Contract of Agreement

The nursery is open from 7.30 a.m. to 6.00 p.m, extended hours are available with an additional cost to the daily fee and must be arranged in advance and are unavailable on an ad hoc basis. We are open Monday to Friday, except for recognised Bank holidays. Fees are due for Bank Holidays as they are taken into account when our prices are set.

* Attendance fees are detailed on the price list. Places booked in advance will require a £100 deposit (which is not refundable), and will be deducted from the first month’s fees.
* Fees are due a month in advance, payable by the first of the month and a 10% penalty charge for late payment will be charged for fees not received by this date. The first invoice is to be paid within 7 days of start date. The bank account name is Georgie Porgie Ltd, Account no 68552815, Sort code 600239
* Fees are reviewed annually in October
* No reduction in fees can be offered in the event a child is absent through illness, holiday or any other reason.
* A fee of £10 will be charged if a child is regularly collected later than agreed.
* One month’s notice is required if you wish to withdraw your child from the nursery or change your child’s days/hours.
* Only prescribed medicines can be administered and only on completion of the nursery medicine form. If a child has asthma their inhaler must be carried at all times.
* We are unable to accept any child suffering from an infectious disease until the recognised isolation period has passed. In addition children suffering from sickness and diarrhoea must have a clear 48 hours before returning to the nursery. The Proprietor or Manager/Deputy Manager reserves the right to refuse a sick child entrance to the nursery.
* Smoking is prohibited in the nursery and nursery car park.
* The use of mobile phones is prohibited, with the exception of the nursery office. This applies to staff, parents and any visitors.
* Jewellery of any kind must not be worn to Nursery. Small stud earrings are acceptable.
* We discourage children from bringing personal items into the nursery, as these can become lost or broken, but comforters are welcome.
* The nursery does not accept responsibility for the loss or damage of personal items.

Signed on behalf of Georgie Porgie:

Name Printed:

Signed :

Date: