



## TERMS AND CONDITIONS

UPDATED: 01.02.2021

THE DOCUMENT AND THE TERMS AND CONDITIONS WITHIN IT GOVERN THE BASIS ON WHICH LITTLE FRIENDS NURSERY (REFERRED TO HERE AS WE' AGREE TO PROVIDE CHILDCARE SERVICES TO PARENT(S)/GUARDIAN(S) CARER(S) (REFERRED TO AS 'YOU').

ONLY A PARENT/GUARDIAN WITH PARENTAL RESPONSIBILITY FOR A CHILD CAN REGISTER THAT CHILD FOR A CHILDCARE PLACE WITH US. WE WILL ASK TO SEE YOUR CHILD'S BIRTH CERTIFICATE OR OTHER RELEVANT DOCUMENTATION, TO CONFIRM THAT YOU HAVE PARENTAL RESPONSIBILITY FOR THE CHILD AS PART OF OUR REGISTRATION PROCESS.

### 1. General

#### 1.1 Age of Admittance

8 months to 5 year olds

#### 1.2 Hours of Opening

The Nursery is open Monday to Friday from 8.00am to 4.00pm.

#### 1.3 Weeks Open

The nursery is open 38 weeks a year.

#### 1.4 Settling In / Gradual Admissions

It is our aim to allow all children time for settling in, so that the child can form relationships with our staff and become familiar within the nursery surroundings. Each child and their needs differ so the length of time for settling in varies from child to child. We find this normally consisting of 2-3 sessions.

We request that a parent completes all of the registration forms and permission forms on the (Famly App) in advance of the start date and that the week before the start date a parent attend the nursery so that they can read all policies and procedures and staff can obtain the relevant child related information and consent to ensure a smooth transition into nursery.

#### 1.5 Changes

We reserve the right to make amendments to the terms and conditions of your childcare contract without notice. The current terms and conditions are published online.

#### 1.6 Change of Details

You must immediately inform us of any changes to your contact or bank details.

### **1.7 Court order**

You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

### **1.8 Nappies**

Parents / Carers are asked to provide supplies of their preferred nappies when required. These will be kept in the child's individual bags. Additional nappy changing materials will be provided by the nursery. (For under 2 years old children, the nappies and wipes are provided by the settings)

### **1.9 Off Premises Visits**

Staff will occasionally take the children for walks or visits off premises during the course of their sessions in accordance with statutory staffing requirements and parental consent being obtained.

### **1.10 Mobile Phone**

To ensure the safety and wellbeing of all children who attend our nursery, we enforce a no personal mobile phone usage within our settings. Should you be on your personal mobile phone as you arrive at the nursery can we please ask that you conclude your phone call before entering the premises and do not use this again until you have left the nursery.

### **1.11 Equal Opportunities**

We are an equal opportunities organisation, which makes decisions without regard to race, colour, sex, religion, national origin, age, disability, marital status or sex change status or any other factor protected by law.

### **1.12 Nursery Closure**

The Nursery will close for 4 weeks of the year, this usually includes 1 week at Christmas, 1 week over Easter and 2 weeks over the summer. Confirmed dates are published annually, you are not charged for these closures.

In addition to this the nursery will be closed during Bank Holidays and for up to 5 inset days throughout the year for staff training, you will be charged for these days.

If the nursery takes the decision to close due to events or circumstances which are outside our control, we shall be under no obligation to provide alternative childcare facilities to you or refunds.

If the closure exceeds 3 days in duration (excluding any days when the nursery would otherwise be closed), we will credit you with an amount that represents the number of days the nursery is closed in excess of 3 days.

### **1.13 Complaints or Concerns**

Parent / Carer satisfaction is of paramount importance to us and any concerns / complaints will be reported to the appropriate person for investigation. If you have a concern or complaint if possible please speak to the nursery manager or deputy manager alternatively you can email the Nursery Manager. If you have any concerns regarding the services we provide, please discuss these with your child's key-worker. If these concerns have not been resolved to your satisfaction please contact the Nursery Manager.

### **1.14 Employment or Solicitation of Staff**

If, during this childcare contract and for a period of 6 months after the termination of this contract, you (directly or indirectly) employ or otherwise engage the services of any member of our staff who has had contact with your child under this contract then you will be liable to pay and you will be invoiced a fee of £2,000.00 as payment to us recruiting and training a suitable replacement member of staff.

## 2. Medical

### 2.1 Emergency Treatment

Any child who attends Nursery and has an accident whilst in our care will be given basic first aid treatment by staff. This will include the treatment of minor cuts, bumps or bruises.

Any emergency treatment or medical advice will be permitted unless a parent states in writing otherwise. The Nursery does not accept any responsibility for treatment given against parent's wishes if we have not been informed otherwise.

### 2.2 Accident Book

All Parents will be informed of any accident and required to sign an accident form (in Family App). In the case of a more serious accident or incident a child will be taken immediately to a doctor or the nearest hospital and parents will be informed.

### 2.3 Sickness

#### 2.3.1 At home

A child should not attend the Nursery if suffering from any of the following; a high temperature, vomiting, diarrhoea has any infectious disease, or has been given medication within 24 hours before attending the Nursery. In any event you must immediately notify us if a Child displays any such symptoms. We do reserve the right to ask you to obtain a certificate from your G.P. confirming that a child is fit to return to the Nursery. You must also notify the Nursery in writing of any accident or injury the child may have suffered since last in the care of the Setting

#### 2.3.2 In the Nursery

The Nursery will make every effort to notify parents should their child become ill at the Nursery. Senior staff reserves the right to remove the child to hospital in an emergency. Please note minimum exclusion periods apply and must be adhered to; our policy and guidelines are available from the nursery manager.

### Minimum Exclusion Period for Nursery

<b>Disease / Illness</b>	<b>Minimum Exclusion Period</b>
When on Antibiotics	First two days at home
Chickenpox	7 days from appearance of the rash
Conjunctivitis	24 hrs at home with prescribed medication
Diarrhoea:	48 hrs at home
Gastroenteritis	Until authorised by District Community Physician
Hand, foot and mouth	3 – 5 days from the appearance of the blisters
Impetigo	Until the skin is healed
Infective hepatitis	7 days from onset of Jaundice
Lice:	Until appropriate treatment has been given

Measles:	7 days from appearance of rash
Meningitis C:	Until recovered from illness
Mumps:	Unless the swelling has subsided and, in no case less than 7 days from the start of treatment
Plantar warts:	No exclusion should be treated and covered
Poliomyelitis:	Until authorised by District Community Physician
Rubella:	4 days from the appearance of the rash
Ringworm of Scalp:	Until cured
Ringworm of Body:	Seldom necessary to exclude provided treatment is being given
Scabies:	Need not be excluded once appropriate treatment is given
Scarlet fever:	No less than 3 days from the start of treatment
Tuberculosis:	Until authorised by District Community Physician
Typhoid fever:	Until authorised by District Community Physician
Vomiting:	48 hours at home
Whooping Cough:	21 days from the onset of paroxysmal cough

### 2.3.3 Contagious Disease

For the benefit of the other children in the nursery, you must not allow your child to attend the nursery if they are suffering from a contagious disease which could easily be passed on to another child during normal daily activities of the nursery.

The Nursery reserves the right to refuse to accept children until the Nursery is satisfied they are not infectious. This is to protect other children from cross infection. The Nursery's exclusion policy is guided by the relevant local Authority.

#### **If in doubt**

If your child is suffering from a doubtful rash, sore throat, discharge from the eyes, nose, diarrhoea or any similar symptoms; please keep the child at home until the doctor has certified that the symptoms have disappeared.

You must inform us immediately if your child is diagnosed with any allergy or intolerance.

### 2.3.4 Antibiotics

If your child is prescribed antibiotics, please keep them at home until 48 hours dosage has been administered in case of adverse reaction to the medication. Antibiotics and medicines will only be administered by Nursery staff after the child has been taking them for more than 48 hours at home, and only then with written authorisation from their parent. All antibiotics must be prescribed by a doctor.

## 3. Child Security and Protection

### **3.1 Child Protection**

Any child who attends the Nursery, irrespective of their racial origin, gender, physical or mental impairment, class, religion or cultural background has a right to protection from neglect, physical, sexual or any other abuse and it is our priority to keep children safe from harm whilst in our care.

The Nursery has a full written policy on Child protection which is available from the nursery manager or on the Nursery website [www.littlefriendsnursery.co.uk](http://www.littlefriendsnursery.co.uk)

### **3.2 Delivery of children**

Children should be delivered by parents/carers into the care of a Nursery Staff Member and entered into the attendance register (Family App) by the staff member.

### **3.3 Collection of Children**

Children will not be released into the care of anyone other than those named on the childcare registration form and on our Family app system unless authorised by the parents personally, by telephone or in writing. If we are not reasonably satisfied that an individual is allowed to collect your child, we will not release your child into their care.

In addition, a personal visit of introduction by the parents of anyone who will be collecting the child on occasions is encouraged so we are able to confirm their identity.

You are required to inform us immediately if you are unable to collect your child from nursery by the official collection time. All collections must be by an adult over 18 years of age. However, we may accept a young person aged 16 plus to collect the child if we feel the young person is responsible and mature to care for the child.

You are responsible for collecting your Child and leaving the Setting by the agreed time. In line with general practice, we levy a charge where a Parent is late.

Parents/guardians collecting children late from the nursery will be subject to a surcharge at a rate of £15 per 10 minutes for the first half hour, and a rate of £3 per minute thereafter\*.

### **3.4 Social Services**

It is our obligation to require or seek professional advice or actions from the local social services team if we suspect a child is suffering from harm. We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you.

### **3.5 Behaviour Management**

The Nursery has a written policy on behaviour management which is available from the nursery manager.

The use of any form of physical chastisement, verbal humiliation, or aggressive handling of a child is not acceptable at the Nursery.

## 4. Property and Premises

### 4.1 Personal Property

The Nursery does not accept responsibility for loss or damage of personal property brought on to the premises by children or parents.

### 4.2 Clothing

Parents are requested to send children in easily washable, clearly labelled clothing which is appropriate to the weather conditions. Please discourage your child from bringing items of value to the Nursery.

The Nursery will not be liable for the cost of or for replacing items of clothing that become soiled or dirty.

You should ensure that all of a Child's clothing is clearly named. You will be given a list of items to bring in before the settling in period. These are items you must provide for your child. Please provide a full set of spare clothing, indoor and outdoor footwear to the Setting. These should be appropriate for nursery activities.

## 5. Food and Drink

### 5.1 Water & Milk

Fresh drinking water and milk is available to all children throughout the day.

For the older children water is available for them to help themselves when thirsty, this promotes independence and self-help skills. All children will be encouraged by the staff to drink water throughout the day as part of our commitment to offering healthy food and drink options.

### 5.2 Meals & Snacks

Our catering company: "The Professional Nursery Kitchen". Menus are displayed on the parents display board.

The menu is 3 weeks cycle menu and the changes twice a year.

All the food cooked followed by special dietary requirements: **No Nuts**

**To avoid choking hazard all the ingredients are chopped for small peaces**

#### Snack

Children will be provided snacks at regular morning and afternoon

Time: 10 am and 2.30 pm

Snacks are variety of vegetables and fruits. Additionally bread stick and crackers.

#### Breakfast

The Nursery also provides breakfast from 8 am in the morning,

Variety of cereals, Porridge, Toast

Time: from 8 am

#### Lunch

Well balanced nutritious lunch

Time: 12 pm

We also provide Cultural Capital Menu through the year. Every month we are celebrating different country and eating their special food.

All the meals are healthy balanced diet for children age one to five is based on four food groups (Fruit and vegetables, Starchy foods, Protein foods, Dairy foods) which provide a range of essential nutrients that children need to grow and develop. The table produced by the British Nutrition Foundation. More information please visit: <http://www.theprofessionalnurserykitchen.co.uk/>

### Special Dietary Requirements

We follow your special dietary requirements (Allergies or Preferences) detailed through the registration process in Family app.

### **Nut Allergy**

As the number of children with nut allergies is increasing with parental support we aim to keep the nursery **NUT FREE**. Parents are requested not to send food or empty food packaging materials into the nursery.

**Halal:** The meats in our menu are come from Halal source

## 6. Childcare Registration

### 6.1 Confirmation of your Childcare place

We will confirm your childcare place within 7 working days as this is subject to childcare place availability.

Prior to the settling in the period you will be asked to complete a registration form. We place great reliance on the information supplied so it is essential that you immediately advise us of any changes to the information you give us. The registration is an online process through our Family App.

For security purposes we will take and digitally store photographs of parents in our system. Photo identity of any third party authorised to collect a child will also be required.

### 6.2 Family App

**Little Friends Nursery** uses the Family App nursery management system to keep you and your family updated.

Available on:

**Apple:** <https://apps.apple.com/dk/app/family-app/id807454588>

**Andorid:** <https://play.google.com/store/apps/details?id=com.family.family>

**Amazon:** <https://www.amazon.com/Family/dp/B07NCV3F5B>

### Functionality:

- Send messages to parent
- Receive messages from parents
- Receive instant messages from parents
- a. Holiday  
Inform us when you are going on holiday
- b. Sickness  
Tell us when your child not feeling well

- Accident/Incident form  
Inform you if any accident happened in the nursery  
Inform us if any accident happened at home
- Daily instant feedback: snack, lunch, tea, drinks, nappy change, washing hands  
You will receive instant messages to your phone through Family app
- Observations
  - a. Receiving Observations from parents  
Send us a photo what the children did in the weekend, where have you been, what the children achieved
  - c. Send Observation to parents  
What children have achieved in the nursery
- Reports  
Settling in reports – all about the first 3 weeks, termly reports about your child progress
- Permissions  
Tell us know what we can and cannot do in case of emergency and other situations for example outings; apply sun cream, making photos etc... (All permissions are available on Family app in the registration process)
- Parents Photo and child collections details  
Tell us who can collect your child and who can have access to Family app
- News Feed  
Announcements  
Invitations  
Celebrations/Events

## 7. Fees & Payments and Other Charges

### 7.1 Your First Invoice

We will create your first invoice from your child's first day of attendance until the end of the month. This invoice must be paid in advance before or on your child's first day of attendance.

### 7.2 Payment of Fees

Fees are due monthly in advance in accordance to your booking pattern by the 1<sup>st</sup> day of each month. Monthly invoices are usually sent to Parents on or about the 1st working day of each calendar month and are payable by no later than the 7th day after invoices are sent. Invoices detail the amount due, any adjustments for the previous month and any other charges. We reserve the right to charge interest at 3% over the prevailing Bank of England Base Rate on any outstanding sums due to us.

### 7.3 Non Payment of Fees

A one off administration charge of £15 will be applied to your invoice and a further charge of £5 per day that the payment is late. If the payment of nursery fees is outstanding for more than 14 days after the 1<sup>st</sup> of the month this will result in the termination of your childcare contract and the loss of your childcare place unless alternative arrangements have been made with the Nursery Managers. If you have any concerns regarding your fees please talk to the nursery manager as soon as possible.



Fees are inclusive of all statutory public holidays, nursery inset days and nursery closures. Nursery closures include Government interference, pandemics and all unforeseen circumstances beyond the control of the nursery. The nursery will always take a fair and measured view of individual circumstances in the case of forced closures.

Whilst Childcare Vouchers and tax-free childcare from your government account are accepted, Parents are ultimately responsible for the payment of sums due to the nursery. Should you decide to request extra sessions these will be charged in accordance with our fees.

No refunds or credits are due in the event of a Child's absences, including sickness or holidays.

Prior to settling in your Child and in order to secure a place at the Nursery you will be required to pay a non-refundable registration fee and a deposit. All or part of the deposit will be used in the event of any sums due to us being unpaid or if insufficient notice is given in the event of a Child leaving the Nursery. In the event of a place at the Nursery being accepted and subsequently cancelled by you we reserve the right to forfeit any deposit paid.

If we have to use all or part of the deposit you may be required to pay us an amount equal to the amount of the deposit utilised, to replenish your held deposit amount. Any unutilised deposit will, at the discretion of Little Friends Nursery, either be applied towards the final months Fees or returned to the Parent within 28 days of a Child leaving the Nursery where proper notice has been given

#### **7.4 Administration Fee**

An initial administration fee of £100.00 is payable to reserve your childcare place and reserve your booking pattern. This is non-refundable in case of cancellation or termination of your childcare place.

#### **7.5 Deposit**

We do not charge deposit

#### **7.6 Discount**

##### Sibling Discount

Where parents have more than one child at the Nursery, a 10% reduction in fees is allowed for the second and 5% on any subsequent children. This is applicable only on the booking pattern and does not include extra sessions or additional hours.

##### Invite Family - Discount

Discretionally one off 5 % discount applies to \*both families when parents invite new family or friends to the nursery, starting from the following term. \*(discount not applicable for funded places)

#### **7.7 Securing a Childcare Place**

We are able to secure a childcare place and booking pattern on receipt of a deposit, we are unable to reserve a childcare place for more than 6 months in advance of your child's start date.

Should you wish to extend this 6 months period then you will be required to re-register and pay the registration fee to secure the place

## 7.8 Payments

- Direct Debit
- Online transfer  
The transfer can be made on the following bank account on behalf of Little Friends Nursery

<p><u>Account Name:</u> LFN LIMITED <u>Bank:</u> SANTANDER <u>Account Number:</u> 18280913 <u>Sort Code:</u> 09-01-29</p>
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**Please use your child's full name as a reference**

- Cash  
Please only pay for the management team:  
Manager - Dilek Aygun or Deputy Manager – Barnabas Bordas  
Make sure you take your receipt with you  
After the payment you will receive an email confirmation by Family App

### 7.10 Additional Service Fees (Monthly in arrears)

Additional hours and additional sessions are invoiced on the following months invoice.

### 7.11 Your Final Invoice

We will create your final invoice from the date of your termination email. You will be required to pay the full fees for the thirty (30) days' notice. It is your responsibility to obtain a receipt from the nursery manager as your proof of termination. Your child may attend during this time unless you have breached the childcare contract terms and conditions.

## 8. Booking Pattern

We charge for the 8 public holidays and therefore fees are calculated on a 48 week booking pattern with itemised and actual use in accordance to the number of days in the month, you will then pay a pro-rata figure (which provides a set amount each month) which will sometimes mean your account will show as being either in credit or debit. This deducts any closure days and funding and divides into 12 monthly amounts based on actual days.

### 8.1 Full Days

Full days are calculated from 08:00am to 4:00pm.

### 8.2 Sessions

Sessions are calculated from 8 am to 11 am, 1 pm – 4 pm or 9 am – 3 pm

### 8.3 Regular Booking Pattern

We accept 2 day, 3 day, 4 day and 5 day weekly booking pattern or at the minimum of 2 full day sessions or 4 half day session

## 8.4 Change of Booking Pattern

To increase your booking pattern we require 24 hours notice subject to availability.

To decrease your booking pattern you must provide us with thirty (30) days' notice in writing or by email to the nursery manager.

Should insufficient notice be given then you will be invoiced for the full childcare fees for thirty (30) days notice from the date of any change as if the hours had not decreased.

## 9. Fees and Booking Table



### Nursery Fees 2021

		Full Day Private Sessions				Term Time Funded Only Session	
		48 weeks (Full year)				38 Weeks	
No. Of Full days	Monthly Fees	Monthly Fees	Monthly Net Cost Including 15h Universal Funding*	Monthly Net Cost Including 30h Extended Funding*	Net Cost Including 15h Universal Funding*	Net Cost Including 30h Extended Funding*	
	Under 2's	Over 2 years					
5	£1,300	£1,260	£960	£630	15 Free Hours/Weekly	30 Free Hours/Weekly	
4	£1,040	£1,000	£710	£390			
3	£780	£760	£460	£150			
2	£520	£500	£205	Free			
	Full Day 8 am - 6 pm		Full Day 8 am - 6 pm		3 x Morning 8 am - 1 pm or 3 x Afternoon at 1 pm - 6 pm	School Hours 9 am - 3 pm	
	Includes Breakfast, Lunch, Snacks, Nappies, Wet Wipes, Extra Curriculum Activities		* Separate Additional Services: £3.5 per half day session or £6 per school session Includes: Breakfast, Morning and Afternoon Snack, Lunch, Tea, Extra Curriculum Activities (Depending on the sessions)		* Separate Additional Services: £3.5 per half day session or £6 per school session Includes: Breakfast, Morning and Afternoon Snack, Lunch, Tea, Extra Curriculum Activities (Depending on the sessions)		
		Half Day Session				Half Day Session	
Half Days Session	£35	£30	£30	£30	£30.00	N/A	
	8 am - 1 pm or 1 pm - 6 pm				8 am - 1 pm or 1 pm - 6 pm		

Additional ad hoc sessions (subject to availability)						
Only Early Bird Session 7.30 am - 8.00 am	£5	£5	£5	£5	£5	£5
per hour	£10	£7	£7	£7	£7	£7
per day	£70	£65	£55	£55	£55	N/A
per half day	£40	£35	£30	£30	£30	N/A

## 10. Free Early Years Entitlement (EEE/FEYE)

### **Free Early Years Entitlement (EEE/FEYE)**

FEYE is available for all 3 and 4 year old children, regardless of parent income, from the term AFTER the child's 3<sup>rd</sup> birthday.

Your child will be entitled to 15 hours of free childcare, per week, for 38 weeks (term time only). We split this throughout the 48 weeks we are open, enabling 12 funded hours per week.

You might be able to receive child care support from the government. Please find more information about the government website

### **Universal Credit**

85% of childcare cost

£646 for one child

£1108 for 2 or more children

### **Tax-free childcare**

2-year-old - Free 15 hours

3-year-old - Free 15 or 30 hours (depend on eligibility)

### **Working Tax Credit**

1 child If you pay: £175 a week You can get: £122.50 a week

2 or more If you pay: £300 a week You can get: £210 a week

The above detail is just for your help to guide you where to find information and what might you can get. Little Friends Nursery are not taking any responsibilities of the information.

Please see more up to date information on the government websites

Links:

<https://www.gov.uk/help-with-childcare-costs/universal-credit>

<https://www.gov.uk/working-tax-credit>

or

<https://www.moneyadviceservice.org.uk/en/articles/help-with-childcare-costs>

# 13. Cancellation of Your Childcare Place

## 13.1 Termination of Contract

If you no longer wish to maintain your child's place at the Nursery you will be required to give thirty (30) days' notice in writing or by email to the nursery manager.

We reserve the right to exclude a child from Nursery for any breach of the childcare contract. We may terminate your childcare contract if your child's behaviour at the nursery is deemed by us to be unacceptable or endanger the safety and well-being of other children at the nursery.

**COMMENCEMENT DATE OF  
AGREEMENT:** \_\_\_\_\_

**EXPIRY DATE OF  
AGREEMENT:** \_\_\_\_\_

**REVIEW DATE:** \_\_\_\_\_

### OUR DETAILS:

LITTLE FRIENDS NURSERY TRADING AS LFN LIMITED  
COMPANY REGISTRATION NUMBER: 10899515  
WOODSIDE PAVILION, HIGH ROAD, LONDON, N22 8JZ  
TELEPHONE: 02088881999  
EMAIL: ADMIN@LITTLEFRIENDSNURSERY.CO.UK  
OFSTED URN: RP554621  
INSURED BY: PRE-SCHOOL LEARNING ALLIANCE  
INSURANCE POLICY NUMBER: RTT209838

### YOUR DETAILS:

FULL NAME OF PARENT/GUARDIAN  
(1) \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

FULL NAME OF PARENT/GUARDIAN  
(2) \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

FULL NAME OF CHILD \_\_\_\_\_

DATE OF  
BIRTH \_\_\_\_\_

**OUR OFFER FOR A CHILDCARE PLACE FOR YOUR CHILD:**

EXPECTED START DATE OF CHILD'S PLACE \_\_\_\_\_

Settling in period \_\_\_\_\_

Agreed hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
Agreed times of attendance					
Total daily hours					

Offered over [.....] weeks per year.

OR

We will offer your child a place consisting of between [min hours] and [max hours] hours per week. The hours of childcare provided may vary from week to the next. You will need to provide us with your weekly schedule at least [insert number of days] days in advance.

[Term/holiday] dates: \_\_\_\_\_

We are open and providing childcare/closed] on bank holidays.

Deposit received      Yes       No       First payment due      [insert date]

Will the child receive nursery education funding      Yes       No

Details of any other funding provided by other third parties (e.g. employers childcare vouchers)

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## Acceptance of our offer of a childcare place

Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptable of a childcare place with us for your child.

*(For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between Little Friends Nursery, you and the guarantor.)*

A copy of this completed and signed contract will be provided to each signatory.

Parent name 1

Signed

Date

Parent name 2

Signed

Date

Guarantor name (where applicable)

Signed

Date

Relationship to the child

Home address

Daytime/work telephone

Mobile

Email

Signed on behalf of [name of provision]:

Signed

Date

Name

Role (director)