

Stepping Stones Childcare

Admission Check List

Please read below and then sign both copies that you understand and agree to the following nursery conditions of admittance. This will be counter-signed by the Manager.

*A deposit of £200 is required, this deposit will be used as fees during your child last week, **providing the 4 week notice period has been given in writing.***

If you do not take the nursery place for your child after having accepting one, you will lose your deposit

Four week notice is required in writing when leaving the nursery, if this is not given you will lose your deposit. Also, if your child does not attend during the notice period you must still pay the fees for that month.

Nursery Fees are due in advance to be paid on the Monday of each week, on the first day of attendance if part-time, or on the first Monday of each month if paying by monthly instalments.

Fees are due to be paid for 47weeks a year whether you child is present or not even if this is due to sickness.

Full fees are charged for all weeks, including those shortened by Bank/Public holidays, 2 staff training days which are a statutory requirement..

Fees are to be paid in advance when you are going on holiday.

*The nursery is opened from 8am until 6pm children cannot be accepted before 8am and must be collect by 6pm. Lateness is not acceptable. **Charges for lateness are £5 for the first 10 minutes and £5 for every 5 minutes thereafter.***

Signature.....

Signature

Parent's name

Manager

Date.....