



Nursery School with Child Care

Hertford Street, Oxford, OX4 3AJ

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Website: www.comper.org.uk

Head: Chris Warner

Child Care Manager: Grace Lee

Administrator: Basia Schofield

Contract for Child Care (based on Oxfordshire County Council Policies)

Please read carefully before signing and do ask us for any help

Child's name: _____ Child's Date of Birth _____/_____/_____

Apple Room is open all year-round for children aged from 2-5 years in Hertford Street

We (Comper Child Care) will provide Child Care on the following terms and conditions:

Attendance

- (1) You (the parent/carer) agree to inform us as soon as possible if your child is unable to attend a booked session.
- (2) In line with school policy, you may take up to **20 days planned absence pro rata*** from Child Care, per academic year (1st Sept to 31st Aug), without charge if you attend the **Year Round Provision**. Comper Child Care have 2 periods of full closure, at the end of August and at the end of December, you will not be charged for these periods and they will not be part of your holiday allowance.
- (3) In line with school policy, if your child attends in the **Term Time only**, you may take up to **10 days planned absence pro rata*** from Child Care per academic year (1st Sept to 31st Aug), without charge.
- (4) You agree to give **4 weeks' written notice** informing us of planned breaks. Failure to provide 4 weeks' written notice will result in the full charge being made.
- (5) In the event of any further planned or **unplanned absences**, for whatever reason (holidays, illness, appointments etc.) the full charge will still apply. Missed sessions may not be banked and carried forward.

***Pro rata – your entitlement is based on the amount of days your child attends the Child Care**

Comper is proud to be one of only six, Maintained Nursery Schools in the County
Working in partnership with East Oxford Primary School

Lunch

- (5) We will offer lunch (term time and in Apple room only) for your child at a cost of £2.20, for the sessions set out in the schedule to this contract.
- (6) Lunches must be paid for weekly in advance on the Monday of each week or for a whole month or term in advance.
- (7) Where you have not asked us to provide lunch for your child, you will provide your child with a packed lunch. We can offer ideas on healthy packed lunches.

Collection

- (8) You agree to collect your child by the end of each session. There is a risk to the safety and well-being of the child resulting from late collection. After an initial 'warning/reminder' there is **an additional charge of £10.00 per child, every 15 minutes, made for late collection. Late fines must be paid immediately.** More than two, separate additional payment 'fines' will lead to a withdrawal of your child's place.
- (9) You agree to inform staff in advance if you wish your child to be collected by someone other than you.
- (10) Of course, we will not release your child to any person who is not authorised by you or who has no form of identification.

Illness (see also attendance): *In line with national expectations and guidance*

- (11) Your child must not attend if s/he shows any signs of being unwell.
- (12) We will administer prescribed medication (no other), but then only upon receipt of a medicine form.
- (13) If your child has diarrhoea or sickness during a Child Care session, you will collect your child promptly.
- (14) Children may not attend a Child Care session until at least 48 hours after the last bout of diarrhoea or sickness

Toileting requirements

- (15) If your child(ren) are still wearing nappies/training pants we will change them as necessary. However, you agree to provide us with a supply of nappies/training pants, wipes and any creams etc. required.

Payment

- (16) You are liable for Child Care fees at the rate set out in the schedule to this contract.
- (17) Our fees are reviewed annually and we will give you at least one month's written notice of any changes.
- (18) Your booking reserves a regular Child Care place, whether your child attends the sessions or not, and charges are calculated accordingly.
- (19) You will be invoiced monthly in advance and payment is required within 14 days of the date of the invoice.

(20) We reserve the right to cancel your Child Care, without notice, if an invoice is outstanding for more than 30 days. If the invoice remains unpaid the debt will then be referred to Oxfordshire County Council's finance department.

(21) You are not charged for bank holidays or teacher training days (training dates will be advised well in advance).

(22) Additional 'one-off' sessions may be booked depending on availability, and must be paid at reception on the day of booking. **Without payment the place will not be reserved.**

(23) You will pay bank charges relating to returned cheques.

(24) A one-off deposit fee of £25.00 (for big terms), £50 (securing a place up to 3 months), £100 (securing a place over 3 months) needs to be paid on confirmation of a place being offered to secure your booking. This fee will be refunded in full in your child's first monthly invoice.

Termination of contract

(25) You are entitled to terminate this contract on **four weeks' written notice**.

(26) We are entitled to terminate this contract without notice in the event of non-payment of fees or for any reason that we deem to be detrimental to the effective running of the Child Care.

Changes to Child Care

(27) We agree to change your Child Care booking, subject to availability, on receiving written notice from you **two weeks in advance**.

(28) You are entitled to make changes to your original contract on **one occasion of your choice** during every six month period.

Sessions

	Breakfast Session (Apple Room in term-time only) 7.45am – 8.45am	Morning Session 8.45am-11.45am	Afternoon Session 12 -3pm	Full Nursery/ School Day 8.45am-3pm	After-School Session 3pm - 5.30pm
Age 2-5	£8.00	£21.00	£21.00	£38.50	£14.50

I confirm that I have read and agree to abide by the terms and conditions written in this contract. Please retain a signed copy for reference.

Signature/s of Parent(s) or Carer(s).....

Print Name(s).....

Today's Date.....

For official use only

Date of Admission.....

Benefits of choosing our Child Care

- We are a non-profit making organization, run solely for the benefit of the children and families in the communities we serve
- We are one of just six County Council Maintained Nursery Schools in Oxfordshire, fully meeting their expectations for staff and policies
- Staff are highly qualified; many are graduates or/and have higher level qualifications in Child Care and Early Education
- In addition, as part of Comper, we benefit from having a Head, Special Educational Needs Teacher, and Nursery School Teacher
- We offer up to four weeks of uncharged holiday break each year

