

HAPPY HARES NURSERY AND PRESCHOOL PARENT AND PROVIDER AGREEMENT



Clare Spencer
clare@happyhares.com
01271 377034

REGISTRATION

There is a £25 registration fee to cover administration costs. We need to see a copy of your child's birth certificate or passport for proof of date of birth.

PAYMENT & FEES (April 2022)

- Our current fees are as follows -
- 6 months to 2 years - £5.85 per hour
 - 2 years - £5.60 per hour
 - 3 - 4 years - £4.60 per hour
(Breakfast £1)
 - HOLIDAY CLUB £4.00 an hour.
 - BREAKFAST CLUB 7.30 - 9 (+ SCHOOL DROP OFF)
- £5.00
 - AFTER SCHOOL CLUB 3.30 - 6.00 (+ SCHOOL PICK UP) - £10.00

Parents/carers are invoiced around the 25th of each month; with payment required within 7 days; late payment may be subject to interest charged at two and a half percent per day. Preferred method of payment is by bank transfer but we also accept employer's vouchers, cheques and cash. Nursery fees are reviewed every 6 months.

CLOSURES

HAPPY HARES NURSERY AND PRESCHOOL PARENT AND PROVIDER AGREEMENT

Happy Hares is Open for 50 weeks of the year; we are shut for all the Bank Holidays and in between Christmas and New Year.

HOLIDAYS/ LATE CANCELLATIONS/CHANGES OF SESSIONS

As is common practice for most Nursery's, fees are 100% for the 50 weeks of the year that we are open. If parents ever want extra sessions or a change of sessions, we will always be as flexible as we can according to availability. We need requests for the above in writing or email to clare@happyhares.com

EARLY DROP OFFS/LATE PICK UPS

This will be charged at £10 per child when dropping off earlier than 15 minutes or more and/or picking up 15 minutes or later than booked sessions; as this covers the cost of extra staffing needed.

NOTICE

We would politely request that should you wish to stop your child attending Happy Hares Nursery that you give us 4 weeks' notice in writing. We promise to give the same notice in the unlikely event of us ceasing to operate.

SICKNESS

We realise that sickness happens to us all, but we would ask that if your child is sick that you ring as early as possible on the day; the normal fee will still apply to cover staffing costs.

DAYCARE SESSIONS

Children need to do a minimum of two sessions of hours. Morning sessions can start no later than 9.30 AM and afternoon sessions no later 1.00 PM. We feel this is important as it helps with continuity within the setting for both children and staff and thus promotes their confidence, wellbeing and development to their full potential.

FUNDED CHILDREN.

As the setting is open all year we offer 'stretched funding' for those in our care; our preferred models being for example:

30 hours per week term time - 22 hours a week for 51 weeks; split into 3 sessions.

HAPPY HARES NURSERY AND PRESCHOOL PARENT AND PROVIDER AGREEMENT

15 hours per week term time - 11 hours a week for 51 weeks, split into two sessions.

I agree to all terms and conditions at Happy Hares Nursery and preschool.

Date;.....

PARENT/CARERS.....

PARENTAL PERMISSION FORM

MEDICAL

There are qualified First Aiders on site at all times who may need to administer basic First Aid to your child. This will include where necessary washing injuries with an antiseptic wipe and applying plasters. You will be notified at pick up time of any accidents during the day and will be asked to sign an accident form for both our records and yours.

I agree that the qualified First Aiders at Happy Hares Nursery and preschool can apply basic First Aid to my child if needed.

PARENT/CARERS SIGNATURE

PHOTOS/ CONFIDENTIALITY

From time to time we would like to take photos of the children, these will be used in a variety of contexts; evidence for their Tapestry, for display purposes within the setting, sharing with other relevant professional and occasionally publicity reasons. The Christian name of your child will be shared on other children's Tapestry, if they are within group games or activities.

I agree that photos of my child may be taken by Happy Hare Nursery and preschool Staff and used for the above.

PARENT/CARERS SIGNATURE.....

OUTDOOR PLAY/TRIPS

We like to take the children outside into the local environment. We like to go out and about within our local environment in order to further enhance their understanding of the world around them. The welfare of your child is always paramount so we always ensure that there is

HAPPY HARES NURSERY AND PRESCHOOL PARENT AND PROVIDER AGREEMENT

a detailed risk assessment in place and that there is a correct age-appropriate child-adult ratio in place.

I agree that my child may be taken out on walks around the local environment by Happy Hare Nursery and preschool Staff.

PARENT/CARERS SIGNATURE.....

SUN PROTECTION

I agree that the staff at Happy Hares Nursery and Preschool can apply the sunscreen I will provide to my child.

PARENT/CARERS SIGNATURE.....

TAPESTRY

We use Tapestry, an online learning journal for all day care children in the setting.

As a parent I will not publish any of my child's observations, photographs or videos on any social media site.

Understand that my child's image and name may be used in another child's profile if they are engaged in the same activity. This image will not be shared by the other parent.

Keep the login details within my trusted family.

Speak to any member of staff if I experience difficulties accessing my child's Learning Journey.

PARENT/ CAREERS SIGNATURE.....

DATA PROTECTION

We encourage that all parents/ cares confidential act details are kept safely in the office and are only accessed by senior member of staff.

I/ We understand that all contact details are kept safely in the office and are accessed by senior members of staff.

PARENT/ CARERS SIGNATURE.....

POLICIES AND PROCEDURES

HAPPY HARES NURSERY AND PRESCHOOL PARENT AND PROVIDER AGREEMENT

Happy Hares Nursery and Preschool has a range of policies and procedures written in line with statutory requirements for a day care provision. These are all on disc and given to parent/carers when registering their child/children; we would advise parent/carers to read these carefully.

Date;.....

PARENT/CARERS SIGNATURE.....

SOCIAL MEDIA

We like to share some of the fabulous things we do in nursery on our website and through our social media platform on Facebook. No names will ever be mentioned. We would appreciate if you could fill in the form and return with your preferences.

I DO/ DO NOT give permission for (Name of the child/children) photos to be used in any social media related to Happy Hares Nursery and Pre-School.

Date;.....

PARENT/CARERS SIGNATURE.....