**DDC NURSERY**

**AND PRE-SCHOOL**

Ashling Pavilion, King Georges Field, Denmead PO7 6LA

**Contact Number: - 07576 275397**

**EY499009**

**Email:** **admin@denmeaddaycare.com**

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**FORMS TO RETURN TO US**

Parent Contract

Registration Form Famly Policy

Green Meadows Consent Form

**Amanda, Robyn or Jess will discuss your child’s Medical & Dietary needs and complete with you and any additional paperwork as required during settling in session.**

**Child Support**

**SENCo / InCo** – Robyn
**ELSA** - Amanda

**Owner/Manager**

Michelle

**Support Staff**

Sarah H, Amber,
Beth, Lauren

**Early Years Practitioners**

Amanda, Claire

Trainees: Aysha, Sam, Sarah RJ

**EYFS Support Worker**

Robyn

**Lunchtime Lead**

Marnie

**General Enquiries**

**& Admin**

Jess

Naomi

**Manager**

Amanda

**Deputy Manager**

# 3. Opening Hours

Monday to Friday - 7.30am to 6pm

**We do not open Bank Holidays, Public Holidays and Christmas we close around 10 days and re-open after January 2nd.**

We offer all term-time contracts and all-year round contracts.

**Bookings**

Booking or amending nursery care must be made by email: admin@denmeaddaycare.com

These emails **MUST** be sent within our admin working hours. Our admin staff are available from 8am – 6pm Monday to Friday. Any emails sent out of these hours will not be answered outside of working hours and your booking may not be acknowledged. Please ensure that your booking has been confirmed by either Jess or Naomi before arriving at the setting.

**Fees**

|  |  |  |
| --- | --- | --- |
| **8 am - 6 pm 10 hour session** | **8am - 1pm / 1pm to 6pm5 hour session** | **9 am-3 pm: 6 hours**  |
| £58 This will include all food.  | £36 This will include breakfast, mid-morning snack and lunch / tea.  | £41 This will include a mid-morning snack and lunch.  |
| Extra hours at £6.75 per hour Funded children- food will be at an additional cost:**Breakfast, AM Snack and Lunch - £3****Same as above and Tea - £4** |

We accept most childcare vouchers. e.g. TFC, Computershare, Edenred.

We cannot always guarantee availability of additional bookings, and any changes to existing booking is only possible with minimum notice period of **four weeks**.

Any additional sessions booked during the month will be charged at full rate and will be invoiced separately at the end of the month.

**Fees are reviewed quarterly and may be subject to change with one month’s notice.**A sibling discount of 10% will apply if siblings are in the same setting.

**Cancellations**Please note in regard to contracted sessions **we require one month’s notice** for your place to be cancelled or payment in lieu of notice.
For cancellations of ad-hoc bookings we require at least 14 days notice, otherwise you may still be charged for the booking.

**4. Deposit**

We do not ask for a deposit if a child is starting immediately or if a child is solely using Early Years Education funded hours.

However, if families want to keep a place open for several months then we ask for a deposit of £200 which is deducted from the first month’s invoice. If this amount exceeds the anticipated typical monthly invoice, then we are open to review each individual case. In the event that the nursery place is not taken up the **deposit is non-refundable.**

**Waiting List**

The waiting list is on a first come, first served basis for each weekday. If a space becomes available, we will contact you by email, text or phone and you will have 2 days to confirm your interest in the place, otherwise, we will offer the place to the next person on the list.

**Holiday Club**

We run a Before and After School Service at Denmead Infant and Junior School. We also run a Holiday Club and cover some Inset Days**. Please enquire for further information.**

# 5. Invoices

Childcare fees are always invoiced in advance monthly. Invoices will be issued on or around the **15th of the month**, with payment due on receipt of invoice. Payments must made by the **30th of each month** to avoid late payment charges being applied.

All invoices are sent via email via Famly or the admin email below. admin@denmeaddaycare.com

**Ad Hoc Bookings**

Using the ad hoc booking scheme, you can book additional hours with these having to be paid in full within 7 days of a received invoice. Ad-hoc bookings are charged at a slightly higher rate.

Your contract will detail the ad hoc rates applicable to your child. To cancel an ad hoc booking without charge, we require a minimum of 14 days’ notice.

Ad hoc bookings are best made using admin@denmeaddaycare.com. With ad hoc bookings, we will do our best to accommodate you but cannot guarantee that we will have availability to do so. Bookings must be made within working hours – 8am-6pm Monday to Friday, otherwise your child will not have a space at the requested setting.

We will occasionally allow customers to swap contracted or booked sessions when we have the availability to do so. If the hours are within your contract, we will require at least a month’s notice.

**Payments**

**Denmead Day Care Ltd** is registered with a variety of voucher companies including Kiddi-Voucher, Computershare, Sodexo, Edenred and Care-4 etc which we accept. Please ask at time of enquiry which ones we take.

If you are settling your monthly invoice via voucher payment, it is your responsibility to apply for the voucher upon receipt of invoice. They generally take 7 days from applying to being paid over. This is to avoid late payment charges.

Payments can also be made via Bank Transfer or setting up a Standing Order (for the bank account details please contact us).

We now accept card payment **BUT** only available at DDC Nursery and Preschool, Ashling Pavilion

**(please note there is an admin charge of £1.50 per card transaction)**

We no longer accept cash or cheque payments, this is due to excessive bank charges.

**6. Admin Charge Policy**

We will contact parents who have failed to pay within the 7 days. Late charges will be added if the payment remains outstanding. Please see below for the late charge fees.

You will be sent two prompting emails to remind you of any outstanding balances. The emails will be sent 7-14 days apart from date of invoice. If your invoice has still not been paid, we will arrange for you to come in and discuss any issues you may have regarding payment over a cup of coffee.

It has been a difficult couple of years for everyone. If you are experiencing financial hardship, please make an appointment to speak with our manager or your child’s keyworker to discuss your options for payment as soon as you are aware that you may be struggling. This discussion will be kept in the strictest of confidence. There are many options available to support our families, whether it be arranging a payment plan or applying for funding options to help with childcare costs. Our door is always open, and our priority is supporting your family and avoiding childcare costs quickly accumulating until it becomes difficult to manage. Please do not feel that you cannot tell us if your situation changes for any reason. We are a family setting and are very understanding of difficulties that families can face, but we cannot support our families if we are not aware of the situation.

**While it is a last-case resort, legal action will be considered if payment is consistently missed and the childcare costs accumulate, despite intervention being made by staff.**

If you still have any questions or queries regarding any of the above; please contact us via email at admin@denmeaddaycare.com .

 **Late Payment Charge Policy**

The late payment charge is a minimum of £10.00 being added to your account if you have not paid invoice within 7 days of issue.

**Invoice Total £0 to £100 equates to £10.00 charge**

**Invoice Total £101 to £200 equates to £20.00 charge**

**Invoice Total £201 to £300 equates to £30.00 charge**

**(£301 - £400 = £40.00, £401 - £500 = £50.00, £601 to £700 = £60.00 and so on)**

Please be aware that the above charges will continue to be added for every 7 days of continued delayed payments. Can you please make prompt payment to avoid the late charge, or come in to chat with a member of staff about your situation.

**Charges will also be added to voucher payments that are paid late.**

If you are late collecting your child after a session has finished there is a Late Collection Charge that will be applied. £5.00 per 5 minutes late which will be sent to you in an ad-hoc invoice, depending on the situation. Please contact the setting if you know you are going to be late collecting your child.

**Absences**

Should your child be off with an illness or has a holiday, you will still be liable and charged for the day(s) that has been allocated for your child.

**Closures**

If we are told to close the nursey for any reason and it is out of the settings control, please be aware that parents will still be liable to pay for any contracted or ad hoc booked sessions. Due to the current pandemic, if your child is sent home to isolate, payment would still be due as if your child would be attending. This would also apply to siblings attending the before and after school wrap clubs. If we must close for a long period of time, a retainer fee will apply to hold spaces. This will be at the owner’s discretion. Please contact senior management if you have any queries regarding this.

If the setting is closed for training days, or the setting is closing early due to end of term changes, you will not be charged.

**7. Funding**

**Eligibility for 2yr olds**

Your 2-year-old can get free early education and childcare if you get one of the following benefits:

• Income Support

• Income-based Jobseeker’s Allowance (JSA)

• Income-related Employment and Support Allowance (ESA)

• Universal Credit

• Tax credits and you have an annual income of under £16,190 before tax

• The guaranteed element of State Pension Credit

• Support through part 6 of the Immigration and Asylum Act

• The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

• They are looked after by a local council

• They have a current statement of special education needs (SEND) or an education, health and care (EHC) plan

• They get Disability Living Allowance

• They have left care under a special guardianship order, child arrangements order or adoption order

For more information please ask your health visitor, at your Children’s Centre or see the Hampshire County Council Website:

www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/payingforchildcare/freechildcare/2yearoldoffer

DDC Nursery and Preschool can help to make an Assisted Application with you if you think your child may be eligible. If you would like us to help, please ask for an appointment.

**Eligibility for 3 & 4yr olds**

Children become eligible for the universal hours for 3 & 4yr olds after their 3rd birthday on either the 1st January, 1st April or 1st September.

The nursery manager will need to see the child’s birth certificate to process their funding.

Many families also qualify for the additional hours of funding for 3 & 4yr olds. To qualify each parent (or the sole parent in a single parent family) will need to earn, on average, the equivalent of 16 hours on the national minimum wage per week, but no more than £100,000 per year.

For more information, please check the Government’s ‘Childcare Choices’ Childcare Service website www.childcarechoices.gov.uk.

Parents can obtain an eligibility code from this website and will need to regularly renew their eligibility online to remain eligible for the funding.

**8. Other useful information**

**The Role of the Key Worker**

 A Key Worker has overall responsibility for your child within the nursery. They are your first point of contact for all aspects of your child’s care & education.

However, your Key Worker provides you and your child with continuity and a dedicated point of contact. Should your Key Worker be away from nursery at any time, they will inform you of who will be responsible for your child in their absence.

**Security**

Within the nursery we are very security conscious, and we rely on you help and cooperation to keep all children safe. Please make sure you do not let anyone through the nursery door that you do not personally know.

It may seem rude to close the door on someone; but the safety of the children is always paramount; and other parents will appreciate the minor inconvenience this may cause.

When leaving the nursery, please make sure that it is only your child leaving with you and a member of staff will securely close/ lock the door behind you.

**Breakfast, Lunch and Tea**

Breakfast is between 8am and 8.45 we provide toast, cereals and frui**t.**

Snacks are provided by the nursery and includes fresh fruit, vegetables, crackers, toast, crumpets with water or milk.

Due to the COVID 19, we have decided that it is best to minimise the number of items bought into the nursery and we need to ensure the kitchen is kept clean to prevent cross-contamination.

We will provide a homemade hot meal with pudding at lunchtime (12pm) and as well as a cold meal at tea time (4 pm). This will consist of meals such as pasta and sauce, cottage pie, homemade fish fingers, fruit salad and natural yoghurt. We use local produce from the fruit and veg shop and the butchers.

We are hoping that if all the children are eating the same (including the staff) that the children will feel more encouraged to try new things, we will be minimising the number of sweet treats that are bought in and encouraging healthy eating.

A copy of the menu will be displayed every month for you to view, this will be changed monthly. We will also cater for cultural/ dietary needs plus, weening options for babies.

**We are nut free setting – so none of our food will be prepared with nuts.**

**Items for your child to bring to nursery**

* Two full spare sets of clothing, labelled (this includes underwear)
* A warm, waterproof coat
* Gloves & hat for cold weather
* Sun hat for hot weather and sun cream
* Wellington boots for wet weather
* Waterproof trousers or ‘all-in-ones’ for wet weather
* Nappies, wipes, cream (if applicable to avoid additional charge) and comforter if needed

We recommend that your child attends nursery in comfortable clothes that you do not mind them getting messy in.

**9. Information that needs to be kept updated**

* Any Booked holiday dates
* Absences (reason for absence e.g. illness)
* Any changes to contact information – phone numbers, address, permission forms
* Family changes – new baby, moved/moving home, separation, new partner etc
* Accidents that have happened at home **(complete a Pre-Existing form)**
* Medication (including if your child has had any before session)
* Any new allergies or intolerances
* Any changes to usual routine e.g. After school activities
* Bereavements that may affect your child
* Any up-coming family birthday’s
* Outside agencies support, your child maybe receiving – speech language, children’s centres, hospitals etc
* Any extra support or strategies in place at school such as behaviour plans

**Please be aware it is you as a parent/carer’s responsibility to keep us informed of any changes that may affect the staff in contacting you in an emergency and also for the welfare of the child**

**If you still have any questions, please talk to our admin or one of the management team.**

**10. USEFUL QUESTIONS AND ANSWER**

**What happens if the days I require are not available?**

We will do our utmost to provide childcare for the days and times you require.

If this is not possible, we will add your name to the waiting list and when a place becomes available, we will inform you immediately.

**What happens at arrival and collection from the setting**?

It is the responsibility of the parent to register children with a member of staff on arrival for a morning session and sign in the register. ( During Covid, a member of staff will check your child’s temperature upon arrival and sign your child in and out).

**What happens if my child becomes unwell while at the setting**?

If your child becomes unwell, we will phone using the contact numbers you have provided us.

In the event of an emergency we would phone the emergency services.

**What will happen if my child has an accident whilst in your care?**

Any accidents that happen will be dealt with by a First Aid qualified member of staff. They will carry out any necessary treatment and complete an accident form for you to sign when you collect your child.

This will also be signed by the Deputy Manager and common/continuous issues will be picked up on a weekly basis.

In the event of a head injury, you will receive an advice sheet from us to explain any necessary action.

If your child has had an accident at home/outside please inform a member of staff at the start of the session and you will be given a pre-existing injury form to complete.

**What happens if my child needs medication?**

First aid qualified members of staff will give children medicine **that is prescribed by a doctor only**; and if the child is well in themselves and does not have any infections or illnesses that require them to stay away from nursery..

If your child is prescribed medication that they have not had before e.g. antibiotics, you will need to keep them at home for the first 48 hours due to allergies or any side effects that may occur.

And if your child requires on going medication (an inhaler, insulin, epi pen etc.) you will be asked to fill in a care plan which details the condition, treatment needed and any measures we need to put in place to assist the child. Medication needed daily needs to be left onsite or brought in with the child daily.

We reserve the right to refuse childcare should the appropriate medication not be available to us.

**Pick up - what will happen?**

When you come into setting to pick up child/children, your child’s key worker will bring out your child to you. Any information can then be passed regarding your child.

All our members of staff wear t-shirts and/or fleeces with the DDC logo on them, so that they are easy to see and most are now well known to local schools.

**What will happen if I am late collecting my child?**

The late collection charge is £10 per 5 minutes after your child’s session has finished.

Please inform us if you are going to be late again to avoid charges.

If your child has not been collected by the end of their session and you have not contacted us, the following procedure will apply.

You will be contacted at home or at work on the numbers provided, if this is unsuccessful the persons named on the emergency contact list and those authorised to collect will be contacted on the numbers provided, all reasonable attempts will be made to contact parents and emergency contacts.

In the event there is no-one, we will apply procedures for an uncollected child. Children’s services will be contacted; the child will remain on-site with 2 members of staff (at least one will be qualified) that are known to the child until they are collected either by a parent or Children’s Services

**What happens if someone else needs to collect my child from the setting?**

Our Safeguarding Policy requires you to inform us if anyone else is going to collect your child.

We work on a password system; every child has their own individual password set by you. We will only let a child go with a person named on their enrolment form.

Please ensure that you always keep your child/children’s record up to date, this includes persons authorised to collect your child, contact numbers, change of address and allergy information.

**What happens if I have a worry I want to discuss?**

Please ask to speak to either Robyn (Deputy Manager) or Amanda (Manager)

**How and when do I need to pay?**

Fees are to be paid monthly in advance if payment is not received within 7 days of receipt late charge applied.

Please refer to Invoicing and Payments

**When are you open?**

We are only open all year round (**except** Bank Holidays, Public Holidays and over Christmas which is approx. 10 days, then re-open 2nd January) from 7.30am full opening times refer to Fees and Opening Times.

Before your child can start a contact, parent contract, registration form, Famly permission form must be completed and brought in.

**Do I need to provide outdoor clothing?**

We encourage the children play outside every day; when the weather conditions allow, but when raining they play and do activities under the canopy.

During **Summer** Months every child needs to be supplied with sun cream and a hat.

During **Winter** Months children will need appropriate footwear, coat, hat, gloves and scarf to be able to play outside.

Children will not be able to play outside if they do not have the correct footwear and clothing.

**Please ensure that coats and clothes have names clearly written inside**

**What is your induction procedure?**

If you are thinking of sending your child to DDC Nursery and Preschool; then you will be encouraged to book a visit first.

This gives your child a chance to meet all the staff and begin to get his/her bearings in a new environment. On your first visit, your child can join in and get to meet some of the children attending.

This also gives the parents the opportunity to have a chat with the Manager/Deputy Manager and the rest of the team, who can answer any questions or worries you may have.

If your child has a personal preference as to how he/she would like to be addressed, please note this down on the registration form.

Children can struggle to settle into a setting one day a week so depending on the child’s emotional needs we may recommend the child doing two sessions a week.

**Where can I find out more information and policies?**

 If you would like any further information or help, please do not hesitate to speak to us. Our policies are up to date and can be found on our website.

**11. DDC MEDICAL EXCLUSION POLICY**

We would like to draw your attention to our exclusion policy; this is in line with the advice from the Health Protection Agency. The welfare of the children in our care is important to us and we therefore ask that you adhere to the following guidelines.

We understand how difficult it is to juggle work and family commitments however, it is unfair and unnecessary to expose other children and staff to infection. There may be times when we contact you and ask you to collect your child.

This will be when we feel they are too unwell to be at the setting, we are concerned they may be displaying symptoms connected to the illness/ infections as stated on the exclusion chart or they risk spreading an illness or infection within the setting. Any notified outbreaks will be displayed on the main door. Please ask Robyn or Amanda if you would like to discuss further.

HEALTH PROTECTION AGENCY

Disease/Illness Minimal Exclusion Period

|  |  |
| --- | --- |
| Antibiotics | 48 hours from commencing if not had before |
| Conjunctivitis | Return as soon as treatment has been started |
| Positive PCR test for Coronavirus | Until a negative Lateral Flow Test has been conducted. Follow local guidance. |
| Steroids | 5 days from start of steroid treatment |
| Diarrhoea and vomiting | 72 hours from last episode of illness |
| Chickenpox | 5 days from appearance of rash and spots are all dry |
| Measles+ German Measles | 4 days from appearance of rash |
| Mumps | 5 days after onset of swelling |
| Glandular Fever/ Tonsillitis | No Exclusion providing child is well in themselves |
| Hand, Foot, and Mouth  | No Exclusion, but nursery **must** be informed. Parental discretion. |
| Slapped cheek  | No exclusion |
| Scarlet Fever  | 24 hours after starting appropriate antibiotic treatment |
| Scabies Child  | Can return after first treatment is received |
| Whooping cough | 5 days from commencing antibiotic treatment or 21 days from onset of illness |
| Impetigo | Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment |
| Headlice | Until appropriate treatment has been given |
| Ringworm | Seldom necessary to exclude provided treatment is being given |

**Famly Policy**

Dear Parent/Carers

We have been trialling a new educational software called ‘Famly’. We have been receiving positive feedback from other users; this software enables us to create an online individual ’Learning Journey’ for your child. By logging on with a secure email address and password you will be able to view your child’s observations, photographs and videos from their time at nursery. During initial set up, you will be sent an email from them asking to create a password. You will even receive an email telling you when a new observation or piece of work is available for you to view.

This will enable you to follow your child’s progress closely and you can reflect upon achievements with your child. You can add comments so that we, as a staff team, find out about which activities your child really enjoys and about the learning they get up to at home. You will also be able to access invoices and request additional days to be added.

Staff will reference your child’s learning to the EYFS profile so you will know which area of learning your child is achieving in and the age-band they were working in for that activity.

Please note this is just one of the many forms of assessment we use, so whatever is on Famly is not the only information we use to assess your child’s development. All of this information is stored on a highly secure server which is monitored closely.

E-safety is extremely important to us, therefore, we ask you to provide us with the following information and to sign the agreement and other information overleaf to show that you understand and will agree with our guidelines. There is app available which you will be able to download and check what your child has done during the day including nappies, sleeps and meals (if needed). You will also be able to check bookings.

We understand how much parents enjoy our Profile Folders to have a record of their child’s time in Early Years, so when your child leaves, we can email over a PDF copy of your child’s learning journal.

Keyworkers and staff will be on hand if you need any help with login on or have any questions. I have also included some more information from Family help with initial set up.

We are sure that you will love this new way of viewing your child’s achievements as much as we do!

Yours faithfully

Michelle Josephs

**Agreed guidelines for accessing and using Famly.**

As a parent I will…

* Not publish any of my child’s observations, photographs or videos on any social media site.
* Keep the login details within my trusted family.
* Speak to a member of staff if I experience any difficulties accessing my child’s learning journey.
* Give permission for my child to appear in other children’s videos, photos and observations.

I agree to the guidelines:

Print name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

In order for us to set up an account for you, we require the following information. The account will be set up for you and we will hand these details back to you.

Parent name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password: initial set up will be emailed over and you can create a secure password from there. Please update your child and parents personal information once you are set up on the website/app.

Log in address: <https://app.famly.co/#/login>

**Green Meadows Consent Form**

Green Meadows Elderly residents’ home have invited us to join them twice a month for a play session. We believe that this is a fantastic opportunity and are hoping to involve all the children.

The staff and residents of Green Meadows have come to the nursery for a visit and every week we take a small collection of children to Green Meadows for a stay and play session.

If there are any parent volunteers who would like to help on the children’s visit to Green Meadows, please let myself, Amanda or Robyn know.

We are also hoping to take pictures to use via social media and hoping to get the local newspaper involved.

Below is a permission slip asking for permission for your child/children’s pictures to be used in the media or newspaper. If you have any queries, please do not hesitate to contact me.

Kind Regards

Michelle Josephs

I do/do not give permission for you to take my child/ren\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to Green Meadows Nursing Home.

I do/do not give permission for my child’s photograph to be used for in social media or newspapers.

I would/ would not like to volunteer on any future dates. (Usually we go on a Wednesday)

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Denmead Day Care Parent Contract**

**Parent/Guardian Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number: (home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(mobile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Dependent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Dependent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Dependent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Dependent:­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** hereby agree to keep Denmead Day Care Limited informed of any changes regarding home address and contact numbers. To enable them to contact in case of emergency.

I can confirm that I **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** being fully responsible (100%) for all payments regarding childcare for my child/children, and to pay all advanced invoice(s) including Ad Hoc invoice(s) either on receipt or within 7 days (and if any **Tax Free Credits/Work Vouchers apply** that they will be paid also within 7 days of date of invoice(s)) to avoid additional charges.

 I acknowledge that I fully understand and accept all Fees and Additional Charges being applied, due to late payment of any/all invoice(s) and Ad Hoc invoice(s) which is explained in the Parent Pack.

I understand that if the nursery must close for any reason and it is out of the settings control, that I am still liable to pay for any contracted or ad hoc booked sessions. I understand that if the nursery is to close for a long period then a retainer fee will apply to hold spaces.

**Parent/Guardian Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DDC Witness sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DDC Print Name: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date signed: ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**