



Church Hill, High Halden
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Charity no. 1037519

Parent/Nursery Terms and Conditions

1. The nursery hours are as follows:

Full Day	8.45am – 3.15pm
Morning Session	8.45am -11.15am
Afternoon Session	12.45pm - 3.15pm
Lunch Session	11.15am -12.45pm

1. If for any reason your child needs to be picked up early in any of these sessions, please inform the manager at the start of the session. When entering the nursery all children are required to register themselves via the self-register board.

2. If your child is in nappies please supply spare nappies or pull-ups along with nappy sacks and wipes.

3. When starting nursery your child will need: spare clothes in a bag, wellies, sun cream and a water bottle. All will need to be labelled with their name.

4. If your child has a packed lunch please make sure their lunchbox is labelled with their name and that you adhere to our lunch guidelines.

5. The nursery does not allow children to bring in toys from home as they can get lost or broken, the exception is if a child needs support to settle. If this is the case, please discuss with the manager beforehand.

6. During your child's time at nursery you will be asked to take part in discussions with your child's Key Person regarding your child's progress. These meetings will last approximately 10 minutes and will take place three times a year.

7. No child may attend nursery within 48 hours of illness or the recommended time for infectious diseases. Please see our policy located in the policies folder at the front of the nursery.

8. If your child is going to arrive late or will not be attending, please inform the nursery before 10.00am.

9. If you wish to swap or decrease your child's sessions, then please discuss this with the manager. The new sessions will take effect from the following term.

10. Four weeks notice is required in writing if your child is leaving the nursery.

11. As a charity run nursery we ask that all parents support us with our fundraising events throughout the year.

I accept the Terms and Conditions as part of my contract with Little Acorns Nursery at High Halden.

Signature: _____

Date: _____

Print name: _____