

AGREEMENT/CONTRACT

BETWEEN BLACKSHAW NURSERY AND (Parent)

Dated

- 1) I will pay the monthly fees for the agreed package for my child in advance to Blackshaw Nursery, by standing order.
- 2) I will read and comply with the Nursery's policies, rules and procedures and comply with them at all times. I understand that these may be updated from time to time. I have read and understood the Complaints Procedure, available on our website.
- 3) I have read and understood the Nursery Record Retention & Disposal Policy.
- 4) I agree to comply with the Nursery Health & Safety Policy & Rules and sign the fire register when my child arrives and leaves the Nursery.
- 5) I understand that the Nursery has its own Safeguarding/Child Protection policy, a copy of which is displayed on the parent's notice board. I have read the Child Protection Policy Statement available on the Nursery website. I will inform the Nursery staff if my child arrives with any injury/wound and enter the details in the Accident Book, signing and dating it.
- 6) I will be responsible for my child's behaviour whilst I am on Nursery premises, and have read and understood the Behaviour Management policy available on the Nursery website.
- 7) I agree to inform the Nursery as early as possible on the day of absence if my child will not be attending the nursery, and the reason.
- 8) I will notify the Nursery of any change in details, i.e. telephone numbers (work or home), home address, work department, emergency contact number etc.
- 9) I consent to my child's 2 year Education Review being shared with their Health Visitor to form the 'Integrated 2 year Health and Education Review'. I agree to update the nursery with details of any change in Health Visitor or their address.
- 10) I will provide the nursery with a copy of my child's 2 year health check (from their Red Book) when it has taken place, or on starting at the nursery if it has already taken place.
- 11) If I take a photo of my child at their birthday party, on Sports Day, or at any other nursery function and another child is in the background, then I agree that I will not share this photo with other family members or put it on 'Flickr' or any social networking site.

12) I will give Blackshaw Nursery written notice of at least 6 weeks if my child is leaving the Nursery, or if I intend leaving the above Trust's employment. I understand that fees will be payable during this notice period. This applies from my acceptance of the place offer, even if my child does not in fact start at the Nursery.

13) I will settle my Nursery account in advance each month by arranging a standing order with my bank. The Nursery bank account details are as follows: **HSBC Balham; Sort code: 40 01 07; Account no. 91051148.** I understand that the Nursery will notify me of the charges per calendar month in my place offer letter. I agree to provide evidence that the standing order has been set up on my child's first day. I understand that the Nursery account is my responsibility and I will pay any balance prior to my child leaving the Nursery.

14) I accept the place for my child and fully understand the conditions of the offer, and enclose a deposit of **one month's fees**, which I understand will be refunded when my child leaves the nursery, or offset against my final account.

15) I have read and understood the Nursery information booklet.

16) I have read and understood all the policies on our website:

- Parental responsibility form
- Developmental starting point
- Parent's complaints procedure
- Behaviour management/bullying policy
- Biting policy
- Out of hours babysitting policy
- Use of social networking sites
- Use of mobile phones & digital photography policy
- Late collection of nursery children
- Safeguarding policy

17) I will keep a copy of this document for my records.

18) I will provide a copy of my child's passport/birth certificate for the nursery records.

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

Print name.....

Place sharers only (if applicable)

I have read and fully understood the terms and conditions of the place share policy and agree to abide by the procedures contained in the document.

Signed **Dated**

Print name

File: Agreement1/11.07