



Registration Form

If you would like to register your child for a place at The Blue Strawberry, please complete the following and send it together with your registration fee.

Nursery Location	
Child's Full Name	
Home Address (including Post Code)	
Home Telephone No:	
DOB:	Gender:
Religion:	Language:
Disability:	
Parents/Guardians Details	
Parent's / Guardian's Details	Parent's / Guardian's Details
First Name:	First Name:
Surname:	Surname:
Occupation:	Occupation:
National Insurance No:	National Insurance No:
Work Place and Address:	Work Place and Address:
Work Telephone No:	Work Telephone No:
Mobile Number:	Mobile Number:
e-mail:	e-mail:

MEDICAL DETAILS

Doctors Name:			
Doctors Address:			
Doctors Telephone Number:			
Medical Conditions:			
Dietary Requirements:			
Regular Medication (including dosage)			
Allergies: (Please specify ALL signs and symptoms of a reaction and medication required)			
Vaccinations (please date all 3 if applicable)	First Date	Second Date	Third Date
Five In One			
Pneumococcal			
Men C			
HIB/Men C Booster			
MMR			

Emergency Contact Details Should You Not Be Available

Name	Relationship to Child	Home Telephone	Mobile Telephone

SECURITY

Please provide us with a generic password to keep on file for occasions when you nominate friends or family to collect your child from Nursery

PASSWORD:



Please complete the following in full, in order for us to reserve the correct place for your child/children.

Start Date	
Under Three (Please tick)	
Over Three (Please tick)	

Please indicate the days required in the table below;

Session	Monday	Tuesday	Wednesday	Thursday	Friday
8.00am – 6.00pm					
8.00am – 3.30pm					
8.00am -12.30pm					
12.30pm -6.00pm					
8.30am 11.30am					
12.30pm 3.30pm					

Charges			
Under Three		Over Three	
Full Week	£200.00	Full Week	£190.00
8.00am – 6.00pm	£41.00	8.00am – 6.00pm	£190.00
8.00am – 3.30pm	£37.00	8.00am – 3.30pm	£39.00
8.00am – 12.30pm	£27.00	8.00am – 12.30pm	£33.75
12.30pm – 6.00pm	£29.00	12.30pm – 6.00pm	£24.50
8.30am – 11.30am	NOT AVAILABLE FOR UNDER 3 YEARS	8.30am – 11.30am	£25.50
12.30pm – 3.30pm	NOT AVAILABLE FOR UNDER 3 YEARS	12.30pm – 3.30pm	***

*** There are limited funded places available (term time only). Please note that the three hour sessions are only available to those children over the age of 3 years AND in receipt of the Nursery Education Funding. If this does not apply to your child then you must choose a FULL morning or afternoon which will be charged at the above rate.

Please indicate what your child's lunchtime arrangements will be;

Hot Dinners (£1.85)		Packed Lunch		Going Home	
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If you would like your child to stay for lunch then you must choose the option of a FULL morning which will be charged at the appropriate rate. If your child is in receipt of the Nursery Education Funding then the appropriate amount will be deducted from your invoice. Lunch is an additional £1.85 to the cost of the session or you may bring a packed lunch.



Hi 5 After School Club						
Session Term Time Only	Cost	Please tick the sessions required				
		Monday	Tuesday	Wednesday	Thursday	Friday
3.30pm – 5.00pm	£9.00 *					
3.3 0pm – 6.00pm	£12.50 *					

Will your child require tea during after school club (£0.60) per day? Yes / No

Hi 5 Holiday Club						
Session	Cost	Please tick the sessions required				
		Monday	Tuesday	Wednesday	Thursday	Friday
8.00am – 6.00pm	£24.00					
8.00am – 1.00pm	£14.50					
1.00pm – 6.00pm	£14.50					
8.00am – 3.30pm	£19.00					

Will your child require tea during holiday club (£0.60) per day? Yes / No

Tea is an additional £0.60 to the cost and is served at 4pm

Who holds parental responsibility for the child? (please circle) Mother Father Both

Other – please state full name, address and relationship to the child :

Who has legal contact with the child? (please circle) Mother Father Both

Other – please state full name, address and relationship to the child :

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The Blue Strawberry Kids Day Care Ltd actively works to safeguard and promote the welfare of all children. We have a legal responsibility and duty of care to report any concerns to the appropriate authorities.

Please ensure that both parents sign this contract.

I have read and agreed to The Blue Strawberry's terms and conditions and that the registration fee is not refundable. I enclose a cheque for £30 made payable to The Blue Strawberry for my child to attend hours additional to the Nursery Funding Entitlement.

(Those children only claiming their free entitlement are not required to pay a registration fee)

Date Signed Date Signed

Signed (Parent / Guardian) Signed (Parent / Guardian)



The Blue Strawberry @ Cawston Grange

Terms & Conditions for Pre-School

Definitions

1. In these terms and conditions “The Blue Strawberry”, “we” and “our” means The Blue Strawberry Kids Daycare Ltd at Cawston Grange Primary School, Scholars Drive, Cawston Grange, Rugby, Warwickshire, CV22 7GU; “parents” or “you” means the parents or guardians or person responsible for any child registered at the Blue Strawberry; and “children” or “child” means any child that has been registered at The Blue Strawberry; “chosen representative” means a person nominated by the parent to collect a child; “start date” means the date on which a child commences attendance at The Blue Strawberry.

Registration

2. When you register with The Blue Strawberry Kids Day Care Ltd this reserves a place for your child to attend on a full or part time basis as agreed between us, commencing on the agreed start date. Where there are no places available at the time parents wish to register, they will be placed on a waiting list, which is operated, in strict rotation according to the date of registration and the type of place required.

3. We accept one intake in September. All Pre-School places will be allocated during the Spring Term of the year that they will be joining us in the September.

4. Those children who are not in receipt of their Nursery Education Funding until January or April of the academic year they are due to start, may accept a place from the September, providing your child is aged 2 years 9 months or above. Sessions for these children will be charged for at the appropriate rate until they become eligible for the Nursery Education Funding.

5. We **DO NOT** offer the three hour sessions for children under the age of three years or for those children who are not eligible for the Nursery Education Funding.

6. In order to register your child with The Blue Strawberry Kids Day Care Ltd or to go on to our waiting list parents must complete and sign our registration form.

7. For those children who will only be accessing the Nursery Education Funded sessions there will be **no registration fee**.

8. For children under the age of three years there is a **£30 non-refundable** registration fee.

9. Those children in receipt of the Nursery Education Funding but wishing to access hours above the Government entitlement will be required to pay a £30 non-refundable registration fee.

10. In the event that parents wish to cancel a reserved place for a child attending all year round, no fees will be payable **PROVIDED THAT** we receive **ONE CLEAR CALENDAR MONTH'S** notice in writing from you that the child will not be taking up the place. **ONE CLEAR CALENDAR MONTH'S** fees will be payable in the event that less than **ONE CLEAR CALENDAR MONTH'S NOTICE** is given, whatever the reason for the cancellation of the child's place. So, for example; if your child was due to start with us in September, we must receive notice by 31st July.

PLEASE SEE CLAUSE 12 – 14 FOR INFORMATION IN RELATION NURSERY EDUCATION FUNDING ENTITLEMENT.

11. In the event that parents wish to cancel a reserved place for a child attending term time only, you will be required to give **ONE CLEAR HALF TERM'S NOTICE**. **ONE CLEAR HALF TERM'S** fees will be payable in the event that less than **ONE CLEAR HALF TERM'S NOTICE** is given, whatever the reason for the cancellation of the child's place.

So, for example if you wish to leave at the end of the Spring Term (Easter) notice must be given in prior to the February Half Term.



12. Nursery Education Funded sessions are available in term time only. If you decide to leave half way through a term, unfortunately your funding entitlement will remain with us for the duration of the term.

13. You may re-apply for your Nursery Education Funding at a different setting in the following term.

14. Nursery Education Funding for children is allocated by the Local Authority; this decision is out of our control and is dependent upon the Local Authority.

15. We operate a policy of NO deferral on start dates and places must be taken up on the date specified on the registration form.

16. Please be aware that the registration process leads us to make important decisions and financial commitments in terms of the required staffing levels for the children attending at any given time. This is why we must insist upon strict notice periods if we are able to waiver the first month's fees upon cancellation of the child's place.

17. We hope you will understand that our priority is the maintenance of our high standards of care for all children and that you will not ask us to operate outside these terms and conditions.

18. Registration for part time places must specify the days for which care is required. Whilst we will do our utmost to accommodate any subsequent changes to the days required, we cannot guarantee being able to accommodate your request.

Payment of Fees

19. Fees apply for our operational hours of 8.00 am to 6.00 pm Monday to Friday.

20. Fees are payable monthly in advance by cash or cheque on the 26th of the previous month. Childcare vouchers need to be handed to the office by the 26th of the previous month.

21. Fees are payable for 51 weeks attendance per year. We are closed from Christmas Eve until the first working day of the New Year and on ALL Bank Holidays; fees are payable irrespective of this.

22. Additional sessions will be charged at the daily/half daily rate and are payable on the day by cheque or cash.

23. Fees will still be payable for nursery closure due to severe weather including flooding, snow or similar event.

24. Our monthly fees are calculated using the Nursery Management system and the Nursery Education Funding entitlement will be deducted automatically from the monthly invoices.

25. Fees are payable for ALL sessions booked irrespective of whether or not a child is absent because of family holiday or illness or if specific Nursery events coincide with pre-booked sessions.

26. We are sorry but we cannot give refunds for any absence or Nursery event for whatever reason.

27. Our fees are reviewed annually prior to September and may be subject to changes.

28. In the event of any fees remaining unpaid or parents breaching any of these terms and conditions we reserve the right to suspend or terminate a child's place. Please see clause 29 for late payment charges.

29. Late payments are subject to the following charges; any payment received after the due date of the 26th of each month and up to one working week from this date will incur a 5% charge on the outstanding monies. Any fees paid after this will then incur a further 10% charge on the outstanding monies and an administration charge of £20. We reserve the right to refer the debt to our collection agency at any point. Transactions (cheque or standing orders) that do not clear will be subject to the above charges in addition to £25 to cover bank charges.



Mutual Obligations

30. Parents should notify us by 9.30 am if their child is unable to attend.

31. We reserve the right to send home any child if such an action is deemed to be necessary or in the best interests of that child or other children.

32. Please note that it is important for the children to be collected promptly. We appreciate that delays can sometimes be unavoidable but to cover our costs we do reserve the right to charge £10 per quarter of an hour (or part of a quarter of an hour). Ofsted regulations dictate that when caring for children there should always be 2 members of staff present.

33. Whilst your child is in our care The Blue Strawberry staff will act in loco parentis for the duration of the time that the child is with us, both on and off the premises, until a parent or chosen representative collects the child.

34. In the case of any illness, accident or emergency The Blue Strawberry Kids Day Care Ltd shall have the right to take such actions as are deemed necessary, including arranging medical treatment, the administering of anaesthetics and hospitalisation if deemed necessary by medical staff, even if the parents have not yet been informed.

35. If The Blue Strawberry informs parents that a child must be collected prior to the usual collection time, for whatever reason, the parent must either collect the child as soon as practicable or nominate and arrange for a chosen representative to do so.

36. Parents should inform The Blue Strawberry Kids Day Care Ltd of any change in marital status, address or telephone numbers (including in particular contact numbers for both parents and any chosen representative) as well as any additional information relating to their child's health or individual requirements.

37. If a parent nominates a chosen representative to collect the child from us, we must be informed of the name of the chosen representative, their relationship to the parent(s) or child and sufficient additional information to ensure that our security systems are not compromised. This may consist of a photograph of the chosen representative, password or other information agreed.

38. Parents will be asked to sign a parental consent form upon registering their child, seeking permission for children to be taken outside of the premises, appear in photographs for use within the Nursery and on our website; this consent will also include the use of the paddling pool in the summer months.

39. The Blue Strawberry Kids Day Care Ltd from time to time experiences the difficult situation where a parent seeks to employ a member of staff privately. This can be damaging to the business and can impact on the level of care provided and the efficiency of the nursery. In recognition of these issues, by accepting these terms parents agree to the following provisions, which are intended to balance the needs of all concerned:

40. In the event that you seek to employ a member of our staff (which includes any member of staff who has been employed by The Blue Strawberry whilst your child or any of your children have attended the Nursery) you will pay a one-off fee equivalent to three months' fees normally payable by you or £2000 whichever is the greater.

41. Such sum will be due for payment at the same time as your monthly payment before the member of staff starts in your employment. This provision applies whether your child or any of your children continue to hold a place whether part-time or full-time at The Blue Strawberry.

42. Members of staff are prohibited from working for parents during what would normally be working hours, Monday to Friday 8.00 a.m. to 6.00p.m. Parents are asked to respect this and not to ask members of staff to break their employment contracts in this respect.

43. Nothing in this clause prevents parents from employing a member of staff privately outside working hours (evening or weekend babysitting) provided that these private arrangements are not made or discussed in the Nursery. The Blue Strawberry Kids Day Care Ltd is not responsible for staff hired for the private care of children off the premises.



The Blue Strawberry Kids Day Care Ltd @ Cawston Grange Primary School Terms & Conditions – Hi 5 Holiday Club

Definitions

1. In these terms and conditions “The Blue Strawberry”, “we” and “our” means The Blue Strawberry Kids Day Care Ltd at Cawston Grange Primary School, Cawston Grange, Rugby, CV22 7GU; “parents” or “you” means the parents or guardians or person responsible for any child registered at the Blue Strawberry; and “children” or “child” means any child that has been registered at The Blue Strawberry; “chosen representative” means a person nominated by the parent to collect a child; “start date” means the date on which a child commences attendance at The Blue Strawberry.

Registration

2. When you register your child with The Blue Strawberry Hi 5 Holiday Club this reserves a place for your child to attend on a full or part time basis as agreed between us, commencing on the agreed start date. Where there are no places available at the time parents wish to register, they will be placed on a waiting list which is operated in strict rotation according to the date of registration and the type of place required.

3. In order to register your child with The Blue Strawberry Hi 5 Holiday Club or to go on our waiting list parents must complete and sign our registration form and submit the non-refundable registration fee of £15. In the event that parents wish to cancel a reserved place for a child, no fees will be payable PROVIDED THAT we receive one CLEAR CALENDAR month’s notice in writing, ending with the start date, that the child will not be taking up the place. All pre-booked sessions will be payable in the event that less than one month’s notice is given, whatever the reason for the cancellation of the child’s place. So, for example, if the start date is 4th August, we must receive notice by 31st June. We operate a policy of no referrals on start dates and places must be taken up on the date specified on the registration form.

4. Please be aware that the registration process leads us to make important decisions and financial commitments in terms of the required staffing levels for the children attending at any given time. This is why we must insist upon a clear month’s notice prior to the start date if we are able to waive any fees upon cancellation of the child’s place. We hope you will understand that our priority is the maintenance of our high standards of care for all children and that you will not ask us to operate outside these terms and conditions.

5. Registration for part time places must specify the days for which care is required. Whilst we will do our utmost to accommodate any subsequent changes to the days required, we cannot guarantee being able to accommodate these.

Payment of Fees

6. Our fees apply to our standard hours of 8.00pm to 6.00 pm Monday to Friday. Bank clearance can take several days and so payments must be made on the first day of attendance at Holiday Club by cash or cheque. This will also apply to any payments made via vouchers.

7. Fees are payable for all sessions booked for Holiday Club. We are closed to Hi 5 Holiday Club from Christmas Eve until the first working day of the New Year and on ALL Bank Holidays. Fees are payable for ALL Bank Holidays.

8. Fees will still be payable for Nursery closure due to severe weather including flooding, snow or similar event.

9. Our fees are calculated using the Nursery Management system. Fees are payable for ALL sessions booked irrespective of whether or not a child is absent because of family holiday or illness or if specific events coincide with pre-booked sessions. We are sorry but we cannot give refunds for any absence or event for whatever reason unless they are teacher training days or polling days.



10. Our fees are reviewed annually prior to September and may be subject to changes.

11. NOTICE PERIOD: If parents wish to reduce the level of attendance of a child or if a child is to leave The Blue Strawberry for any sessions previously booked, fees will be payable.

12. In the event of any fees remaining unpaid or parents breaching any of these terms and conditions or we otherwise deem such action necessary or in the interests of other children or The Blue Strawberry, we reserve the right to suspend or terminate a child's place. Please see clause 19 for late payment charges.

Mutual Obligations

13. Parents should notify us by 9.00 am if their child is unable to attend. We reserve the right to send home any child if such an action is deemed to be necessary or in the best interests of that child or other children.

14. Please note that it is important for the children and our staff that children are collected promptly. We appreciate that delays can sometimes be unavoidable but to cover our costs we do reserve the right to charge £10 per quarter of an hour (or part of a quarter of an hour). The regulations dictate that when caring for children when parents are late that two members of staff stay and therefore overtime is paid.

15. Upon the registration of a child at The Blue Strawberry, The Blue Strawberry and staff employed by us will act in loco parentis for the duration of the time that the child is in our care, both on and off the premises, until a parent or chosen representative collects the child. In the case of any illness, accident or emergency The Blue Strawberry shall have the right to take such actions as are deemed necessary, including arranging medical treatment the administering of anaesthetics and hospitalisation if necessary using the guidance given by medical staff, even if the parents have not yet been informed. If The Blue Strawberry informs parents that a child must be collected prior to the usual collection time, for whatever reason, the parent must either collect the child as soon as practicable or nominate and arrange for a chosen representative to do so.

16. Parents should inform The Blue Strawberry of any change in marital status, address or telephone numbers (including in particular contact numbers for both parents and any chosen representative) as well as any additional information relating to their child's health or individual requirements.

17. If a parent nominates a chosen representative to collect the child from us, we must be informed of the name of the chosen representative, their relationship to the parent(s) or child and sufficient additional information to ensure that our security systems are not compromised. This may consist of a photograph of the chosen representative, password or other information agreed between us and the parent.

18. It will be assumed that The Blue Strawberry has permission for all the children to be taken outside the premises and for them to be taken on excursions and activities. If parents wish their child to be excluded from any activity they must inform us in writing.

19. The Blue Strawberry from time to time experiences the difficult situation where a parent seeks to employ a member of staff privately. This can be damaging to the business of the Nursery and can impact on the level of care provided and the efficiency of the nursery. In recognition of these issues, by accepting these terms parents agree to the following provisions which are intended to balance the needs of all concerned:

19.1 In the event that you seek to employ a member of our staff (which includes any member of staff who has been employed by The Blue Strawberry whilst your child or any of your children have attended the Nursery) you will pay a one-off fee equivalent to three months' fees normally payable by you or £2000 whichever is the greater. Such sum will be due for payment at the same time as your monthly payment before the member of staff starts in your employment. This provision applies whether your child or any of your children continue to hold a place whether part-time or full-time at The Blue Strawberry.

19.2 Members of staff are prohibited from working for parents during what would normally be working hours, i.e. Monday to Friday 8 a.m. to 6 p.m. Parents are asked to respect this and not to ask members of staff to break their employment contracts in this respect.



19.3 Nothing in this clause prevents parents from employing a member of staff privately outside working hours (e.g. evening or weekend babysitting) provided that these private arrangements are not made or discussed in the Nursery at times when other parents wish to discuss their children's care and progress. The Blue Strawberry is not responsible for staff during private hiring for care of children.

20. Late payments are subject to the following charges; any payment received after the due date and up to one working week from this date will incur a 5% charge on the outstanding monies. Any fees paid after this will then incur a further 10% charge on the outstanding monies and an administration charge of £20. We reserve the right to refer the debt to our debt collection agency at any point. Transactions (cheque or standing orders) that do not clear will be subject to the above charges as well as a charge to cover any bank charges of £25, per transaction.



The Blue Strawberry Kids Day Care Ltd @ Cawston Grange Primary School

Terms & Conditions – Hi 5 After School Club

Definitions

1. In these terms and conditions “The Blue Strawberry”, “we” and “our” means The Blue Strawberry Kids Day Care Ltd at Cawston Grange Primary School, Cawston Grange, Rugby, CV22 7GU; “parents” or “you” means the parents or guardians or person responsible for any child registered at the Blue Strawberry; and “children” or “child” means any child that has been registered at The Blue Strawberry; “chosen representative” means a person nominated by the parent to collect a child; “start date” means the date on which a child commences attendance at The Blue Strawberry.

Registration

2. When you register your child with The Blue Strawberry Hi 5 After School Club this reserves a place for your child to attend on a full or part time basis as agreed between us, commencing on the agreed start date. Where there are no places available at the time parents wish to register, they will be placed on a waiting list which is operated in strict rotation according to the date of registration and the type of place required. All places will be allocated during the Spring Term of the year that they will be joining us in the September.

3. In order to register your child with The Blue Strawberry Hi 5 After School Club or to go on our waiting list parents must complete and sign our registration form and submit the non-refundable registration fee of £15. In the event that parents wish to cancel a reserved place for a child, no fees will be payable PROVIDED THAT we receive one CLEAR HALF TERM'S notice in writing, ending with the start date, that the child will not be taking up the place. One clear half term's fees will be payable in the event that less than one half term's notice is given, whatever the reason for the cancellation of the child's place. So, for example, if the start date is 4th September, we must receive notice by May half term. We operate a policy of no referrals on start dates and places must be taken up on the date specified on the registration form.

4. Please be aware that the registration process leads us to make important decisions and financial commitments in terms of the required staffing levels for the children attending at any given time. This is why we must insist upon a clear half term's notice prior to the start date if we are able to waive the first half term's fees upon cancellation of the child's place. We hope you will understand that our priority is the maintenance of our high standards of care for all children and that you will not ask us to operate outside these terms and conditions.

5. Registration for part time places must specify the days for which care is required. Whilst we will do our utmost to accommodate any subsequent changes to the days required, we cannot guarantee being able to accommodate these.

Payment of Fees

6. Our fees apply to our standard hours of 3.30pm to 6.00 pm Monday to Friday Fees are payable monthly in advance by cash or cheque. Bank clearance can take several days and so payments must be made on the 26th of the previous month. Vouchers need to be handed to the office between the dates displayed on the parent's notice board and internet transfers need to take place by the 26th of the previous month.

7. Fees are payable for 39 weeks attendance per year. We are closed to Hi 5 After School Club during each school holiday. If care is required during these periods, bookings for the Hi 5 Holiday Club @ Cawston Grange must be made. We are closed on ALL Bank Holidays and fees are payable irrespective of this.

8. Fees will still be payable for Nursery closure due to severe weather including flooding, snow or similar event.

9. Our monthly fees are calculated using the Nursery Management system. Fees are payable for ALL sessions booked irrespective of whether or not a child is absent because of family holiday or illness or if specific events coincide with pre-booked sessions. We are sorry but we cannot give refunds for any absence or event for whatever reason unless they are teacher training days or polling days.



10. Our fees are reviewed annually prior to September and may be subject to changes.

11. **NOTICE PERIOD:** If parents wish to reduce the level of attendance of a child or if a child is to leave The Blue Strawberry, a **CLEAR HALF TERM'S** notice is required in writing. The half term is calculated FROM the end of the half term during which notice is given. So, for example if we are notified on 15th September that a child is leaving or his/her attendance reducing, full fees will remain payable until term end in December, whether the child attends during that period or not.

12. In the event of any fees remaining unpaid or parents breaching any of these terms and conditions or we otherwise deem such action necessary or in the interests of other children or The Blue Strawberry, we reserve the right to suspend or terminate a child's place. Please see clause 19 for late payment charges.

Mutual Obligations

13. Parents should notify us by 2.00 pm if their child is unable to attend. We reserve the right to send home any child if such an action is deemed to be necessary or in the best interests of that child or other children.

14. Please note that it is important for the children and our staff that children are collected promptly. We appreciate that delays can sometimes be unavoidable but to cover our costs we do reserve the right to charge £10 per quarter of an hour (or part of a quarter of an hour). The regulations dictate that when caring for children when parents are late that two members of staff stay and therefore overtime is paid.

15. Upon the registration of a child at The Blue Strawberry, The Blue Strawberry and staff employed by us will act in loco parentis for the duration of the time that the child is in our care, both on and off the premises, until a parent or chosen representative collects the child. In the case of any illness, accident or emergency The Blue Strawberry shall have the right to take such actions as are deemed necessary, including arranging medical treatment the administering of anaesthetics and hospitalisation if necessary using the guidance given by medical staff, even if the parents have not yet been informed. If The Blue Strawberry informs parents that a child must be collected prior to the usual collection time, for whatever reason, the parent must either collect the child as soon as practicable or nominate and arrange for a chosen representative to do so.

16. Parents should inform The Blue Strawberry of any change in marital status, address or telephone numbers (including in particular contact numbers for both parents and any chosen representative) as well as any additional information relating to their child's health or individual requirements.

17. If a parent nominates a chosen representative to collect the child from us, we must be informed of the name of the chosen representative, their relationship to the parent(s) or child and sufficient additional information to ensure that our security systems are not compromised. This may consist of a photograph of the chosen representative, password or other information agreed between us and the parent.

18. It will be assumed that The Blue Strawberry has permission for all the children to be taken outside the premises and for them to be taken on excursions and activities. If parents wish their child to be excluded from any activity they must inform us in writing.

19. The Blue Strawberry from time to time experiences the difficult situation where a parent seeks to employ a member of staff privately. This can be damaging to the business of the Nursery and can impact on the level of care provided and the efficiency of the nursery. In recognition of these issues, by accepting these terms parents agree to the following provisions which are intended to balance the needs of all concerned:

19.1 In the event that you seek to employ a member of our staff (which includes any member of staff who has been employed by The Blue Strawberry whilst your child or any of your children have attended the Nursery) you will pay a one-off fee equivalent to three months' fees normally payable by you or £2000 whichever is the greater. Such sum will be due for payment at the same time as your monthly payment before the member of staff starts in your employment. This provision applies whether your child or any of your children continue to hold a place whether part-time or full-time at The Blue Strawberry.

19.2 Members of staff are prohibited from working for parents during what would normally be working hours, i.e. Monday to Friday 8 a.m. to 6 p.m. Parents are asked to respect this and not to ask members of staff to break their employment contracts in this respect.



19.3 Nothing in this clause prevents parents from employing a member of staff privately outside working hours (e.g. evening or weekend babysitting) provided that these private arrangements are not made or discussed in the Nursery at times when other parents wish to discuss their children's care and progress. The Blue Strawberry is not responsible for staff during private hiring for care of children.

20. Late payments are subject to the following charges; any payment received after the due date of the 26th of each month and up to one working week from this date will incur a 5% charge on the outstanding monies. Any fees paid after this will then incur a further 10% charge on the outstanding monies and an administration charge of £20. We reserve the right to refer the debt to our debt collection agency at any point. Transactions (cheque or standing orders) that do not clear will be subject to the above charges as well as a charge to cover any bank charges of £25, per transaction.