

**Orchard Farm
Day Nursery Ltd
Fairmile
Henley-on-Thames
01491 577716**

Enrolment Form

Childs Name.....D.O.B.....

Address.....

Tel; Home.....Work.....

Mobile.....

Sessions Required

	FULL TIME	FULL DAY	A.M 8.0-1.0	P.M 1.0-6.0
MON				
TUES				
WED				
THURS				
FRI				

Nursery Fees

	WEEK	MONTH
FULL TIME	£225.00	£975.00
1 Full Day	£ 57.50	£249.16
2 Full Days	£115.00	£498.33
3 Full Days	£172.50	£747.50
4 Full Days	£230.00	£996.66
AM/PM 1x	£ 36.50	£158.16
2x	£ 73.00	£316.33
3x	£109.50	£474.50
4x	£146.00	£632.66
5x	£182.50	£790.83

On which day would you like your child to start...../...../.....

Deposit payment; £..... First Month Fee payment; £.....

Total Enclosed £..... Date...../...../.....

Please indicate the method of your monthly fee payments (please circle).

S/O, Cheque, Vouchers, Other.....

I have read and accept the nursery terms and conditions overleaf.

Print Name.....

Signed.....Date...../...../.....

Please also sign bottom of Terms and Condition sheet overleaf

TERMS AND CONDITIONS

Payment of deposit/nursery fees;

A deposit of one month's fees is required to secure your child's nursery place. This deposit is held and, if the required notice is given, refunded after your child has left the nursery. Nursery fees are due on the 1st of each month payable by S/O, Cheque or vouchers one month in advance and remain payable throughout the year, during periods of holidays, sickness, Bank Holidays, Christmas closure, and extreme weather conditions. The staff at Orchard Farm Day Nursery are dedicated to keeping the nursery open and running smoothly for the designated 51 weeks of the year. However, in the event of unforeseen emergency closures, for example due to power cuts, or extreme weather conditions preventing staff from getting to work, Orchard Farm day nursery reserves the right to close for up to two consecutive days without the refund of nursery fees. Fees not paid within 5 working days at the beginning of the month will be charged a £20 late payment charge. Any extra sessions will be chargeable when booked and payment is required on the day your child attends.

Notice period;

We require 8 weeks notice in writing if you wish to reduce your child's sessions or leave the nursery. This notice period also applies if you do not want to take up your child's nursery place once booked.

Late collection of children from the nursery;

The nursery closes promptly at 6.00pm. Please ensure that you arrive by this time as a late collection fee will be payable of £5 for every 5 minutes. This enables us to pay overtime to the staff who have worked late to provide care for your child. The late fee also applies to the end of the morning session at 1.00pm unless an alternative arrangement has been made with the nursery.

Allergies;

Children with severe allergies can be accepted into the nursery providing their parents adhere to our policy regarding this. Please ask for this policy if your child is allergic to anything that may pose a threat to their well being or uses of an EpiPen. Please note that if your child develops a life threatening allergy during their time at the nursery, this policy must be adopted. If your child requires an EpiPen, one must be available to use in the nursery at all times, and written permission will be required to use it. **If the administration of prescription medicines requires technical/medical knowledge, then individual training must be given from a qualified health professional. Staff will not be allowed to administer such medication without this training.**

Special Diets;

We will make every effort to meet your child's dietary needs. It is essential that parents keep us informed both verbally and in writing of any changes. We would ask all parents to pay special attention to our nut free environment and not to bring in any foods containing nuts.

Belongings;

All personal belongings are left at the nursery at your own risk. Please ensure that all clothes, shoes, toys etc are clearly named, as this will greatly assist staff in returning missing items.

Employment of nursery staff for out of hour's childcare;

If you choose to use a member of staff to baby sit, take your child home or make a private arrangement, please be aware that it is at your own risk. The nurseries liability insurance will not be valid once a child leaves the nursery. Should a parent approach a member of staff to work privately for them on a permanent basis, the usual agency fee of £2000 will be made, to go towards the cost of replacing the staff member.

Nursery sickness policy;

Please do not bring your child to nursery if they are unwell. There is a minimum period of **48hours** exclusion for cases of sickness and/or diarrhoea. The exclusion period is extended to 5 – 7 days for any of the contagious childhood illnesses. If your child is prescribed antibiotics, please ensure a full 24 hours dosage has been given prior to returning to nursery. Prescribed medicines can only be given in nursery if a nursery medicine form is completed.

Please note that we reserve the right to amend out terms and conditions as necessary.

Signed.....Dated.....