

### 1. STANDARD TERMS AND CONDITIONS

We believe these standard terms and conditions reflect the custom and practice of private nurseries providing full time day care. The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper resourcing of the nursery. Nothing within these terms and conditions affects the parent/guardian's statutory rights. To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions that govern Footprints Day Nursery.

### 2. REGISTRATION

There is no registration charge for FEET funding.

### 3. FEES

FEET funded children do not pay for fees, unless they are doing a full session then please see full terms and conditions.

For late pickups (5mins) or early drop (5mins) offs the charges will apply. These are listed on the current Price List and full terms and conditions.

Charges will apply for Breakfast, Lunch and Tea at £2.00 each; Snacks are £1.00 each session. If you choose to pay for the session then these charges are void.

### 4. MONTHLY PAYMENTS

For FEET funded children no payments are required, unless a parent is booking additional session/hour and paying for meals and snacks, payment for this will be required when collecting your child. If you have chosen to have your child in for the week payment will be required up front on a weekly basis in advance.

To withdraw your child from the nursery you will be required to give a terms notice. You will also be required to inform Surrey Early Years FEET funding team.

### 5. UNPAID FEES AND DEBT HANDLING

Any unpaid fees will result in the refusal of Footprints Day Nursery excepting your child on the premises unless all debts are clear.

### 6. NEG FUNDING FOR THREE YEAR OLDS

If your child turns 3 years old you will only be eligible for NEG funding when you register full sessions with Footprints day nursery. You can also apply with local play groups that operate NEG funded hours.

### 7. EMERGENCY DAYS

FEET funded children are not eligible for emergency days.

### 8. FUNDED HOURS

Footprints Day Nursery offer the following funded hours:

Monday 8am until 11am then 12.00pm until 3.00pm

Tuesday 12.00pm until 3.00pm

Friday 8am until 11am then 12.00pm until 3.00pm

Additional charges will apply should you wish to use hours outside of the funded hours. These can be offered at an hourly rate alongside charges for meals and snacks. If you are paying a sessional rate then these charges are void.

Footprints Day nursery do not offer settling in sessions for FEET children.

### 9. LATE COLLECTION

A late collection charge will be applied if your child is not collected on time see Fees section.

### 10. LOSS OF PROPERTY AND ACCIDENTAL INJURY

Footprints Day Nursery does not accept responsibility for accidental injury or loss of property. Footprints Day Nursery does maintain those insurances required by law. Details of these are available from the nursery manager. Copies of the current

Employer's Liability and Public Liability Insurance policies are displayed on the notice board at the nursery.

#### 11. NEIGHBORHOOD FRIENDLY POLICY

Footprints operate a Neighborhood Friendly Policy due to its location. Please do not obstruct residence drive ways when picking up or dropping off. Persistent offenders will be excluded from the Nursery.

There is no parking for parents at the setting as this is reserved for our Staff only. There is strictly no parking in front of the Nursery gates as this is kept clear in case of emergency vehicles.

#### 12. SICKNESS

If your child becomes ill during a nursery session the nursery manager will contact the parent/guardian or the emergency contact indicated on the registration form. If your child is suffering from a communicable illness your child should not be brought to nursery until such time as the infection has cleared.

Parents/guardians are required to notify the nursery manager if your child is absent from the nursery through sickness. A full copy of the company's Infection Control policy is available from the nursery manager.

#### 13. DIETARY

If your child is staying for meals and snack, an appropriate dietary form will need to be completed week commencing the start date.

#### 14. CHILD PROTECTION

It is understood that Footprints Day Nursery is under an obligation to report to OFSTED/Child Protection any incident where we consider a child may have been abused or neglected. This could be done without informing the parent/guardian.

You should be aware that Footprints Day Nursery occasionally takes photographs within the nurseries which may be used in training or promotional material. We

will consult the Parents/ Guardians be any material is used for promotional purposes.

#### 15. FOOTPRINTS STAFF

No member of staff may be employed by customers of Footprints Day Nursery Ltd. within six months of them leaving employment. If employed within this time frame by a parent/guardian who are or had previously been a customer at the nursery, then that parent/guardian will be liable to pay Footprints Day Nursery a sum equivalent to three months' salary for the employee at the time their employment with Footprints Day Nursery terminated.