



Welcome to the beginning of  
your little one's story at

*Once Upon A Time  
Day Nursery*



Once Upon A Time Nursery

56 Railway Terrace

Llanelli

Carmarthenshire

SA15 2RH



Website

[www.llanellinursery.co.uk](http://www.llanellinursery.co.uk)

Phone

01554 785 173

Email

[enquiries@llanellinursery.co.uk](mailto:enquiries@llanellinursery.co.uk)

## Parent Contract

### HOURS OF OPERATION

Monday to Friday 8.00 a.m. to 6:00 p.m. (7 am and 7 pm available on request.)

We are closed weekends, Bank Holidays and Christmas week from 24th December – 1st January inclusive. There is no charge for these days.

### FEES / PAYMENT POLICY

It is the policy of Once Upon A Time that all children are booked in for a minimum of 2 sessions. All sessions booked must be paid for whether the child attends or not, as staffing is still required to meet certain ratios within each class. Fees include all sick days and holidays except **1 week per school year** which can be taken with no fees due. Your free holiday week must be booked in advance. Fees are based on booked days not attendance any sessions missed must be paid in full, refunds and credits will not be given for days when your child does not attend due to sickness as ratios still need to be maintained. Swapping days/ rotating rotas are subject to availability.

By signing this contract parents agree that all fees will be paid one month in advance, between the 1st & 10th of the month. Weekly payments are accepted on the first day the child attends for that week. Direct debit details are available, and cheques should be made payable to: Once Upon A Time Nursery. Unpaid fees will result in a £5 per day late fee for payments after 10th of the month unless arranged otherwise. Extra hours (subject to availability) are billed at the session rate or hourly rate. If fees are more than 30 days late (by the 10th of the next month) and no arrangements have been made to clear the debt, we reserve the right to pass the debt on to the debt collection agency. We will also add on a 25% fee to cover the costs of the collection of the debt. Prices increase annually in April.

### DEPOSIT AND REGISTRATION

An administration fee of £20 (per family) is required upon completion of the registration forms to secure your child's placement in nursery and covers the start up costs. If you decide to cancel the child's place before starting, the fee is non refundable. **All notices have to be in writing.** Places will not be held unless the registration fee is paid in full. If we cannot offer you a place then no registration fee will be taken.

## **NON ATTENDANCE DUE TO ILLNESS**

Please advise the nursery prior to 8:30 am if a child will not be attending due to illness.

Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree that should a child become ill while in our care, immediate arrangements will be made to remove the child from the nursery. The nursery cannot undertake the care of sick children, however as shown in our diversity policy, children requiring regular medication will be welcome. Any child appearing to be suffering from any infectious disease or having suffered their last attack of sickness and diarrhoea within the preceding 48 hour period will be refused admittance. Other illnesses can be discussed between you and your child's key worker/ staff at nursery as children can contract a range of illnesses and these can be dealt with on a case by case basis. In some cases, a note from a doctor may be necessary. By signing this contract you are agreeing to staff seeking any necessary emergency medical advice or treatment for your child during their time at our nursery.

At Once Upon A Time we will do our best to look after any child who becomes unwell in our care while keeping in mind the health and welfare of the other children at nursery when it comes to contagious infections and the wellbeing of the child.

## **LATE ARRIVAL/ PICK UP POLICY**

Please advise the nursery immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than by the end of their booked session. If you are not able to pick up your child on time alternative arrangements must be made. Please notify the nursery if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form and the password system must be used. In the event that a parent cannot be contacted, it is the policy of Once Upon A Time Day Nursery should a child remain in care after their session, to call an emergency contact. A late fee of £5 for every 15 minutes late and every 15 minutes there after per child will apply if a child remains in care after their booked session regularly, unless prior arrangements have been made.

## **WITHDRAWAL**

Parents agree that a minimum notice of one month (notice to given in writing) will be given for permanent withdrawal of, or reducing hours of any child from care or agree to pay one months fees in lieu. It is the responsibility of the parent to ensure that the notice has been received by a member of staff.

## **HEALTH AND SAFETY**

If you have any health & safety queries please forward them to the Manager. We ask that all parents make sure they do not go past the gate in the main hall unaccompanied. Gates and doors must be closed and locked when entering or leaving the building and that they are mindful of little fingers.

## **DIETARY NEEDS/REIREMENTS/ PREFERENCES**

All dietary needs should be mentioned on the online registration form, through the app.

## **MEDICATION**

If your child needs to take Calpol at nursery then, as long as you have agreed on the permission section of the registration form, we can administer it. If your child requires different medication then parents must request through the app that the medication is given.

## **EMERGENCIES**

In an emergency you will be phoned immediately, if you cannot be reached then the next emergency contact will be called until someone had been informed.

## **ARRIVAL AND COLLECTION POLICY**

We have a range of sessions that take place throughout the day, please arrive on time for the session you have booked to drop off and pick up your child. Being late to collect your child or early to drop off your child may place us in breach of the staff:child ratio which compromises the safety of your child. Within your child's booked session you can drop off and pick up at a time convenient to you, please ensure you let us know so we can make sure your child is ready to be collected.

## **TERMINATION**

Once Upon A Time Day Nursery reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of other children in our care.

Registration is not complete, and care will not commence until all the paper work is completed online. Prior to the start date of care the following must be received by us for each child:

- \*Online Registration Form and Fee £20
- \* Immunisation sheet (online)
- \* Registration form (online)
- \* Parent Contract & Financial agreement
- \*Permissions & Consents (online)

It is important that you understand how we run our nursery and how we will look after the needs of your child. By signing this Contract you are agreeing to all Once Upon A Time Day Nursery policies and procedures including:

- Behaviour Policy
- Child Protection Policy
- Additional Needs Policy
- Complaints Policy
- Medication / Illness Policy
- Equal Opportunities Policy
- Confidentiality Policy
- Privacy and Confidentiality

*All policies and procedures are available in the main hall and on our website, if you have any questions please ask a member of staff.*

Initial :

Date:

**Please sign this contract**

This contract is between Once Upon A Time Day Nursery and Parents/guardians of  
(child's name) \_\_\_\_\_

**Parents /Guardians**

I / We \_\_\_\_\_ / \_\_\_\_\_ have read and agree with  
the above statements.

Signature \_\_\_\_\_ Relationship to child \_\_\_\_\_

Dated \_\_\_\_\_

Signature \_\_\_\_\_ Relationship to child \_\_\_\_\_

Dated \_\_\_\_\_

Signed on behalf of Once Upon A Time Day Nursery

Signature \_\_\_\_\_ Position at nursery \_\_\_\_\_

Print name \_\_\_\_\_ Dated \_\_\_\_\_

Beverley Alldridge

56 Railway Terrace

Llanelli

Carmarthenshire

SA15 2RH

Owner

Once Upon A Time Day Nursery



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### Nursery Mobile Phone

Here is our mobile phone number if you need to send us a text or speak to us out of hours

07541 315284

### Direct debit / Bank details

To set up a direct debit please use the following details.

#### **Santander Bank**

**Reference** - Child's name

**Account** - Once Upon A Time

**Account number**- 96157352

**Sort code** - 09 01 27

### Registration number

W130000376

*Many Thanks*

*Once Upon A Time Team*

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# Price list from 1st April 2022

<b>FEES: How much do we charge?</b>		<b>Age 0-2</b>	<b>Age 2+</b>
<b>Full Day Session</b>	8.00am till 6.00pm	£46.00	£44.00
<b>Half Day Sessions (minimum 2 half sessions a week)</b>	8.00am till 1.00pm	£27.00	£25.00
	1.00pm till 6.00pm		
<b>Full Week (includes £15 discount)</b>	Mon to Fri 8.00am till 6.00pm	£215.00	£205.00
<b>Full week of mornings or afternoons (includes £5 discount)</b>	5 x half day sessions	£130.00	£120.00
<b>School Wrap Around</b>	8.00am till 6.00pm including drop off and pick up from school (around full school day)	£29.50	£32.50
		Walking	Car
<b>Flying Start Top Up Full Day</b>	8.00am till 6.00pm	£34.00	
<b>Flying Start Top Up Half Day</b>	8.00am till 1.00pm or 1.00pm till 6.00pm	£15.00	
<b>After school pick up</b>	Afternoon pick up at school till 6.00pm	£22.50	£25.50
		Walking	Car
<b>Hourly/Half Hourly Rate</b>	Before or after half day session	£6.50/£4.00	
<b>Pick Up / Drop Off</b>	Charged per pick up / drop off (up to 3 children)	£6.50 car £3.50 walking	
<b>Late pick up charge</b>	Up to 15 minutes late and for every 15 minutes thereafter	£5.00	
<b>Administration Fee</b>	On joining per family	£20.00	

**10% discount available for older sibling when more than one child attends**

**Fees can be paid monthly in advance by cheque, bacs or direct debit.**

**If you wish to pay weekly then fees must be paid by direct debit.**