

Lower Covey Montessori Nursery



Chapel Lane, Yetminster, Sherborne, Dorset, DT9 6LJ

01935 488215

info@lowercovey.co.uk

www.lowercovey.co.uk

GENERAL NURSERY TERMS & CONDITIONS

Valid from February 2020

These terms & conditions are set out alongside the finance terms & conditions and are applicable to all families.

I wish to apply for the admission of _____ to Lower Covey Montessori Nursery.

1. I understand that it is a requirement for all children attending Lower Covey Montessori Nursery to attend a minimum of two sessions a week on two different days (this is to encourage positive settling of children).
2. I understand that Lower Covey Montessori Nursery uses the Family app for communication with parents, tracking of my child's progress through the Early Years Foundation Stage (EYFS) and production of registers.
3. I understand to view communications sent through Family I will be required to create an account linked to my email address; I understand a link to create my account will be sent to my email address on enrolment/during settling in.
4. I understand to request a change to my child's bookings or a one-off additional session I must complete a session change request form, available from the office. This form will then be reviewed by the management team and either approved or declined and returned to you.
5. I understand Lower Covey Montessori Nursery closes on public and bank holidays and that as per the finance terms and conditions, I will be charged for any sessions that fall on a bank holiday.
6. I agree that should a situation arise where I need to unexpectedly drop my child off early or arrive late to collect them, I will contact the Lower Covey nursery office at the earliest possible opportunity to inform the setting of the situation. Failure to properly notify the setting will result in charges as per the finance terms and conditions.
7. I understand that once sessions are booked, I am unable to swap them for different sessions. There may be capacity available to book extra sessions, and these will be charged at normal rate in addition to the sessions already booked.
8. As my child approaches their last term at Lower Covey prior to leaving for school, I should notify Lower Covey of their leaving date before 31st May.
9. I give permission for my child to be taken out of Nursery for the purpose of nature walks around the village of Yetminster.
10. I give permission for my child to have their photograph taken to provide us with evidence for your child's development file and to give you the opportunity of seeing your child taking part in a range of activities during their day at Lower Covey. I understand these photographs will be added to the Family app to form part of my child's learning journey.
11. I give permission for my child's photographs to be used for group posts within the Family app and I understand the group posts can be seen by all selected users with a Lower Covey login.
12. I give permission for Lower Covey to use the photographs of my child for use on the Nursery website (www.lowercovey.co.uk) and in the brochure, both without names.
13. I understand my child's Family profile will be used to communicate with me about my child's day at nursery, routine, meals, and sleep. I also understand messages may be sent to me by nursery staff through Family.

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14. I understand that staff will endeavour to respond to Family messages in a timely manner, however outside of working hours and during periods of annual leave staff are unable to access their Family messages. If a communication is urgent, I will call the Lower Covey office or email the Lower Covey email address.
15. I have read and understood the Nursery's Policies & Procedures and agree to support my child's learning link between our home and Lower Covey Montessori Nursery. I also understand that they are available on the Nursery website (www.lowercovey.co.uk) for me to access at any time.
16. If my child develops a high temperature, I consent to Calpol or the equivalent being given. I have read and understood the Nurseries policy related to the administration of medicine available on the website.
17. If my child displays symptoms of sickness and/or diarrhoea, I understand my child cannot attend nursery until they have been symptom free for 48 hours.
18. I agree to collect my child as soon as contacted if my child becomes unwell at nursery and the nursery manager deems them too unwell to stay at nursery.
19. In the event I am unable to collect my child if they become unwell during their session at nursery, I agree to send an appropriate adult to collect my child on my behalf. I agree to follow the procedure for an unknown adult collecting my child.
20. I understand that should my child be unable to attend nursery due to illness; their sessions will be charged at the normal rate.
21. I understand that during times of severe weather, the setting manager may take the decision to not open the setting or to close it early for the safety of children, parents and staff. Should the situation arise, the setting manager will seek to inform parents at the earliest possible opportunity, via Family and our nursery Facebook page.
22. I understand I will be required to give permission for my child to have sun cream applied in the summer term and will be liable for the associated product charge, permission will be requested via Family.
23. I agree to only with hold permission for the application of sun cream and supply my own if my child has a particular skin sensitivity.
24. In the case of an emergency situation occurring and you are not contactable; the Nursery reserves the right to take your child to hospital if it is necessary and appropriate to do so.
25. I understand that Lower Covey will never share my or my child's personal details with anyone without my consent unless the law and our policies allow us to do so.
26. Lower Covey may share my or my child's personal details as necessary with the school the child attends after leaving the setting, other local childcare providers where my child also attends, the local authority, the Department for Education, special educational needs co-ordinators, and NHS services. Personal data will only be shared on a 'need to know' basis.
27. The terms and conditions are updated annually, the most current version always being applicable. Parents will be notified of any changes made and asked to refer to them via a Family notification.

Signed: (Parental Consent)

Dated:

Please return the form and any payments required to:

The Admin Team, Lower Covey Montessori Nursery, Chapel Lane, Yetminster, Sherborne, Dorset, DT9 6LJ
(Please notify us immediately of any changes to the information provided.)