



## Keren's Nursery

### AGREEMENT BETWEEN PARENTS AND KEREN'S

YEAR 2015/16

Name of Nursery	Keren's Nursery		
Nursery Address	51 Belsize Square, London NW3 4HX		
Name of Child		Date of Birth	
Name of Parent(s)			
Full address of Parent(s)			
Where does child live if different from above:			
Child care arrangement to start on			
<i>Kosher Meals are included in the fee each day.</i>			
Insurance Policy	Issued by AVIVA Insurance Ltd		
Registration Number	EY441637	Registered With	OFSTED

#### Parents Agree To Provide:

- Nappies, Wipes and all toiletries, including sunscreen for your child's use.
- A **complete** change of clothing (**every day**)
- Paracetamol/Nurofen/Calpol for your child, labelled with your child's name.
- One non-spill cup (labeled with your child's name).
- One sheet for a mattress.

#### Fees

- Keren's monthly fee is payable over 12 months. The fees are payable by either monthly payments (Paid in advance on the 1st of each calendar month) by Direct Debit (you will be required to sign a Direct Debit mandate) or by termly payments (Paid in advance on the 1st of Sep, 1st of Jan and 1st of April) by Bank Transfer/Cash/Cheque.

#### Our Bank Details:

Account Name: Kerens Gan Belsize Ltd

Account Number: 70654425

Sort Code: 600905

- The nursery fees do not take account of Early Years Government Funding (NEF) which is available for all 3 - 5 year olds a term AFTER they turn 3.
- All types of childcare vouchers are accepted as long as these are paid along with fees in advance on the 1st of each calendar month.
- Fees include all meals.
- In the event of a parent/child sickness the regular full fee will apply.
- Where it is later agreed between us to increase the contracted childcare hours, all the terms of this agreement will apply to these increased hours.
- Full fee applies to all holidays and closure times listed on Keren's calendar dates which forms part of this agreement.
- Where parents go on holiday while outside of Keren's closure days the regular full fee will apply.
- Out of contracted hours Drop in/emergency care - £9.5 per hour.
- If the child is collected earlier than the stated time, the full fee still applies.
- Late drop off of your child does not constitute late collection.
- Early drop offs (arriving before 09:00am) and late pickups (collecting after 03:00pm) are charged at £9.5 per hour or part of it and are not allowed without prior arrangement.
- Contracted hours slot can be altered by providing a written notice to Keren's two months in advance of the required change.
- Should a start date be postponed by parents, the Nursery fees will apply from the original start date as indicated on the Nursery registration form and/or in the email correspondence.
- Keren's nursery reserves the right not to provide extended hour slots beyond 04:00pm if a minimum of 6 children are not registered for those hours.

<b>Keren's Monthly Fees</b>	
<b>Please tick your chosen hours slot</b>	
<input type="checkbox"/>	<b>09:00am - 3:00pm (Mon-Fri*) £1124</b>
<input type="checkbox"/>	<b>09:00am - 4:00pm (Mon-Fri*) £1209</b>
<input type="checkbox"/>	<b>09:00am - 5:00pm (Mon-Fri*) £1327</b>
<input type="checkbox"/>	<b>09:00am - 6:00pm (Mon-Fri*) £1402</b>
<input type="checkbox"/>	<b>08:00am - 3:00pm (Mon-Fri*) £1242</b>
<input type="checkbox"/>	<b>08:00am - 4:00pm (Mon-Fri*) £1323</b>
<input type="checkbox"/>	<b>08:00am - 5:00pm (Mon-Fri*) £1434</b>
<input type="checkbox"/>	<b>08:00am - 6:00pm (Mon-Fri*) £1540</b>
<b>*Fridays closing at 2:00pm</b>	

## Termination

- Parents may terminate this contract by providing the nursery a written notice (email is regarded as written notice) two full calendar months in advance of the last day of their child attending nursery. The child's monthly fees are fully payable during these two months' notice period.
- Keren's may terminate a Nursery placement without notice and forfeit any refund of fees on failure to meet payment of fees. In such circumstances, the Nursery has the right to levy a 3% interest charge above the prevailing Bank of England Base Rate on outstanding fees.
- The Nursery, at its discretion, reserves the right to terminate a placement without notice if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour or if nursery rules, procedures or policies are not followed or breached.
- The Nursery reserves the right to terminate a placement without notice if important information concerning or affecting your child is withheld / not communicated to the Nursery management and/or staff.
- In any other circumstance of termination, the Nursery will provide two full calendar months' written notice to parents.

## Deposit

- Parents are required to pay a deposit which is equal to their child's one month fee before they can attend Keren's nursery.
  - The deposit is REFUNDABLE in the following circumstances :
    - 1) The deposit is set off against your child's August 2016 monthly fee.
    - 2) If you decide to withdraw your child from the Nursery before the end of the academic year 2015-16 :
      - a) You must provide at least Two months' written notice of termination to the Nursery; AND
      - b) The actual withdrawal date (you child's last day at nursery) is no later than April 30<sup>th</sup> 2016.
  - In any circumstances other than 1 or 2 above the deposit is NON-REFUNDABLE.
- Please sign to confirm that you accept and understand the above deposit terms and conditions. Signed: \_\_\_\_\_

## **General**

- While staff will exercise reasonable care to ensure that Children's belongings are not lost or damaged, the Nursery cannot be held responsible for any loss or damage that might otherwise occur.
- If a child is collected after the agreed time, a charge of £9.5 for the first hour or part of it and £10 for any additional hour or part of it will be imposed.
- Please inform us by telephone, at the earliest opportunity, if you expect to be late or that your child will not be attending for any reason.

## **Annual Trip**

- Keren's usually goes on an annual trip. You will be informed beforehand and given the opportunity for your child to participate. A nominal fee will usually be required towards transport, entrance fees etc.
- Please note that there will not be an alternative childcare arrangement at the nursery should you decided that you do not wish for your child to attend the annual trip.
- At least one parent is required to join his/her child during the trip and they are aware that they will have sole responsibility of their child during the trip.
- In the event that the parents/carers are unable to join their child on the trip, the nursery may be able to escort their child on the day, however, this is limited to a small number of children and must be arranged in advance with the nursery manager.

## **Nursery Policies**

- Keren's Nursery policies outlines the rules, procedures and regulations which determine how the nursery operates in a variety of situations and it is therefore a part of this agreement. It is important that you read through these policies as they also relate to you and to the care of your child.
- A copy of our policies can be found in the nursery office.

## **Liability**

- The Nursery is not responsible for any loss or inconvenience suffered by parents or children arising directly or indirectly from a temporary closure of its premises or as a result of the non-admission of a child for any reason.

- The Nursery is not responsible for children whilst in the care of their parents on its premises.
- The Nursery is not responsible for children contracting contagious diseases or infections.

## **Medical**

- Parents are obliged to inform the Nursery of any sickness, illness or allergies on registration of their child and thereafter.
- Keren's cannot undertake the care of sick children, although in the case of the common light cold, Keren's may do so if previously notified, providing that the child is not too ill to participate in the day's activities. **Please note** that this is at Keren's Nursery discretion, if we feel that your child is too ill, then we will not be able to provide care and you will be required to make other arrangements.
- Should your child become unwell whilst in our care, we may call to request you to collect your child and you agree to do so as soon as possible.
- You will be required to sign in a medicine record book should your child require any medication whilst in our care. Keren's will only administer medicine in special circumstances and only if previously supplied by the parent.
- Any accidents are recorded in an accident records book, which will require your signature to confirm that you have been notified. Any bumps, bruises that your child arrives with will also be recorded, in home accidents records book; a brief explanation and your signature will again be required.

## **Staff**

- For the duration of this agreement with the Nursery, Parents are prohibited from directly or indirectly employing, or enticing for employment, any member of Nursery staff with whom they or their associates have been in contact.

## **Complaints**

- To help resolve any issues or concerns, the Nursery maintains a complaints procedure. If you wish to complain and to ensure that your views are heard and dealt with promptly please sound your concerns to the relevant room leader at any time.

- If the complaint is not satisfactorily resolved, you may elect to discuss the matter with the Nursery Deputy Manager/Manager in a private capacity.
- Should you feel thereafter that your concerns have still not been dealt with satisfactorily, you may discuss the matter with the Nursery Managing Director in a private capacity.
- Should you still feel that your concerns have not been deal with satisfactorily over a subsequent period of 7 working days; refer the complaint to the Office for Standards in Education (OFSTED) on **0300 123 1231**.

PLEASE DO NOT HESITATE TO COMMUNICATE ANY PROBLEMS you may have relating to the care of your child; this is a partnership which can only thrive if good communicative relations are in place.

## **CONSENTS**

**(Please fill-in all details and sign where appropriate)**

### **Emergency medical treatment**

I give my permission for my child to be taken to hospital in any case deemed by the staff members at Keren's as an emergency and for my child to receive emergency medical treatment.

Signed: \_\_\_\_\_

### **Administering CALPOL (or equivalent)**

I give my permission, in the case of sudden sickness or rise in temperature, for CALPOL or an equivalent medicine to be administered by a qualified member of staff, at the specified 'safe dose' level to my child. (Note that we will only provide children with CALPOL that was provided for them by their parents and was clearly labelled with their name as we are not allowed to cross medicate by administering other children's medicine).

Signed: \_\_\_\_\_

### **Administering Arnica (Homoeopathic)**

We, the undersigned parents, give our permission to Keren's Nursery staff to administer Arnica, an homoeopathic medicine, (In the UK, the Medicines and Healthcare products Regulatory Agency has registered the product for sprains and bruising under the National Rules for Homoeopathic Products (2006)), in case of bumps and bruising to our child while at Nursery.

Signed: \_\_\_\_\_

### **Applying Sunscreen**

We, the undersigned parents, give our permission to Keren's Nursery staff to apply sunscreen of factor 50 on our child, which we have provided the nursery, when the need arises.

Signed: \_\_\_\_\_

### **Outings**

I give my permission for my child to be taken off the Nursery premises for the purpose of outings to local parks, shops etc.

Signed: \_\_\_\_\_

### **Developmental Observations**

I give my permission for my child to be observed for the purpose of recording their overall developmental progress through the use of notes, photographs and video.

Signed: \_\_\_\_\_

### **Nursery Parents' Albums**

A Nursery email newsletter goes out about once a month, it will include a link to Web Albums showing photos of the children having fun and engaged in varied activities during the day. This vital tool ensures that all families are kept informed about what we do at the nursery.

I give my permission for photos of my child, along with the other children of the nursery, to be shared with all nursery parents via a web album link (Parents are not allowed to forward the link to the albums to any other 3<sup>rd</sup> party who is not a parent or carer of a child in the nursery).

Signed: \_\_\_\_\_

### **Kerens Nursery Web Site**

We would occasionally upload pictures of children during nursery activities on the Nursery web site to demonstrate what our children are participating in. Please sign below to consent to photos of your child appearing on the nursery website. If you would like to visit our website prior to signing, the address is [www.kerensnursery.com](http://www.kerensnursery.com).

I give my permission for photos of my child to appear on the Keren's Nursery web site.

Signed: \_\_\_\_\_

### **Collection Permission**

I give my permission for those listed below to collect my child from Keren's Nursery at my absence.

Name: \_\_\_\_\_ Relations to child: \_\_\_\_\_

Name: \_\_\_\_\_ Relations to child: \_\_\_\_\_

Signed: \_\_\_\_\_

**Sharing Parents' Contact Information Permission**

I give my permission for Keren's Nursery to share my contact information (Phone numbers and email addresses) with the other parents/carers in the nursery.

Signed: \_\_\_\_\_

**(This agreement remains valid until a new one has been signed)**

Signed: \_\_\_\_\_ (On Behalf of Parent/s or Guardian/s)

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

Parents/Guardians are jointly and separately responsible for full payment of nursery fees.

Signed: *Assaf Ben Ezra* (on behalf of Keren's Nursery)