**Childcare**

**Registration & Contract**



**Principality House**

**Litchard & Brackla Industrial Estate**

**Bridgend**

**CF31 2BB**

**01656 857342**

[**info@chunkymonkeysnursery.com**](mailto:info@chunkymonkeysnursery.com)

Child’s Full Name:

***Updated July 2025***

**Childcare Registration & Parent/Carer Contract**

Welcome to Chunky Monkeys Day Nursery!

Thank you for choosing our setting to care for your child. In order to enrol your child, please complete this form and return it to the Managers Office before your child’s first day at Chunky Monkeys.

The registration fee (£40) will be included in your first month’s invoice and will need to be paid in full before your child’s first day.

This form must be completed by someone who has parental responsibility for the child.

**Child’s Details**

|  |  |
| --- | --- |
| Child’s Full Name |  |
| Preferred or Familiar Name |  |
| Date of Birth |  |
| Gender |  |
| Home Address |  |
| Spoken Language |  |
| Religion |  |
| Ethnic Origin |  |
| Nationality |  |
| Festivals celebrated at home |  |
| Siblings at Nursery |  |

Child’s Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are open from 7am to 6pm Monday to Friday, 52 weeks a year.

We are **closed** during all Public/Bank Holidays.

**Parent/Carers Details**

|  |  |
| --- | --- |
| Full Name / Title |  |
| Relationship to Child |  |
| Address (if different to child) |  |
| Home Tel. No. |  |
| Work Tel. No. |  |
| Mobile No. |  |
| Email |  |
| Work Name & Address |  |

|  |  |
| --- | --- |
| Full Name / Title |  |
| Relationship to Child |  |
| Address (if different to child) |  |
| Home Tel. No. |  |
| Work Tel. No. |  |
| Mobile No. |  |
| Email |  |
| Work Name & Address |  |

Please list here any individuals (must be over 16 years of age) that you authorise to drop off/collect your child:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Relationship to child** | **Telephone Number** | **Emergency contact?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please confirm that you have obtained consent from the named individuals for Chunky Monkeys Day Nursery to withhold the above personal details supplied by you, and that they consent for Chunky Monkeys Day Nursery to contact them in the event of an emergency in relation to your child.

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please inform us of a password which will be known by all persons who collect your child. Failure to state the correct password when asked by nursery staff will result in our refusal to hand over the child until we can obtain confirmation from the parent/carer.

PASSWORD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child’s Health Information**

|  |  |
| --- | --- |
| 1). Doctor’s Name, Address, Tel. No. |  |
| 2). Health Visitors Name, Address, Tel. No. |  |
| 3). Does your child have any known medical conditions? *If yes, please state* |  |
| 4). Any known additional learning needs or developmental concerns? *If yes, please state* |  |
| 5). Any known disabilities? *If yes, please state* |  |
| 6). Any special dietary requirements, preferences or food allergies? *If yes, please request and complete Child Allergy Management Plan from the office.* |  |
| 7). Are all childhood vaccinations up to date? |  |

**If answered yes to 3-6, additional information may be requested by management.**

**Contracts - Required Sessions**

**Option 1 - Fixed Session Contract**

You are required to *commit* to your monthly contracted sessions below. This will guarantee availability for your childcare needs. Additional sessions may be booked during the month, however, you cannot reduce your required monthly sessions, unless one month’s notice is given, in writing.

*(Fixed session contract - consistent set days, these do not change on a weekly basis, a minimum of 4 sessions per month is required.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Session** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |
| **7am-5pm** |  |  |  |  |  |
| **7.30-5.30** |  |  |  |  |  |
| **8am-6pm** |  |  |  |  |  |
| **Full Time (50hrs)** |  |  |  |  |  |
| **7am-1pm** |  |  |  |  |  |
| **1pm-6pm** |  |  |  |  |  |

**Bank Holidays** Please note, if your child regularly attends nursery on a Monday, it is to be considered a set day, therefore bank holidays are payable.

**Contract Holiday Break** You are entitled to take three full weeks holiday of non-payment, per year, between January and December (pro rata). These are to be taken in full week blocks. If possible, please inform the office with at least one month’s notice. These may not be used if the nursery is undergoing a forced closure.

Parent/Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Option 2 - Flexible Session Contract**

If you wish to book your child in to do different days throughout the months, we offer the flexibility of choosing when your child’s sessions take place (unlike ‘fixed session’ contract).

The flexible session contract does not guarantee spaces each month, as priority is given to those on fixed day sessions. However, there is increased availability options the earlier you book your dates.

**A minimum booking of 4 sessions per month is required. (1 session per week)**

*(Number of sessions over the month remains the same, but the days required may change weekly)*

|  |  |
| --- | --- |
| **Amount of Sessions Per Calendar Month**  (E.g. 4 x 8am-6pm sessions) | **Amount of sessions** |

Parent/Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Option 3 – Teacher Contract**

You are required to *commit* to your monthly contracted sessions below. This will guarantee availability for your childcare needs during term time. Additional sessions may be booked during the month, however, you cannot reduce your required monthly sessions, unless one month’s notice is given, in writing.

**Required sessions for non-flexible contracts** *(consistent set days, these do not change on a weekly basis)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Session / Week 1** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |
| **7am-5pm** |  |  |  |  |  |
| **7.30-5.30** |  |  |  |  |  |
| **8am-6pm** |  |  |  |  |  |
| **Full Time (50hrs)** |  |  |  |  |  |
| **7am-1pm** |  |  |  |  |  |
| **1pm-6pm** |  |  |  |  |  |

For those working a fortnightly schedule, please complete week 2 requirements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Session / Week 2** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |
| **7am-5pm** |  |  |  |  |  |
| **7.30-5.30** |  |  |  |  |  |
| **8am-6pm** |  |  |  |  |  |
| **Full Time (50hrs)** |  |  |  |  |  |
| **7am-1pm** |  |  |  |  |  |
| **1pm-6pm** |  |  |  |  |  |

**Bank Holidays** Please note, if your child regularly attends nursery on a Monday, it is to be considered a set day, therefore bank holidays are payable.

**Teacher Contract - School Holidays.**  During the school holidays *only (half term holidays, Easter, Christmas and Summer)*, you may reduce your weekly sessions to **one** session a week, to secure your child’s place.

Parent/Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Holiday Club Contracts**

We offer the flexibility of choosing your required days. To avoid unnecessary disappointment, we do recommend that you book your holiday club sessions in advance.

**If you require the same sessions every holiday, please complete the table below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Session** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |
| **HC 9am-6pm** |  |  |  |  |  |
| **HC 8am-6pm** |  |  |  |  |  |

Ad hoc sessions can be booked via email.

Parent/Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Booking Sessions**

**All** bookings are to be made through our email:

[info@chunkymonkeysnursery.com](mailto:info@chunkymonkeysnursery.com)

Please include your child’s name in the subject of your email. If you do not receive a confirmation email within 24 hours (Mon to Fri), please alert the office or resend your email.

Invoice queries should also be sent to this email. This includes queries regarding Voucher Payments and the 30 Hour Government funding.

**General Parental Permissions**

**Emergency Treatment Declaration**

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by senior member of staff for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Inhalers / EpiPen’s / Anapen**

I give permission for a member of staff who has been trained to administer the inhaler / EpiPen/ Anapen (supplied by me) to my child

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paracetamol / Prescribed medication**

I give permission for staff to administer paracetamol/prescribed based medicine (eg. Calpol) to my child in the case of a raised temperature and on the understanding that I will be making arrangements for my child to be collected as soon as possible in accordance with the settings procedures on the administration of medicines. I understand that if my child has not had a prescribed medication before they have to remain at home for at least 24 hours in case of a reaction to the medication before returning to nursery.

Parent/Carer Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teething Gel, Nappy Creams & Skin Lotions**

I give permission for teething gel, nappy creams (e.g. Bepanthen, Sudocrem) and other skin lotions (e.g. dry skin moisturisers) to be administered to my child when necessary – in accordance with manufacturer’s instructions – and for staff to record its use.

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Face painting**

I give permission for my child to have their face painted.

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sun Cream**

I give permission for staff to apply sun cream (supplied by myself) to my child when necessary and to record its use. Labelled sun cream will be left at the nursery.

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nail Polish / Children’s Tattoo Transfers** *For children aged 3+*

I give consent for my child to have nail polish and tattoo transfers during party celebrations.

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Day Trips / Outings / Walks**

I give permission for my child to take part in trips or general outings. I understand that individual risk assessments are carried out for each type of trip or outing and are available for me to see as required. I understand I will be informed of the trip details (e.g. timings, planned activities, clothing required etc) and specific consent obtained.

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Photographs & Videos**

As part of the on-going recording of our curriculum and for children’s individual development records, staff regularly take photographs of the children during their play. These photographs are used for display and for your child’s records within the setting. We are happy to provide duplicate photos of your child to you, if requested. We may also record events and activities on video. Photos/Videos are stored on the setting’s electronic devices only (eg, mobile, laptop, ipad etc).

I give permission for my child to have his/her photo taken, to be videoed, as per the above conditions.

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Animals**

We may occasionally have supervised visits of animals to our setting.

A risk assessment will be carried out for visiting animals. Please state below any known allergies or aversions your child has to animals:

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important - We ask that you keep us informed of any changes to your details.**

**Periodically we may ask you to confirm your details for our records.**

**For Marketing/Advertising purposes:**

How did you find out about Chunky Monkeys? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many other settings did you visit before joining Chunky Monkeys? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What made you choose Chunky Monkeys?

**Social Media and Website Consents**



[This Photo](http://fhlogo.blogspot.com/2011/03/facebook.html) by Unknown Author is licensed under [CC BY-SA-NC](https://creativecommons.org/licenses/by-nc-sa/3.0/)

Our social media pages are a great way to communicate nursery news, photos, videos and upcoming events. This is a key means of not only promoting the many wonderful things that we do at the nursery, but also as a way of engaging you in your children’s daily activities more effectively.

We hope by using social media we will further improve communications between the nursery and the community, and we would love to be able to share more photos with you to show what the children are getting up to at nursery and on trips.

In order to do this, we request your permission to use your child’s image on Facebook and the nursery website chunkymonkeysnursery.com. Please complete the consent below.

Only core staff will be posting pictures on the nursery website/Facebook and have been trained regarding what is appropriate content.

**FACEBOOK**

I give permission for my child to have his/her photo published on Chunky Monkeys Facebook page.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Carer)

**WEBSITE**

[www.chunkymonkeysnursery.com](http://www.chunkymonkeysnursery.com)

I give permission for my child to have his/her photo published on the Chunky Monkeys website.

A picture containing text

Description automatically generated

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Carer)

**MARKETING**

I give permission for my child to have his/her photo published in Chunky Monkeys marketing and advertising leaflets and posters.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Carer)

**A picture containing clipart

Description automatically generatedGDPR**

One of the biggest changes to UK data protection law came into effect in May 2018, the General Data Protection Regulation (GDPR).

At Chunky Monkeys, we have always been, and will continue to be, committed to protecting personal data. The GDPR helps to ensure that personal data is appropriately protected and gives individuals more control over how their personal data is being used. We have updated our Parent Privacy Notice to reflect this.

Our Privacy Notice provides information about how and why we use personal data about you and your child and notifies you of your rights over that data.

If you have any questions about any of the revised documents, please do not hesitate to contact our management team.

I have read and understood Chunky Monkeys Day Nursery Privacy Notice. I agree to the setting collecting, retaining and sharing personal data about my child, me/us (parents/carers), my/our family (for emergency contacts information) in order to provide childcare services and fulfil the contractual arrangement between myself and Chunky Monkeys Day Nursery.

Child’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parental Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_



**Parenta**

We look forward to using Parenta with you. Parenta is a GDPR compliant company using secure servers in the UK to store data.

Your child will have an online personal care daily diary. The system is live, and you will be able to log into your account at any time to check on your child’s day. Please be mindful that staff will update the system at quieter times during the day (e.g. sleep/lunch times), therefore, there may be a delay in updates, at times.

More information will be provided on Parenta when your child starts. We hope that this system will prove to be a positive method of communicating and sharing information with you.

Parenta Online User Agreement

* I agree to Chunky Monkeys Nursery using Parenta to create an online platform for my child.
* I agree to keep my log in details secure.

Parent/Carer Name: …………………………………. Signature………………………………

**Chunky Monkey’s Nursery Multi—Agency**

**Information Sharing Consent Form**

**What is the purpose of this form?** The purpose of this form is to advise you what we will do with the information you have given us.

**What will the information be used for?** The information will be used to get a fuller picture of what you or your child’s needs are.

**Who will be able to see my information?** Access to the information will only be given to staff who have a reason to see it. The primary information shared will be related to attendance and Foundation Phase Profile data (your child’s progress), those who we share with will see this information and not all the information you may give us.  This is your right under the Data Protection Act 1998.

**How long will it be kept for?** Information will only be kept for as long as it is needed. This can depend—you can find out more about this if you ask us.

**Where will the information be kept?** The information you have given us will be stored in a paper file at the childcare setting and by our partners if you are referred to partner services on a secure client database. It will be kept confidential and secure so that we comply with the Data Protection Act 1998 and General Data Protection Regulations 2016.

**Could it be passed to anyone else?** If you say it is OK, some personal details may be shared between services. This will only be used for the reason it was given—to help you get the support you and/ or your child need.

**Could the information be shared without my permission?** Yes, where there might be a child at risk or who has been harmed, or by order of the court, or where a serious crime has or may be committed.

**What are my rights?** Your information is protected by the Data Protection Act 1998 and General Data Protection Regulations 2016. This means that the information will only be used for the reasons we have stated. It will be kept safe and secure and you have the right to see what information is being kept about you. You have the right to withdraw consent at any time by writing to the provider/s named at the top of this document who will be responsible for ensuring your decision is shared appropriately and all information removed as per your wishes.

**Your Privacy** Under the Human Rights Act 1998 you have the right to Privacy. This means we will not give out any information about you to third parties without consent, unless we have to by law.

**What is consent?** Consent is when you agree or give permission.

**What is Explicit (express) Consent?** A clear expression of agreement made on the basis of sufficient information to let you understand the implications of giving that consent.

**What is informed Consent?** Consent that is given with full understanding of why you have been asked to agree to something and the reason why you allow us to share the information.

**What is Sensitive Personal Information / Data?** Personal data consisting of information as to:

▪ The racial/ ethnic origin of the data subject

▪ His/ her physical or mental health or condition

**The purpose of this consent form is to enable professionals from different services and agencies to share information about the service user(s) below in order for them to properly assess their needs and agree the best way to help.**

**It is normal practice to seek information and opinions from other professionals/ agencies who may be involved in planning and arranging services and to share information with them. All agencies will keep information confidential in accordance with their procedures. The data will be stored in accordance with the Data Protection Act 1998** **and General Data Protection Regulations 2016. In signing this consent you agree to the sharing of appropriate information to offer effective services and meet recognised need. This form should only be signed by the person who has legal parental responsibility for the child named on the form. The data will also be used to plan, deliver and develop childcare and education services and those who provide this; ensuring support for children is effective and ongoing. Relevant data will be monitored and evaluated to help provide effective provision of services for your child/ren.**

**Personal Information includes:**

**▪ Basic Information:** This means name, address, gender, date of birth, setting/school attended, GP, parent or primary carer, staff members involved.

▪**Additional Information:** This means any needs you have and how they may be met and it may also include other relevant ‘sensitive’ information for example ethnic origin, religion, physical health, mental health, attendance, developmental information.

**Professionals/ Agencies include:**

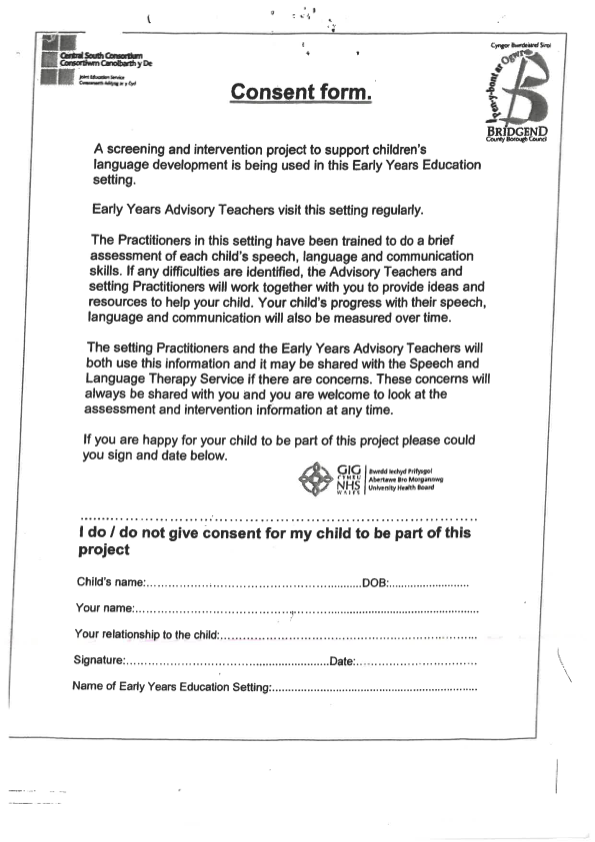
**▪** Bridgend County Borough Council (for example: Family Support and Education Services, Estyn, Social Services or any other relevant council department)

▪ Welsh Government ▪ Childcare provider **▪** Health Services (for example: Health Visitor, GP, Consultant, Speech and Language Service, School Nurse)

|  |  |
| --- | --- |
| I understand that my information will be shared only with professionals in the agencies involved in my child’s childcare, health and education and support of this. By signing this form, I agree to this information being shared with these agencies. | |
| **Childcare provider** | Chunky Monkeys Day Nursery |
| **Child’s Name:** |  |
| **Parent Signature:** |  |
| **Date:** |  |

**Terms & Conditions**

**Wellcomm Consent Form**



**Terms and Conditions**

Please ensure you read and understand the following terms and conditions. If you require further details, please do not hesitate to speak with a member of our management team.

**Fees and Invoices**

Childcare accounts are payable monthly, in advance by the 1st day of each month. Our bank details are as follows:

**Bank: Barclays Bank Account Name: Jungle Island Co. Ltd**

**Account Number: 23206017 Sort–Code: 20-12-25**

Invoices will be issued the week preceding the start of the month and will be due for payment on the 1st of the month.

We do accept childcare vouchers. These vouchers will need to be cleared in advance of the child’s booked sessions, should the vouchers have not cleared into our bank before the commencement of the sessions, then full fees will need to be paid via bank transfer regardless.

We can apply on your behalf for the Free Entitlement from your local LEA (more information will be given to you when your child becomes eligible).

With regards to funded payments, if for any reason these are not covered, the parent/carer will be liable to pay all nursery fees for all booked sessions, regardless of attendance.

Unless there is a prior arrangement, a **charge of £30** will be made for fees outstanding after 5th of the month. Any parent or carer whose fees remain unpaid after 5th of the month, without prior agreement of the Nursery Manager, risks their child’s place at the nursery being withdrawn. Any payments that are cancelled or returned from the bank will incur a £30 administration charge, and the parent/carer will be asked to pay by cash in future.

A 10% sibling discount is applied to the costs of the lowest invoice.

All booked sessions must be paid for regardless of the child’s attendance. No refunds are given for sessions missed due to sickness or holidays or unavoidable nursery closure.

Fees are payable for all Bank/Public Holidays.

If you expect to be late collecting your child, please notify the nursery as soon as possible. A late collection fee will be charged at a rate of £15 per quarter hour to cover emergency staffing and other arrangements.

In case of default on payment, the nursery reserves the right to apply a £50 administration fee for preparation of court papers and interest will be charged at 8% above the bank’s prevailing base rate. The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance. The nursery will give parents/carers one month’s notice of increase of fees which will normally be reviewed in April.

**Whilst we endeavour to keep the nursery open during normal operating hours, under situations when this is not possible, no reimbursements will be made for closure of the nursery for reasons beyond our control. This will include weather conditions such as snow and flooding, power failures and viral outbreaks, including epidemics and pandemics. A maximum of one month’s fees will be payable.**

**Termination, cancellation and change of sessions**

One month written notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Registration Form.

The nursery reserves the right to terminate this Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff, libel and slander will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

**Personal property and belongings**

The nursery cannot be held responsible for any loss or damage to any parent’s, carer’s or child’s property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child’s shoes and clothing is clearly labelled and we suggest that all valuable toys, books and equipment are left at home.

**Liability**

The nursery accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason. We accept no responsibility for children whilst in their parent’s care on nursery premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child’s or parent’s property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

**Accidents and illness**

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required, the nursery will make all reasonable attempts to contact the parents but if this is not possible, we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a Medicine Consent form available from management or the Parents Literature stand outside the office.

We may require parents to withdraw their child from nursery in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend nursery. We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection.

Please refer to our ‘Managing Children who are Sick, Infectious or with Allergies Policy’ regarding exclusion and incubation periods by which we are bound.

Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery.

The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency, by which the nursery is bound.

**Agreement**

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law.

We reserve the right to update / amend these Terms and Conditions at any time. One month’s notice will be given of any changes made.

**The nursery is owned by Jungle Island Co Ltd, Trading as Chunky Monkeys Day Nursery.**

**I have read and understand these Terms and Conditions and agree to be bound by them.**

**I am aware that Chunky Monkeys Policies & Procedures can be made available for me to view upon request.**

We look forward to supporting you with your childcare needs.

**Many Thanks, The Chunky Monkeys Team!**

Signed (Parent/Carer) ................................................................................

Print name: .................................................................................................

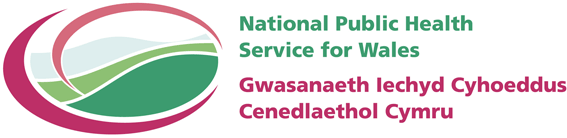
Date: ......................................

Signature of Manager / Deputy Manager on behalf of Chunky Monkeys Day Nursery

………………………………………………………………… Date:……………………

Parenta completed by ………………………………………………………. Date:………………………

Logo

Description automatically generated

Exclusion Procedure for Illness

Minimum Periods of Exclusion from Nursery

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Illness** | **24 hours** | **48 hours** | **Able to attend** | **Completely recovered** | **Manager’s Discretion** |
| Prescribed medication\*\* | ü |  |  |  |  |
| Allergies |  |  | ü |  |  |
| Chest Infection\* | ü |  |  |  |  |
| Chicken Pox |  |  |  | ü |  |
| Common Cold |  |  |  |  |  |
| Ear Infection\* |  |  |  |  | No discharge |
| Eczema |  |  | ü |  |  |
| Eye Disorders\* |  |  |  |  | No discharge |
| Gastro-Enteritis |  | ü |  |  |  |
| Hand/Foot/Mouth |  |  |  | No liquid filled blisters |  |
| Head Lice |  |  |  |  |  |
| Herpes Simplex |  |  |  | ü |  |
| Impetigo |  |  |  | ü |  |
| Measles |  |  |  | ü |  |
| Meningitis |  |  |  | ü |  |
| Mumps |  |  |  | ü | 5 days |
| Ring Worm |  |  | If covered |  |  |
| Rosella Infimum |  |  | ü |  |  |
| Rubella |  |  |  | ü |  |
| Scabies |  |  |  | ü |  |
| Scarlet Fever\* |  |  |  |  |  |
| Sickness/Diarrhoea |  | ü |  |  |  |
| Slap Cheek |  |  |  |  |  |
| Strep A\* | ü |  |  |  |  |
| Temperatures |  |  |  |  | ü |
| Oral Thrush |  |  |  |  |  |
| Genital Thrush |  |  |  |  |  |
| Tonsillitis |  |  |  |  | ü |
| Whooping Cough |  |  |  | ü |  |

\*\* If a child has not had a medication before, they must be kept at home for the first 24 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

\* Denotes the stated period after receiving antibiotic treatment at home.

Updated 26/6/25 by Amanda Bowden