

## Little Leaders



Melton

Ipswich

Framlingham

Ransomes

### Terms and Conditions

#### Inductions

Please understand that we only allow a child to start their full sessions once we consider them to be settled with us even if it means a delayed start date. We anticipate your child will have participated in the following elements of nursery life before their start date; play with you present for an hour, play without your present, sleep (if applicable), eat a meal, be in the nursery settled and happy without a parent present.

#### Information

I/ We agree to cooperate with Little Leaders Childcare and provide information that is required about our child.

**NB** Such as updated medical conditions, health problems, allergies or diagnosed dietary requirement, prescribed medication, vaccination changes, family circumstances which might affect your child's welfare, any concerns that might affect your child's safety, your contact details and authorised people that may collect your child. You must ensure that these details are accurate and up to date by promptly informing us by email whenever they change.

#### Funding

Little Leaders Childcare offers funded nursery places to eligible 9months and above. You will be required to meet the criteria stipulated by Suffolk County Council and if necessary complete the relevant paperwork. For more information about funding visit the [Suffolk County Council website](#). We offer 11.5hrs per week stretched or 22.5hrs stretched. (15hrs or 30hrs per week for 38 weeks) If funded hours are on a bank holiday then these funded hours cannot be moved.

I/ We agree to pay additional service charges which are applied to those that attend funded hours.

#### Fees

I/ We agree to pay full fees in the event they are unable to attend nursery due to illness or injury whether the absence is my/our decision or as a result of Little Leaders Childcare policies or procedures (See Managing Sick Children Policy and Adverse Weather and Critical Incident Policy) Alternative sessions will not be offered.

The session times of 8am to 1pm, 1pm to 6pm, 8.30am - 4.30pm or 8am-6pm are the only available session times and we are unable to make arrangements for additional requirements. We have an additional hourly rate if extra hours are needed but on the manager's discretion. The nursery will close for the days between Christmas and New Year. We will return after the Christmas period. The fees are updated and reviewed each year and are subject to change. We will give written notice of any such increase one month prior.

I/We agree to being charged a late payment fee for any outstanding fees not paid by the last working day of the month. This will be £50.00 administration fee. We invoice for the forthcoming month. If payment is not made by 5th of the month, Little Leaders Childcare reserves the right to suspend the child's place until payment is made in full.

#### Late collection fees

Little Leaders Childcare charges for any late collections if not pre-arranged with the manager. Any late collections before 18.00hrs will be charged at a rate of £4.50 per 15 mins. If after 18.00hrs the rate will be charged at £9 per 15 mins.

#### Additional Services

The additional service charge is applied to those children that attend government funded hours in the setting set sessions.

#### Activities

Additional activities offered by specialised teachers must be booked and are charged on your monthly invoice in addition to your daily fees. A month's notice is required to cancel an activity (if a child is distressed the Manager will use their discretion when cancelling the activity) There is no holiday entitlement with extra curriculum activities. Places will be booked per term.

#### Holiday

You are entitled up to 2 weeks holiday (in line with your child's normal weekly sessions) with no charge. Advance notice must be given to use holiday entitlement by e-mailing the Nursery Manager at by the 15th of the month prior to the month in which your holiday is to be taken. We are unable to accept notification of holiday outside of this timescale. Your exact entitlement will be emailed to you on acceptance of your child's enrolment.

#### Extra Sessions

We will endeavour to meet your requirements for extra sessions.

I/ We agree that once I have received a confirmation email full fees will apply even if the session is not required at a later date.

#### Swapping Sessions

We are unable to swap sessions

In extenuating circumstances, the Manager may use their discretion and make an exception.

#### Changing Sessions

If you wish to change or decrease your child's sessions at Little Leaders Childcare, one month's notice in writing is required (email is acceptable)

### Safeguarding

Little Leaders Childcare Melton has an obligation to report relevant authorities following Suffolk Safeguarding Children's Board's (SSCB) procedures. We may do this without your knowledge or consent if necessary.

### Belongings

We are not liable for any loss or damage to any toys, equipment, bags or clothing that you bring to nursery.

### Notice Period

If you wish to withdraw your child from our care an email giving at least a month's notice is required.

The nursery has the right to terminate the contract by providing a minimum of 7 days written notice by email (please refer to Termination of Contract Policy)

In the event of abuse verbal or physical to any member of our staff we reserve the right to terminate the contract between you and ourselves with immediate effect by providing emailed notice of such termination