



THE MAGICAL KINGDOM

PARENT CONTRACT

1. The Magical Kingdom is OFSTED Registered and offer childcare to children aged 0-5 years.
2. Our nursery offers care for children up to the age of 8 years during school holidays Subject to availability.
3. All our appointed staff are DBS enhanced cleared, reference checked, appropriately experienced and qualified.
4. We aim to provide a quality, flexible, and inclusive service for all children, and welcome children with a disability or special needs. Our service is committed to meeting children's individual needs, and ensuring that your child has a positive, enjoyable time at nursery.
5. Drinks will be available through the day. A healthy lunch is provided to children attending a full day or morning session. Snacks are given each morning and afternoon and a light tea is provided for children attending full days and afternoon sessions. All meals and snacks meet the dietary requirements of each child.
6. All children must be signed in & out of the venue by their parent / person dropping the child off or collecting them. We would highly recommend that children are accompanied by their parent / carer to and from the venue.
7. Please note that children should not arrive prior to the nursery opening time, staff cannot take responsibility for children that arrive early, and children must be collected by 6pm. Parents arriving after 6pm will incur an additional £10.00 charge to cover staffing costs. If a child remains on the premises after 6.30pm and we cannot contact a parent or named person, it is our policy to contact Social Services as per OFSTED guidance. (Please let us know as soon as possible if you are going to be late collecting your child).
8. Your child's welfare and safety are of paramount importance to us, we have staff who are first aid trained on duty and will intervene should your child have an accident or become ill, our first priority will be to meet the child's needs, and then to contact you or a named person as soon as possible (please ensure that you have given permission for treatment and signed the consent form).
9. Children who are clearly unwell, suffering from any contagious or infectious illness should not be brought to nursery. We will endeavour to contact parents / named person of any child that becomes ill whilst attending nursery and assess the situation further, the manager will decide if the child needs to be sent home, and ensure an adult is able to collect and look after the child. Meeting your child's needs is our first priority. **If your child has been sent home or is off ill you still have to cover the cost for Nursery.**
10. It is our policy to only administer **prescribed** medication. All medication must have the white label with your child's name on the bottle and dosage instructions. Please notify us of any medication that your child requires so that you can sign the necessary consent form to authorise staff to administer medication, and to confirm written instructions. All medication must be on site, labelled and in its original packaging for staff to complete necessary documentation and administer it.
11. We value all children as individuals and we aim to provide a quality service and reinforce the values of positive behaviour. Please let us know if you child has any behaviour patterns that may cause concerns, and any strategies for managing unwanted behaviours.
12. In the exceptional event of the venue being unsuitable for use, due to a serious health and safety matter, or any matter affecting the venue (i.e. flooding, fire etc.) The Magical kingdom reserves the right to suspend or terminate the operation of the nursery, your child's welfare and safety will be our first priority.
13. A comprehensive policy and procedures manual will be available on site for your perusal, please ask a member of staff should you wish to access this information, or have any questions with regards to The Magical Kingdom. By working together and sharing information, we can ensure that your child will have a fun and enjoyable time at The Magical Kingdom.
14. The Magical Kingdom will be closed for all Bank Holiday days as well as for 1 week at Christmas, no charge will be made for these days.
15. The Magical Kingdom provides two weeks at 50% for pre-booked Holidays, sufficient notice must be given prior to the Nursery (4 weeks) The manager must authorise these Holidays.

THE MAGICAL KINGDOM – Nursery and Preschool

43 CHURCH STREET, ACCRINGTON BB5 2EN

PHONE: 01254 – 659810

EMAIL: INFO@THEMAGICALKINGDOM.CO.UK



Fees and Finance

16. The Nursery charge a fee of **£25.00** Registration Fee with covers the cost of Admin fee this fee is Non-refundable.
17. The Nursery also charge a Deposit which is worked out on the hours you have booked and the deposit is one week's fees. The deposit is refunded once the child leaves Nursery for school- If you're child leaves before this the Deposit will not be refunded.
18. Nursery Fees are paid monthly unless arranged to be made weekly with the manager- The First months fee's Must be made upfront prior to the child starting and from then on a direct debit must be set up and fee's paid every month.
19. If you fail to make payments on time to the Nursery there will be 10% charge on your child's account.
20. If you are unhappy with the service at The Magical Kingdom and wish to take your child out please speak to the manager who will try to resolve the situation but if you are still unhappy we would need 4 week Notice to terminate your child's sessions.
21. Please ensure you have read and understood the terms and conditions and also the policies of Nursery- Any enquiries please speak to the Manager.

Child's Name	D.O.B
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	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day					
Morning					
Afternoon					
Grant sessions (8-1)(1-6) (9-3)					

Meals

All our sessions include free meals which are made from fresh products in the Nursery from our Nursery Cook, the children will also be helping prepping meals.

Am session include -Breakfast, Morning Snack and Dinner

Afternoon session includes- Afternoon Snack, Tea

School Day session includes – Morning Snack, Dinner, Afternoon Snack

Please sign here if you have read and understood The Magical Kingdom Contract and also the policies and procedures.

Parent Name:	Signature	Date

Thank you for choosing the Magical Kingdom Nursery for your child/ Children we hope you enjoy this experience with us as much as we will.

Kind Regards
Nursery Manager

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