



Little Bicks Terms and Conditions

In order for us to offer your child a place at Little Bicks Nursery, we require you to read and accept our terms and conditions listed below.

- Little Bicks L^{td} is open every Monday – Thursday 8-4 and Friday 9-12 term time only and not including Bank Holidays (the terms will be in accordance to the Jewish holidays and may NOT necessarily coincide with other schools)
- Children are required to attend a minimum of 3 sessions. (a session is 3 hours)
- Holiday times and Bank Holidays are not charged for.
- All fees are payable at all times throughout the year. This includes periods where the nursery is closed.
- The same will apply to security costs that are detailed on our rate sheet.
- We are an Orthodox, Jewish Nursery and this is to be respected at all times. Please do not send children with any food as this will have to be discarded. At age three, boys are also asked to wear Kippah and Tzit Tzit when attending Little Bicks Nursery.
- A £100 deposit in advance is payable on accepting a nursery place. This will be deducted from your last payment where appropriate subject to the correct notice in writing having been given accordance to our terms and conditions. When no final payment is due, or the final payment is less than the deposit, the difference will be paid by bank transfer.
- Late payment will result in a 2.5% weekly interest charge. Accounts are to be paid by the end of the first payment week.
- A terms written notice must be given if your child intends to leave our nursery or is reducing his or her sessions. This applies in all cases without exception.
- Fees are annually reviewed. Any increase in fees may necessitate less than one term's notice but in most cases will not be less than 6 weeks.
- Please allow enough time for the collection of your child. Any person collecting after sessional hours will incur a late collection charge of £5 for every 15 minutes.
- Terms and Conditions may be updated from time to time. These will be communicated to you and must be accepted by you as a part of your nursery contract. If you have any concerns regarding the updates you should contact a member of the management team immediately.
- The nursery must be notified in advance if someone other than yourself will be collecting your child from nursery. Identification and the child's password will be required.
- We are a part of the Early Years Development Plan, which enables us to offer a nursery place for 3-4 years olds under a government scheme, subject to meeting the criteria.
- Uniform sweatshirts and T-Shirts are available from the nursery, they should be worn whilst attending nursery. Please ensure your child

always has a spare set of clothes, pants, t-shirt, socks, trousers/skirt and jumper. All clothes must be clearly labelled with your child's name. Sun hats and high protection sun cream should be provided in summer and Wellington boots in winter. These must also be clearly labelled.

- Children that are not fully toilet trained must attend nursery with at least 4 nappies and a full change of clothes. Should we have to supply then we charge 50p per nappy.
- Little Bicks L^{td} has set limits for children. Use of physical punishment (smacking, slapping or deprivation of food and drink) is not allowed.
- All staff have a commitment to equality of opportunity and are able to recognise and respect differences in Race, Culture and Religion.
- Nursery Policies can be found at www.littlebicks.co.uk. Policies are also held in a file in the nursery. Parents are encouraged to read these and familiarise themselves with them.
- Prior to starting at Little Bicks we advise all parents to have a pre start visit with the child lasting approximately 1 hour, during this visit we advise the parent to remain in the room and allow the child to explore the activities with the help of a member of staff. We can then assess the child's need with regard to being left by the parent on the follow up visit.
- We operate a waiting list and anyone is welcome to join it. See admissions policy for more details.
- Parents are responsible for notifying the nursery of any changes of address, home or mobile numbers. It is vital that nursery staff can contact parents in the case of an emergency.
- There is a strict no smoking policy in the nursery and garden.
- If children are ill parents are expected to keep them at home. If a child doesn't attend nursery due to illness, parents should inform the nursery and give details of the illness in case we need to alert other parents.
- Any child with infectious or contagious disease will be excluded from the nursery for a period of time depending on the severity of the disease and in accordance with medical advice. Twenty four hour clearance is required for any diarrhoea or vomiting. If your child becomes unwell during the day you will be contacted and asked to collect them.
- A qualified first aid trained staff member will be on site at all times.
- If a child needs to take medicine during the course of the day it must clearly marked in the original packaging with the child's name, date and dosage instructions. It must be given to their key worker and together you will fill in a medication consent form. Only prescribed medicine will be administered.



I agree to the terms and conditions above.

Signed Parent/Guardian _____

Print Name _____

Date _____