

Mulberry Kindergarten
The Old School Hall, School Road, Tunstall
Nr Woodbridge, Suffolk, IP12 2JQ
Tel: 01728 688719
Manager: Katie Pryke
Email: mulberryculture@gmail.com
Supported by Suffolk Acre



TERMS AND CONDITIONS

1. Age of children

We have a baby room for the children aged 6 months to 2 years, and a pre-school room 2 years to 5 years old. For details regarding availability please contact Katie Pryke on 01728 688719 for further information.

2. Hours of opening

Full day care: 8.00am - 6.00pm

Half day care: 8.00pm - 1pm

School session 9.00pm –3pmour child is collected on arranged time,

The sessional times may be altered to suit, if spaces are available. Please feel free to come and discuss it with a member of staff.

Please make sure your child is collected on arranged time, as a fee of 5.00 per 15 minutes will be charged or 7.50 after 6pm.

3. Collection of children

If anyone other than a parent is collecting your child their details must be written on your Enrolment Form. We must also be given a description for the individual. Children can not and will not be released into another person care with out the above.

4. Fee's

Invoices are issued monthly, and fee's are due monthly in advance. As in all areas of private education the fee's paid are to reserve your child's place, within the kindergarten. These fee's are still due for payment should your child be unable to attend. Fee's for kindergarten sessions are still due for payment if your child is sick as a reserved places can not be rebooked. We do not provide any day exchange for your child if for some reason they are unable to attend
Mulberry

Cheques should be made payable to Mulberry Kindergarten

5. Termination of place

If for any reason you wish to withdraw your child from the kindergarten, we do ask for 4 weeks WRITTEN notice. Full payment of fee's will be due for this period.

6. Sickness/Emergency treatment

It is the parents responsibility to inform the kindergarten if a child becomes ill, and, in order to minimise the spread of communicable diseases, parents are required to ensure that that child does not attend mulberry until they are free from both symptoms and cause.

When a child falls ill during kindergarten hours, the parents will be notified immediately accordance with the exclusions policy, the child will be cared for until the parent or designated person arrives to collect them.

In the event of an accident or illness requiring immediate medical attention the kindergarten staff will administer basic first aid. In an emergency we reserve the right to remove the child to hospital, and in such circumstances every effect will be made to contact parents immediately.

7. Permission for use of photography

while at Mulberry the staff will observe the children during the course of the day. This is for the purpose of the learning journeys and the individual development of each child. This may including taking photography's of the children which will be used in the learning journeys and displays In the nursery.

8. Nursery closure

In the unlikely event of the nursery having to close, Mulberry will offer your child an alternative session to accommodate the loss. In the event of serve bad weather Katie Pryke will access the situation and the risk involved for all children, parents and staff. A decision will be made on whether to close the nursery and parents will be notified according.

I agree to the Terms and Conditions stated above.

Parents/carer signature

Parents/carer name:

Date:

Katie Pryke
Manager