



Westfield Nursery

Contract for the 2016/17 Academic Year

Contract Period

1. Places for children are not guaranteed until a signed copy of this contract has been returned to the Early Years Manager by the date agreed by them. Failure to do so may result in a place being offered to elsewhere.
2. The contract period for Westfield Nursery, QMUL (the Nursery) starts on August 1st for returning users (Parents) or from the date stated for new ones. It runs until July 31st of the following year but can be terminated by the Parent early by giving the Early Years Manager two months' written notice.

Deposit

1. On accepting a place, a deposit of £200 per family will be due. The deposit will be returned when the child leaves the Nursery, on the condition that two months' notice has been given and all fees have been paid. The deposit may be used to pay any outstanding fees under this amount.
2. The deposit will not be returned if a place is not taken up once accepted, unless two months' notice has been given.
3. If a request to refund the deposit has not been received by the Nursery within six months of a child leaving it will no longer be refundable.

Fees

1. The fees are reviewed annually with any changes coming into effect from August 1st for each academic year.
2. The nursery is closed for two weeks in the summer, two weeks over Christmas/New Year as well as other bank holidays, which are not charged for. The Nursery fees are calculated for a 48 week period, and then divided into 12 equal payments. Fees are due by the last day of the month of provision.
3. A minimum attendance of two days per week must be booked.
4. QMUL staff fees can be deducted from salaries, saving tax on the full amount. This must be arranged (and any future amendments made) by the parent/carer through their Human Resources contact.
5. The Nursery accepts Childcare vouchers from a number of providers. Details can be provided by the Early Years Manager.
6. Any parents having difficulty paying the fees must inform the Early Years Manager to evaluate if any assistance can be given, particularly in the case of QMUL students. If fees are unpaid then the Manager may refuse use of the provision, however the full fee remains payable.
7. Reduction of fees will be reflected in the first full month after the child's 3rd (or 2nd for those eligible) birthday using the local authority Nursery Education Grant. The funding will be claimed by the nursery on the Parent's behalf and factored into their monthly fee. Fees paid (or any part of them) by salary sacrifice will have any changes over the academic year factored into payments.
8. All resources including set meals are provided within the fees, any other items (including nappies) are provided by the parent/carer.
9. The Early Years Manager reserves the right to temporarily close the nursery or to curtail its opening hours due to events beyond our control. Fees will still be due during these periods.
10. Fees will still be due during any period of holiday taken by parents or illness resulting in their child being unable to attend the Nursery.



Westfield Nursery

Terms and Conditions

1. The full Westfield Nursery policy document is available to Parents on the website (nursery.qmul.ac.uk) and must be adhered to at all times.
2. The Nursery operates between the hours of 08.30 and 17.30 Monday to Friday (excluding bank holidays). Once a month the nursery will open at 09.00 to accommodate a staff meeting, dates for these will be provided at the start of the academic year.
3. Parents who expect their child to arrive later than 10.30, or be absent, should inform the nursery by telephone each day before 09.00. If the Nursery has been informed that a child will not be attending nursery on a given day, the nursery has the right to refuse entry if staff ratios do not allow that child to come in regardless of if the day has been paid for.
4. Parents are responsible for ensuring that their child is collected and leaves the building by 17.30 and late fines are payable if this does not happen. A one off warning will be given in the first instance, after this it will be a staff's discretion. Failure to collect your child on time may result in social services being informed and/or the termination of this contract.
5. Parents must provide full details of their child's health including information regarding allergies, and ensure this information is up to date.
6. Parents must provide contact details for at least two adults who can collect their child at any point during the Nursery day within one hour. They must also inform the Early Years Manager in writing about any person delegated to collect their child from the nursery. The Nursery cannot release a child into the care of anyone under the age of 16.
7. Parents must notify the nursery in writing of any change of address or telephone number either at home or at work as soon as the information is available, and inform staff if they are away from their usual contact number.
8. The Early Years Managers reserve the right to ask for a sick child to be taken home earlier than scheduled, and exclude a child from nursery until he/she is sufficiently recovered from an illness and/or out of the infectious stage of any illness.
9. Parents are required to provide the nursery with permission to act on their behalf in the case of an accident or emergency when the parent cannot be contacted.
10. Additional "ad hoc" days can be booked, or days "swapped" within a 14-day period, if ratios allow and it is done in advance. Bank holidays, special events and sick days are not included in this.
11. If a parent wants to reduce the number of days their child attends Nursery they must give two months' written notice, and any change to a child's attendance pattern must be in effect for three calendar months before it can be changed again.
12. The Nursery has a commitment to provide a positive self-image, and equality of opportunity for all children and help in the understanding/knowledge of different cultures, Parents are expected to respect this view.
13. The Nursery has a commitment to the safeguarding of children. Parents are expected not to compromise this by their actions, and must be aware that the Nursery may need to contact social services and/or terminate their contract if they do.
14. The Nursery takes no responsibility for items from home lost or damaged during the children's play, but will take reasonable precautions to avoid this.
15. The Nursery and QMUL will not tolerate any verbal, physical or psychological abuse of its staff, and the Early Years Manager reserves the right to terminate this contract and service without notice if this occurs.
16. Parents must not approach Nursery staff with regard to private employment; doing so may result in termination of their Nursery place.
17. The Nursery's policies and procedures including contracts are updated for each academic year. Where possible any changes made to the service the Nursery offers will be discussed with Parents prior to going into effect.



Child's full name: _____

Date of birth: _____

Home address: _____

I have read and understand the terms and conditions of acceptance of a nursery place for the period 01/08/16 (or the date stated below for new enrolments) to 31/7/17 and agree to abide by them. I understand that failure to observe these and comply with Westfield Nursery, QMUL's policies may lead to termination of this contract without warning, and my child's nursery place being withdrawn.

*(New starters only) The exact date I would like my child to start on is:
Please be aware that we will try to accommodate this request but it depends on dates already arranged with other parents/carers. Your child's settling in week will take place the week prior to this (Monday to Friday).*

Signed: _____

Print name: _____

Legal relationship to the child: _____

Date: _____

Signed on behalf of the nursery: _____

Date received: _____