



Head of Nursery
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JOINT COLLEGES NURSERY (CAMBRIDGE) LTD CONTRACT WITH PARENTS

1. You should have already received a JCN Prospectus, which sets out some of the terms of the place offered. If not please see the Administrator in the office for a copy. Other aspects of childcare and nursery procedures are set out in the JCN Company Handbook, which is kept in the Office and can be viewed by request. Both the Prospectus and the JCN Company Handbook may be amended and updated from time to time.

2. You should read and be familiar with JCN's Policies and Procedures. A paper copy of this is kept in the Office, and can be viewed by request. Alternately, this can be found on our website <https://www.jcn.org.uk/policies-procedures.html>.

3. In accepting the offer of a place you are asked to pay a deposit of one month's fees. This is normally returned when your child leaves JCN, and can be set off against the final fees due provided that all fees due are paid up to date. If a place is accepted but not taken up, then the full deposit will be forfeited if less than one calendar month's notice is given. If more than one calendar month's notice is given, 50% of the deposit will be refundable.

4. You have been notified of the current fees. Fees are invoiced on the 1st of each month for that month. Payments should be received in JCN's bank account by the 15th day of that month. A late payment charge of £25 will be due in respect of any fees not paid by the due date. Should any payment or part thereof fail to reach the JCN by the end of that month the place shall be liable to be forfeited. We accept payments by standing order, bank transfer or childcare vouchers. The Nursery will endeavour to give one month's notice of any increase in fees but reserves the right to increase fees without notice.

During the transition period of a recommended two weeks for a Full Time place and one week for a Part Time place, fees are charged by the number of hours attended. Please ensure you sign the transitions form, which is completed by your child's keyperson, to indicate your agreement to the hours. If your child settles in less time and therefore does not require the entire recommended transition period, your key person will discuss and agree with you to end the transition period, and the full daily fees commence thereafter.

Fees will apply the day after the recommended transition period. Fees are payable during periods of absence from the nursery, including sickness, holidays and during public and bank holidays. Fees include periods of absence (sickness, holidays and bank/public holidays), but exclude the one week between Christmas and New Year (Christmas week). Therefore, the monthly fees invoiced already reflect the reduction of Christmas week, which is not charged. There is no reduction or refunds for bank or public holidays once normal fees commence. The nursery will be closed on the annual bank holidays and the days between Christmas and New Year.

5. When a child turns two, the fees will be charged accordingly the month after their second birthday. Likewise, when a child turns three, the fees will be charged accordingly the month after their third birthday. The child becomes eligible for Early Years Funding in accordance to legislation laid out by the Government and Local Authorities. Please refer to the Policies and Procedures for further detailed information.

6. You must give one calendar month's written notice of your child's leaving JCN. One month's fees in lieu of such notice will otherwise be charged. You may use your deposit towards your final fees, provided that all fees due are paid up to date.

If you give your termination notice within one calendar month of your child's starting date, your full deposit will be forfeited. The date that you give the notice will be your child's final day of attendance.

Where you are offered a fixed term contract, the child may attend JCN only up to the date stated on the contract. Fees are payable up to that end date. Should you wish to leave earlier than one month before the end date, then a month's written notice should be given.

7. If you change your placement, e.g. from a part time place to a full time place, or vice versa, you are required to give one month's written notice. As there are a limited number of places, we cannot guarantee a place will be available for your new placement at the end of the month's notice; however, we will endeavour to accommodate your request as soon as possible. You will be offered the requested placement when such a place becomes available. When you change your placement, a new contract will be made, and your deposit adjusted accordingly. Your original place will be forfeited and offered to other families on the waiting list.

8. If a place is offered to a child, and accepted, should there be any delay in the child physically taking up the place after the starting date, then the place must be reserved for the child by the payment of 75% of the appropriate fees for the duration of the reservation of the place.

If a child has taken up the place physically and has to be absent for a long period of time for any reason, and is intending to return, then the place may be reserved at the discretion of the Head of Nursery, on the payment of a retainer to reserve a place in nursery for the period when the child does not attend nursery. The absence would normally be for 12 weeks or more. This provision is not meant to serve to reduce fees when a child is on vacation.

9. JCN hours of opening are set out in the Prospectus. JCN imposes a charge of £2.00 per minute for a late pick-up; if such a charge is incurred you will be invoiced at the beginning of the following month. As with fees, payment should be made by the fifteenth. If your child will not be attending JCN for all or part of a session, which he/she normally attends, please notify the Office as soon as possible. Please note you will still be charged for an absence.

10. When bringing your child to JCN, please sign him/her in before accompanying your child into the appropriate room. This is to ensure a good handover to a member of staff and to pass on any relevant information concerning your child. JCN will assume responsibility for your child at that point.

When picking your child up, you must speak to a staff member so that any matter which needs to be reported can be passed on to you. At this point you will resume responsibility for your child, even if you stay on JCN premises (including the garden and car park). You must stay with your child at all times after that until you leave JCN premises. Please remember to sign your child out.

If your child is to be collected from JCN by someone other than you, you must inform the Office in writing (except in an emergency, in which case notification by telephone is acceptable - but this must be confirmed in writing, unless this is clearly inappropriate). The person collecting your child should carry a letter of authority from you (unless the Head of Nursery has agreed to dispense with this requirement), and some form of identification.

11. You must not bring your child to Nursery if he or she is suffering from any infectious or contagious disease and requires medical attention.

When a child appears unwell or off colour, parents are asked not to bring her/him to nursery as it is unfair to the other children.

With the welfare of the sick child in mind and in the interests of the remaining children, if in the opinion of the staff a child is ill, then the parent will be contacted and may be requested to collect her/him as soon as possible.

The staff must be convinced that a child has returned to good health before re-admitting her/him.

If your child needs urgent medical care at any time when JCN is responsible for her/him, and you cannot be contacted, you hereby consent to JCN having the authority to agree to such urgent medical care on your behalf. It is clearly most important for you to keep us fully up-to-date with any changes in your contact details and the other information included in your health and medical form (doctor's details), and any necessary information about your child's medical condition (forms are available from the Office).

12. You must notify JCN in writing if your child has any special educational, dietary or other needs.

13. During normal JCN opening hours, 'spur of the moment' outings, i.e. to feed the ducks or visit the local park, may take place. This will depend on staff-child ratios and weather permitting. 'Spur of the moment' outing permission slips must be obtained from the office if you have not already received one with this pack.

14. JCN reserves the right to ask you to withdraw your child from the Nursery. This will be on one month's prior written notice, save in exceptional circumstances.

Please return the signed copy of the 'Contract with Parents' to acknowledge that you accept the above terms.

I/We have read and agree to the terms of the 'Contract with Parents'.

Signed Signed.....

Print..... Print.....

Date..... Date.....