



PARENTAL DECLARATION

Please read this Parent/ Guardian Declaration Form very carefully before agreeing and signing to the terms and conditions.

1. RESERVING YOUR CHILD'S PLACE

Once Little Sparrows has received your Registration Form you will need to:

1. Pay a non-refundable registration fee of £100.00
2. Enclose a copy of your child's birth certificate

When your child's starting date has been confirmed you will need to pay:

3. A deposit of 2 weeks fees. This will be deducted from the fees payable after the required notice has been given to leave the Nursery.

The deposit and registration fee are not applicable to children who use free funded hours only.

2. HEALTH CARE REQUIRMENTS & ACTIVITIES

Prior to your child starting you agree to provide the Nursery in writing with all relevant health and care requirements (including allergies or medical conditions) relating to your child. It is your responsibility to notify the Nursery in writing of any changes or additions to this information on an ongoing basis.

It is common practice for staff members to take pre-school aged children on walks or other activities in the local area. You may request in writing that your child does not participate in these activities

3. ILLNESS & ACCIDENTS

Children cannot attend the Nursery if they are suffering from illnesses such as sickness and diarrhoea. Specific illness and disease exclusion periods is set out in the Welcome Booklet. In the event of your child becoming ill or injured whilst at Nursery, we may administer First Aid, arrange for your child to obtain medical assistance or require an early collection. If the Nursery is unable to reach you, we will call an authorised contact as the Nursery deems appropriate.

4. ABSENCE & CLOSURES

The Nursery must be notified when your child is absent due to illness, holidays or any other reason. There is no refund or waiver of fees for absences from the Nursery such as illness, holidays, bank holidays or any closures of the Nursery outside of its control. Included but not limited to, snow, flooding, strikes, infectious diseases, epidemics and terrorist attacks.

5. NURSERY OPENING TIMES & PAYMENTS

The Nursery is open Monday to Friday each week and is closed for public holidays and may be closed on other designated days. The Nursery will not refund any fees for Nursery closures on public holidays or other Nursery designated closure days. Fees take these closure days into account.

The Nursery fees are to be paid as invoiced on the specified due date (30th of each month) and a late payment charge of £20 will be levied should you fail to make payment on the specified date. The Nursery will not refund or waiver any fees for absences or closures as outlined in point 4. In the event of a pro-longed closure, the Nursery applies any discretionary discount, solely as a gesture of goodwill and will not constitute any variation of this Parental Declaration.

6. LATE COLLECTION

Parents must inform the Nursery should there be any unforeseen circumstances that cause the late collection of your child. A late collection charge will be imposed of £15 per every 15 minutes.

7. NOTIFICATION OF TERMINATION

Parents must provide a minimum of one calendar months' notice in writing of any intended withdrawal from the nursery (partial or complete). If parents wish to terminate their child's place completely, they are liable to pay for the one calendar months fees of the notice period. If parents wish to withdraw their child without notice, one month's fees in lieu of notice is paid.

Failure by the parents/guardian to provide one calendar month's notice or any notice at all shall render the parent/guardian liable to the nursery one month's fees. Any request for change of sessions must be in writing giving one month's notice of any reduction in sessions. The Nursery has the right to terminate with immediate effect and without notice if this declaration is breached, have outstanding Nursery Fees owed, or if it is in the best interests of the Nursery and/or the welfare of your child, other children at the Nursery or staff.

8. FUNDED PLACES

15 Government Funded Entitlement Places - If you are using the Government funding, it covers 38 weeks of the year. It does not cover the cost of meals, other consumables or additional services, so we ask for a contribution towards these.

30 hours Government Funded Entitlement Places - If you are taking part in the 30 hour scheme (funded for 38 weeks of the year) you will be expected to pay for the remaining 14 weeks at our daily rate. The funding does not cover the cost of meals, other consumables or additional services, so we ask for a contribution towards these. Little Sparrows has a few limited spaces for 38 week only funded places; To continue to secure your child's place during 14 non funded weeks, there is a holding fee of £50 per week.

9. CONTRACTING WITH NURSERY STAFF

If you choose to have a Nursery staff member care for your child during their non-working hours, you must notify the Nursery Manager beforehand. We do not sanction any arrangements made between you and Nursery staff which are solely between you and the Nursery staff member. You agree to hold the Nursery harmless for any liability, loss or damages you incur as a result of any such arrangements.

10. GENERAL

The nursery is not responsible for any property or items left at the nursery, included but not limited to, push chairs, car seats, vehicles and clothing.

The nursery may unilaterally change any provision of this Parent Agreement without notice to you where such change arises from regulatory or legislative requirements. For any other changes the nursery will provide notice of 1 calendar month.

This Parental Declaration, together with the Registration Form, Nursery Policies, GDPR Privacy Policy and Parental Signed Consent form(s) as amended from time to time, represents the entire agreement between you and Little Sparrows Day Nursery Limited.

By signing this Registration Form and Parental Declaration, you acknowledge and accept the following:

- You have read the privacy notice (which is on our website) and give your consent to the processing and transfer of the Personal Data;
- You will at all times abide by all relevant Nursery policies and procedures (which are available upon request from the Nursery), as amended from time to time; and
- You have read this Parent Declaration and it is your intention to be legally bound by it.

I have read and understood the above tick

I have enclosed my child's birth certificate tick

Date: _____

Signed Parents/Legal Guardian (1) _____ Name in CAPITALS _____

Signed Parent/Legal Guardian (2) _____ Name in CAPITALS _____