

ROSEMARY WORKS TERMS AND CONDITIONS from 05/01/15

Deposit

Nursery Class: When a place has been offered, we require a deposit of £500 per child. This is non-refundable in the event that you do not take up the place or if you fail to give us the required notice. The deposit will, however, be refunded when your child leaves, provided the appropriate notice is given.

School: When a place has been offered we require a deposit of £3000 per child (reduction may be available for additional siblings). Your deposit is non refundable in the event that your child does not take the place, or if you fail to give the required notice. The deposit will be deducted from your child's final term's fees, with proper notice. The first £1000 instalment of your deposit is non refundable if your child leaves the school prior to completing one full academic year in Reception Class. A reduced deposit of £500 is required for entry into the school at Year 1 and above. Your deposit is non refundable in the event that your child does not take the place, or if you fail to give the required notice. The deposit will be deducted from your child's final term's fees, with proper notice.

Fees

These are shown on a separate sheet.

Nursery Class: We offer two alternative types of day care: a short day from 10 a.m. to 4 p.m. or a full day from 8a.m. to 6 p.m.

School: Children may attend for school education during term time only, or may opt to attend pre and post school care available from 8 am to 9.15am, and from 4pm until 6pm. We also run holiday play schemes.

Fees are payable for sessions missed through illness, taken as holiday and when the nursery and school closes. We reserve the right to increase the fees at our discretion. It is our policy that nursery fees shall be paid one month in advance by Standing Order Mandate. In the case of school fees, these must be paid one term in advance at the beginning of the term. Interest may be charged for late payment. You may be asked to remove your child from the school if fees are not paid in reasonable time.

Notice

Nursery Class children

We require two months notice **in writing** of your intention to withdraw your child from the nursery class. This should be addressed to Jacqueline Logue. For insurance purposes, your child is deemed to be a member of the nursery even during the settling in period and thus the notice conditions apply. Failure to do so will result in charges of two months' fees in lieu of notice.

School:

Any parents of children in Reception Class or above need to give one full academic term's notice of their departure, or fees will be charged in lieu of notice. Fees in lieu of notice are charged at the standard termly rate and do not include discounted rates.

Collection/Late charges

The Nursery and the School close at 6 p.m. We would ask you to be particularly considerate of our staff at the end of a long and busy day. Please try not to be late picking up your child, and telephone us if you are going to be late. Our insurance policy only covers us from 8 a.m. to 6 p.m. and the Nursery and School must be cleared completely by 6 p.m. We talk to all parents about drop off and collection times and we try to accommodate everyone's need, but there are occasions when you may be asked to collect your child early because of illness. We reserve the right to charge for late collection as follows:

Pick up 6 – 6.15	£10
Pick up 6.15 – 6.30	£20
Increasing by £10 per 15 minutes thereafter	

This sum will be paid direct to the member(s) of staff who stayed on.

Closure

We close for approximately two weeks at Christmas (At 12 noon on the last day) and for 4 days at Easter, excluding Good Friday and Easter Monday. We also close one day during the year for training purposes. Please see the relevant term dates for exact information.

Non-attendance

Please let us know by 9.00 a.m. if your child cannot attend. If your child is over 5 we are required to keep attendance statistics, including late attendance.

Accidents and Sickness

We are very conscious of the needs of working parents and we try to be as flexible as possible about acceptance of children at the Nursery or School, even when the child is under the weather. We are happy to take children when they have a cold, a sore throat or other minor infection. However, we would ask you not to bring in children when they have an infection that seriously incapacitates them and/or is likely to be highly infectious, such as diarrhoea, sickness or bronchial infections. We

do not allow children to attend when they have contagious diseases such as conjunctivitis or chicken pox, because this puts all the other children at risk. If your child arrives at school and during the day is sick, has acute diarrhoea, or recurrent head lice, we will ask you to take them home. If your child is ill and the doctor prescribes antibiotics, please take a day to let them work before bringing your child back in. The Nursery and School are very stimulating environments and not the best place if a child is unfortunate enough to be unwell. In circumstances where your child has been away with a severe gastric illness, we may need you to bring in a letter from the doctor to say that they are no longer infectious. This is entirely to safeguard the other children and the staff. Rosemary Works will act in *loco parentis* in the event of any accident, illness or emergency. We require you to sign a consent form for any emergency medical treatment. All details of medicines you wish to be administered should be put in writing. We have staff trained in first aid who will carry out any reasonable treatment for minor injuries or illnesses, including the administration of Calpol, asthma pumps and epipens. You will always be phoned first before any medicine is administered to your child and a medicine book will need to be signed each time. We cannot accept any liability, however, in respect of such treatment. Your children are insured against accidents.

Medication

Medicine prescribed by a doctor will be entered in our medication book. You will be asked to sign the form after medication has been administered.

Food Allergies

In very rare occasions, if your child suffers from severe allergies you may be asked to bring in your own food from home.

Change of attendance day details for Nursery Class children

Parents who book places for their children, but who have yet to take up their place with us must give two month's notice of their wish to reduce their days. The Nursery and School reserve the right to cancel the place entirely and return the child to the waiting list. All requests for changes of days or hours must be put in writing. If a child has already taken up a place and parents wish to reduce their hours, then two month's notice of such change must be given.

Personal details

It is the parents' responsibility to notify the Nursery or the School of any change in personal details.

Pick up

We will not allow your child out of our care to anyone else unless notified in advance by a parent with an agreed name and password.

Personal possessions

Whilst we take the utmost care of the children's belongings, we cannot be held responsible for any items of clothing or toys brought to the Nursery or School. All items of clothing and/or toys should be marked with the child's name. In the event of any item being mislaid, we will notify all parents of the loss in an effort to retrieve it. Please also label your prams or buggies.

Photographs

Upon a child entering the Nursery or School, parents agree to the child being photographed on occasion by a teacher or individual validated by the Nursery. Photographs form part of our Observation process on each child. On rare occasions we may need photographs for publicity. If this is the case, we will seek parental permission. If any parent has strong views on the use of such photographs, please let us have notice of this in writing. Please see our Policies and Procedures file for full details.

Complaints

We have a formal Complaints Procedure. You will find a copy of this in our Policies and Procedures Folder which is kept on the table in the main lobby. Copies will be supplied on request.

Please sign the declaration below and return to Rosemary Works School, keeping a copy for yourself.

I/We agree the above terms and conditions.

Signed.....(Parent/carer 1) Name:.....Date.....

Signed.....(Parent/carer 2) Name:.....Date.....

Name of child.....

Email address.....