ~~507270754003~~ or 07495 029550738 707784

~~[www.sunflowers.me.uk](http://www.sunflowers.me.uk) - [flowers-pre-school.org.uk](http://flowers-pre-school.org.uk) [sue@sunflowers.me-pre-school.org.uk](mailto:sue@sunflowers.me-pre-school.org.uk)~~



**Pre-School & Out of School Club**

Please give details of child's typical daily routine, including mealtimes, sleep times, active times and quiet times (times coincide with nursery).

**Time**

**Description**

- 8.00 am
- 8.30 am
- 9.00 am
- 9.30 am
- 10.00 am
- 10.30 am
- 11.00 am
- 11.30 am
- 12.00 pm
- 12.30 pm
- 1.00 pm
- 1.30 pm
- 2.00 pm
- 2.30 pm
- 3.00 pm
- 3.30 pm
- 4.00 pm
- 4.30 pm
- 5.00 pm
- 5.30 pm
- 6.00 pm

Formatted: Left

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Sunflower Pre-School & Out of School Club, Headlands Road, Welford on Avon, CV35 8ER Sunflowers Nursery  
Pebworth, Back Lane, Pebworth, CV37 8XA

Telephone 01789 507270/754003 or 07495 029550/738 707784

[www.sunflowers.me.uk-flowers-pre-school.org.uk](http://www.sunflowers.me.uk-flowers-pre-school.org.uk) [sue@sunflowers.me-pre-school.org.uk](mailto:sue@sunflowers.me-pre-school.org.uk)