



PARENTS GUIDELINES AND CONDITIONS

Please note the following conditions:

- All items of clothing/belongings need to be clearly named.
- Once a child has been collected from their room by a parent, the parent is completely responsible for their child. If a parent wishes to communicate with another parent or member of staff it will be the responsibility of the parent to monitor the child at all times.
- Parents should always be responsible for their child following them through the main entrance door when entering and leaving the nursery.
- Parents should be prepared to give information on entry about themselves and whom they are collecting as sometimes staff will not be able to recognise everyone.
- Newsletters should be read by parents as important information can sometimes be missed.
- No sweets or fizzy drinks are allowed on the site of the nursery.
- A deposit of 2 weeks' fees has to be paid when registering your child. This will be refunded on departure within 4 weeks assuming the fees are up to date.
- Fees are payable in **ADVANCE**, accounts are to be cleared by the 7th of the month for those paying monthly, or by Friday for those paying weekly.
- Fees are not refundable for absence, whatever the circumstances.
- Fees are payable 52 weeks of the year (including sickness, and absenteeism) less the days we are shut over Christmas and New Year. We require a 4 week notice in writing if you choose to take your child out of nursery. If we do not receive this then you will be sent an invoice for the following month. Any fees not cleared upon leaving will be passed to our Debt Recovery Agent.

12 Sang Road, Kirkcaldy, KY1 1EX

T: 01592 643862 E: info@littleeinsteinsnurseries.co.uk

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- Nursery Hours are from 7.30 to 6.00 pm. If a child is being dropped before 7.30 am you need to make prior arrangement. If a child is collected after 6.00 pm there will be a charge of £15.00 for first 15 minutes that you are late and then £5.00 for every 5 minutes after that.
- Parents are required to update information immediately - e.g. change in telephone number, business extension, address (home or place of work), as we must be able to contact the parent/carer when necessary.
- Authorisation for collection of your child must be in writing. The person must be over 16 years of age and will be asked for identification.
- Details of your child's health are required on their return after illness - a member of the nursery staff may need to check with you and see your child before your child returns to the nursery.
- Children will not be handed to anyone other than parents unless previously notified in writing.
- Children are encouraged to not play with their own toys at the nursery as they may be lost or damaged.
- The nursery can take no responsibility for the personal possessions of the children.
- We are advised to inform all parents and carers of the duty placed on registered facilities to report concerns relating to possible child abuse to the relevant authorities. In addition, it is the duty of the nursery to cooperate and support any investigation by external agencies; again this may be done without prior knowledge or consent. We may do so without your consent and/or without informing you.
- Parents must abide by all reasonable requests to ensure the safety of their children.
- Fees are subject to annual revision in March every year but may also be revised at other times by giving prior intimation.

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PRICE LIST (as at 15 Apr 17)

Session		
Full Time	£42 daily	£195 Weekly
Part Time (0730-1230 or 1330-1800)	£24 per session	
Breakfast Club (incl drop off at School)	£7.00 daily	
After School Club (incl pick up)	£13.50 daily	
Holiday	£39	

Payment

- ✓ Fees are payable in ADVANCE by standing order on a monthly basis. Please write your child's name in the reference column.

Or

- ✓ If paying fees by cheque - please ensure your child's name and the period you are paying for is mentioned on the reverse of the cheque as reference. Cheques made payable to **LITTLE EINSTEINS KIRKCALDY**

Or

- ✓ Card payment by phone 01592 722227 (0900-1700 Mon to Fri). Please note we charge a £1 Admin Fee for using a Debit Card, £2 for a Credit Card.

Or

- ✓ Cash to the Manager at the Nursery.
- ✓ We reserve the right to refuse admittance to Children of overdue accounts.
- ✓ Overdue accounts will be passed to our Debt Recovery Agent, for which you will be liable for all additional costs (interest, debt collection charges).

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I being the Father/Mother/Guardian (please circle appropriate) of the above child request a place for my son/daughter at Kirkcaldy Nursery. I herewith enclose £..... (in words)cheque/cash for Little Einstein Nurseries to confirm my space.

Date.....

Signature.....

For Nursery Use Only –

Tentative start Date:.....

Deposit Paid (Cash/Cheque)..... Date.....

Cheque No..... Bank Details.....

Manager's Name..... Signature.....

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