



PARENT CONTRACT

This Contract is between the Proprietor of Smiles Montessori Preschool of Unit 1 the Fairway, Bush Fair, Harlow, Essex CM18 6LY and the Parents/Legal Guardian(s) or such other interested party that may be settling the account on behalf of the Parents/Legal guardians of the child named below.

Name of Child..... Date of Birth.....

Date Child Commencing School.....

Sessions required:-

Sessions	Hours	M	T	W	TH	F
Early Morning	7.30am – 8pm					
Breakfast	8am-9am					
Morning	9am-12noon					
Lunch	12noon-1pm					
Afternoon	1pm-4pm					
Tea	4pm-5pm					
Extended Afternoon	5pm-6pm					
Late Session	6pm – 6.30pm					

1. The nursery agrees to care for the above-named child between the hours stated and to provide all meals, snacks and drinks normally served between those hours.
2. It is understood that amendments permanent or short-term will not affect the general terms within this Contract.
3. The parents agree to pay the nursery fees for the hours attended at the rate(s) published in our most recent prospectus.
4. Full fees are payable during any absence of the child including sickness, holidays and bank holidays with the exception of our Christmas closure. All fees are payable calendar monthly in advance.
5. £50 refundable fees are payable as a deposit to secure your child's place at Smiles and will be deducted from your last month's fees. Please note: Should you decide not to take up the place offered to you at Smiles the £50 deposit will not be refunded.
6. Sessions at Smiles run for a minimum of 3 hours. Parents of children accessing the Government Funding will need to be aware that the 38 weeks funding is stretched over 50 weeks and an additional charge of £2.17 per hour will be payable for funded hours for food and consumables. This will not exceed our sessional charge.
7. Parents of children accessing the Government Funding for 2-3 year olds will need to be aware that funding is stretched over 50 weeks. Parents of children accessing the 2-3 year old funding will also be

- required to pay a £50 refundable deposit which will be deducted from your child's last month's fees.
8. It is compulsory that all children aged 2 years and above including those accessing all Government funding must attend school in the official school uniform. Failure to do so may result in your child being refused admission. Both new and nearly new uniform can be purchased from the office.
 9. The parents understand that late collection of their child will result in a penalty charge being levied.
 10. The nursery reserves the right to revise fees, hours of opening and general policies at its own discretion.
 11. Four weeks written notice is required and payment due in full on the occasion that the nursery place is no longer required, including a reduction in attendance, even where the child is unable to attend.
 12. The parents understand that changing of sessions will not be deemed as swapped but as an extra session which will be charged for.
 13. Should the need to take steps to obtain payment of any sums due and unpaid including court action or using the services of a debt collection agency, the parent must pay our legal costs.
 14. Where payment of fees are made late, (after 14 days) the nursery will charge a late fee of 10% over the bank's base rate. For dishonoured cheques, a charge of £20 per occasion will be applied.
 15. Children may be excluded from nursery if fees remain outstanding for more than two calendar months beyond the due date and registration will consequently be terminated.
 16. Please let us know if your child has a special need prior to commencement as it is possible that the nursery will not be able to meet your child's need.
 17. The nursery does not accept any responsibility for personal belongings which may be lost, including items of clothing even where they are properly labelled.
 18. Valuable items such as jewellery and toys should not be brought into the nursery under any circumstances.
 19. Prior to signing the Contract, the parents should have visited the premises and satisfied themselves as to the activities and general standards that operate within the nursery.
 20. The terms and conditions of this Contract do not affect the Parents Statutory Rights.

Privacy Notice

We process personal information for certain legitimate business purposes which include, some or all, of the following:

- Where the processing enables us to enhance, modify, personalise or otherwise improve our services/communications for the benefit of the customer.
- To identify and prevent fraud.
- To enhance the security of our networks and information systems.

- To better understand how people, interact with our social media and web sites.
- To provide postal communications which we think will be of benefit and interest to you.
- To determine the effectiveness of our promotional campaigns and our advertising.

Whenever we process data for these purposes we will ensure that we always keep your Personal Data rights in the highest regard and take into account all of your data protection right under any and all current UK legislation.

You have the right to object to this processing at any time. If you wish to do so, please highlight this with the Nursery Manager immediately. Please bear in mind that if you object, this may affect our ability to carry out the tasks above which may result is us not being able to accept your child’s enrolment at Smiles Montessori Preschool.

At Smiles, we strive to provide a high quality service, but should you have a complaint regarding any aspect of the nursery, please speak to Julia Jeffrey who will aim to bring about a suitable conclusion or ask for a copy of our complaints procedure. If you require a copy of any of our policies or procedures, these can be obtained from the main office.

I/We have read the terms and conditions contained in this Contract and agree to abide by them. I accept the offer of the place being offered to my child.

Parents Name:.....

Address.....

.....

.....

Signed:.....

Date.....