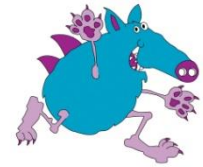


MONTY'S DAY CARE

Nursery

AT

MANIC MONSTERS LTD



Monty's is a new purpose built nursery in a pleasant

rural location. We are surrounded by fields and woodland and have a large outside space providing an array of excellent facilities for children to discover and learn about nature and the natural world, develop their sensory skills, and encourage imagination and play. Our building design is light and airy and encourages free flow and interaction with others.



The furniture, fixtures, and fittings, have been designed to provide a home from home feel to create a setting where children feel happy, safe and secure. We have ample parking providing easy access for parents.

Our staff are highly qualified and experienced. We pride ourselves on our friendly and enthusiastic approach and recognise the children's potential to grow and learn through play.

We welcome visits by both you, the parents, and your child, to experience the happy atmosphere of Monty's. Please call to make an appointment. During your visit you will be able to discuss your individual requirements, and we will answer any questions you may have.



Monty's Day Care at Manic Monsters Ltd, Unit 1-4 The Gardiner Business Park, Little Browns Lane, Edenbridge, Kent. TN8 6LH

Telephone: 01732 864629. Email: office@montysdaycare.co.uk. www.montysdaycare.co.uk.
Ofsted Registration Number: EY394090. VAT No. 885 3583 76. Company Registered No. 5577303.
Directors: Nicholas Whitley & Rachel Whitley Registered in England

MONTY'S DAY CARE REGISTRATION FORM



Child's Details:

First Name(s):		Surname:	
Date of Birth:		Age:	Years Months
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>	Religion:	
First Language:		Nationality:	
Address:			

Details of Doctor:

Doctors Full Name:	
Surgery address:	
Surgery phone number:	

Details of Health Visitor:

Health Visitors Full Name:	
Address:	
Phone Number:	

Details of Parents/Guardians:

Parent/Guardian 1		Parent/Guardian 2	
Relationship to Child:		Relationship to Child:	
Full Name:		Full Name:	
Home Address:		Home Address:	
Home Phone No:		Home Phone No:	
Mobile Phone No:		Mobile Phone No:	
Work Phone No:		Work Phone No:	
Email Address:		Email Address:	

Person with parental responsibility (If different from above)		Person with legal contact (If different from above)	
Relationship to Child:		Relationship to Child:	
Full Name:		Full Name:	
Home Address:		Home Address:	
Home Phone No:		Home Phone No:	
Mobile Phone No:		Mobile Phone No:	
Work Phone No:		Work Phone No:	
Email Address:		Email Address:	

Emergency Contact Details:

(These people will also be noted as authorised to pick up your child from the nursery).

Emergency Contact 1		Emergency Contact 2	
Full Name:		Full Name:	
Relationship to Child:		Relationship to Child:	
Address:		Address:	
Home Phone No:		Home Phone No:	
Mobile Phone No:		Mobile Phone No:	
Work Phone No:		Work Phone No:	

Passwords and Photos:

The people that you have put down as your emergency contacts are also noted as authorised to pick up your child from the setting, we will require a photo of them to keep on file. These people as well as any other person that may have to pick up in an emergency that you haven't noted as authorised, will have to present us with a password of your choice that you have notified us of previously and we will wish to see a form of photo I.D. We ask that we be made aware of who will be picking up on a daily basis and if it changes please phone and let us know. No child will be able to leave the premises with anyone that is not on the authorised list, if we have not been made aware by the parent/guardian beforehand or if the person does not present the correct password.

Password:.....

Injections / Immunisation:

Has your child been immunised against: (Please tick as appropriate)

- Polio Date..... Date..... Date.....
- Measles, Mumps, Rubella (MMR) Date..... Date..... Date.....
- Tetanus Date..... Date..... Date.....
- Whooping cough Date..... Date..... Date.....
- Diphtheria Date..... Date..... Date.....
- Meningitis Date..... Date..... Date.....
- Other (please specify) Date..... Date..... Date.....

Consent:

I consent; in the case of an emergency, my child should be taken to the hospital, in the care of staff, and there any treatment that may be deemed necessary by the medical staff, for the health of my child may be carried out.

Signed: _____ (Parent/Guardian One) Date: _____

Acceptance

I wish to apply for Nursery Care/ After School Care on the days and sessions as indicated above. I have read and agreed to abide by Monty’s Daycare’s Terms and Conditions and I agree to pay all fees as required. *I enclose a £50 non-refundable registration fee.*

I will provide Monty’s Daycare with my child’s birth certificate; to copy and keep on file.

We accept BACS Payment: Natwest Bank, sort code: 52:41:12, Account Number: 42021375. Please provide payee details. Cheques made out to Manic Monsters Ltd.

Signed:		Date:
Parent/Guardian:		

For Office Use Only

Registration Fee Paid: Yes No Date.....

Method of Payment:

Cash Cheque BACS Card

Deposit Paid: Yes No Amount:..... Date.....

Method of Payment:

Cash Cheque BACS Card

Confirmation Letter Sent: Yes No Date.....

Agreed Start Date:

Initial Fees calculation: First Month:.....

Subsequent Months:

Staff Name:..... Signature:..... Date:.....

OUR AIM

To create a day care nursery of the highest standards recognisable to parents in the local community and OFSTED. We aim for outstanding inspections and will use any feedback to better our company. Children who attend Monty's will be happy, healthy and well cared for. We support our staff with offsite training to improve their current knowledge of childcare practice and the curriculum.

OUR MISSION STATEMENT

Our Purpose is to provide a safe and secure homely setting where children can flourish, develop, and learn, through child lead organised play and learning opportunities which will nurture their potential as an individual. We work closely with the Childs home network to meet their specific needs and follow the "Early Years Foundation Stage" curriculum to ensure a complete learning and developmental experience.

Our Vision is to be a locally recognised name with an outstanding reputation for providing the best care available in the area. We want to build on our current business of Children's Indoor Soft Play to create an all round local amenity at the heart of the Community with a reputation for high standards and quality service.

Our Values are to have a team of professional staff who are experienced at ensuring the children learn and develop through play, and to maintain a nursery of the highest standards. We are approachable and friendly and encourage feedback as much as possible. We continually assess our provisions with the aim of providing excellent facilities now and in the future.

THE EARLY YEARS FOUNDATION STAGE (EYFS)

At Monty's Daycare we strive to uphold high standards to ensure that children in our care learn and develop well and are kept healthy and safe. Following the guidance of the revised EYFS we offer children the opportunity to gain a broad range of knowledge and skills to provide the right foundations for their future potential, progress through school and life. The children are constantly encountering new experiences and seeking to understand them in order to extend their skills, develop their confidence and build on what they already know. We aim to provide quality and consistency, through a secure foundation; offering learning and development opportunities to meet each individual child's needs and interests ensuring every child is included and supported. We pride ourselves on partnership working between our practitioners and parents/ carers, respecting each family's personal needs and values. Through our Key Person and Buddy System the staff will communicate with you regarding your child's care and development, through Settling Sessions, Transitions, Hand-over's, Daily Diary contacts, Unique Story reports and Progress trackers.

LEARNING AND DEVELOPMENT

There are seven areas of Learning & Development in the Revised EYFS (Early Years Foundation Stage). Each of the seven areas interconnect, staff observe children's development through planned purposeful play as well as adult-led and child-initiated activities.

Personal, Social & Emotional Development

It is important that children develop a positive self image and of those around them, forming positive relationships with others, gaining life and social skills, and managing behaviour and emotions. This area of a child's learning and development journey is influential to our Key Person role at Monty's. It is imperative to our team that we provide your child with a secure foundation in which to develop and achieve.

Communication & Language

We provide children with opportunities and tools for our children to experience a plentiful language environment. Encouraging children to develop their self-confidence and communicative skills; speaking, listening and understanding in expressing themselves in a range of situations and activities.

Physical Development

We ensure the children are provided with a healthy environment in which to learn and develop. It is important the staff are positive role-models to the children in their care and provide the children with fresh, healthy nutritious meals and snack as well as an understanding of healthy life style choices. We provide the children with numerous opportunities to advance their physical development, active and interactive skills through our rich indoor and outdoor environments as well as our personal access to the Manic Monsters play facility. The children gain confidence in their growing abilities, developing spatial awareness, co-ordination, control and movement of themselves.

These are the three prime areas of learning and development and are important to promote children's curiosity and enthusiasm for learning as well as building their capacity to learn, form relationships and thrive.

Literacy

The children are offered a vast range of resources and activities to incite their interests within this area. The children are encouraged to look at print from an early start; each room boast an attractive book corner with a variety of reading materials. The staff support the children's interests in mark making providing them with an array of resources and available activities to initiate their preferences and skills.

Mathematics

Your child will develop an understanding of mathematics through counting, sorting, matching, seeking patterns and making connections. We will encourage learning about numbers, shapes, space, and measures through games and activities.

Understanding the World

Children in this area of learning are developing skills and understanding that help them to make sense of the world around them. This forms the foundation for later work in science, history and geography. They will find out about past events in their own lives and those of their family. They will also find out about different cultures and beliefs.

Expressive arts and design

Children will be encouraged to express their thoughts, ideas and feelings, imaginatively using a wide variety of different materials and equipment including sand, water, paint and music.

These are the four Specific areas, which the prime areas are strengthened and applied

NURSERY FEES

Age 0-2 Years		Per Day £	Per Hour £	
Session		Includes Meals	Includes meals	Excludes Meals
Morning	8.00-13.00	28.67	5.73	5.07
Afternoon	13.00-18.00	27.30	5.46	5.04
Full Day	8.00-18.00	51.98	5.20	4.66
Short Day	8.30-15.30	43.68	6.24	5.77
Age 2-3 Years				
Session		Per Day £	Per Hour £	
Session		Includes Meals	Includes meals	Excludes Meals
Morning	8.00-13.00	27.30	5.46	4.80
Afternoon	13.00-18.00	25.94	5.19	4.77
Full Day	8.00-18.00	49.14	4.91	4.37
Short Day	8.30-15.30	41.53	5.93	5.63
Age 3-5 Years				
Session		Per Day £	Per Hour £	
Session		Includes Meals	Includes meals	Excludes Meals
Morning	8.00-13.00	25.94	5.19	4.53
Afternoon	13.00-18.00	25.20	5.04	4.62
Full Day	8.00-18.00	46.83	4.68	4.14
Short Day	8.30-15.30	41.53	5.93	5.46
Breakdown of Meals Included				
		Time	Cost £	
Breakfast		8.00-8.30	0.95	
Lunch		12.00-12.30	2.36	
Tea		16.45-17.15	2.10	
Extra Sessions				
Ad-hoc extra hours			6.83	
Pre-booked Early Bird		7.30-8.00	4.94	
Pre-booked		18.00-18.30	4.94	

- **Examples of Standardised Monthly Fees-** Below are examples of standardised monthly fees including Holiday Allowance, Session Discount and Free Early Education where applicable. Please note this is for illustrative purposes only, fees will vary according to the days and hour of the sessions. If you would like an individual quote, please call the office.

Age 0-2 Years		Standardised Monthly Fees				
Session		1 Session p/week	2 sessions p/week	3 Sessions p/week	4 Sessions p/week	5 Sessions p/week
Morning	8.00-13.00	NA	243.65	365.48	487.31	603.16
Afternoon	13.00 -18.00	NA	232.05	348.08	464.10	574.44
Full Day	8.00-18.00	220.89	441.79	662.68	874.91	1093.64
Short Day	8.30-15.30	185.64	371.28	556.92	735.28	919.10

Age 2-3 Years		Standardised Monthly Fees				
Session		1 Session p/week	2 sessions p/week	3 Sessions p/week	4 Sessions p/week	5 Sessions p/week
Morning	8.00-13.00	NA	232.05	348.08	464.10	574.44
Afternoon	13.00 -18.00	NA	220.45	330.67	440.90	545.72
Full Day	8.00-18.00	208.85	417.69	626.54	827.19	1033.99
Short Day	8.30-15.30	176.49	352.098	529.48	706.01	873.81

Age 3-5 Years		Standardised Monthly Fees after Holiday and Session Discount where applicable and Early Years Free Entitlement				
Session		1 Session p/week	2 sessions p/week	3 Sessions p/week	4 Sessions p/week	5 Sessions p/week
Morning	8.00-13.00	NA	134.18	199.02	263.87	326.55
Afternoon	13.00 -18.00	NA	128.52	190.58	252.63	314.69
Full Day	8.00-18.00	124.18	244.47	404.08	591.32	788.31
Short Day	8.30-15.30	74.49	145.53	268.43	443.20	614.51

- **Sessions-** A minimum of 2 sessions per week is required. We provide a morning or afternoon session of 5 hours, a full day of 10 hours and a Short day session of 7 hours. The Early Bird and late Pickup can be added to the beginning/end of the day. We are open 51 weeks a year, closed for the Christmas/New Year week.
- **Holiday-** Fees are based on 51 weeks of the year, 1 weeks holiday is deducted from the fees and spread over standardised 12 months.
- **Bank Holidays-** For the 5 bank holidays; Good Friday, Easter Monday, Early Spring, Late Spring and Summer, a session can be taken in lieu subject to availability within the term it falls.
- **Session Discount-** 50% Discount is given on 1 week of fees when children attend for 8 shifts or more per week. The discount is applied in the 3rd week of August.
- **Free Early Education for Three and Four year olds-** Free Early Education is available to children from the school term after they turn 3 yrs old for a maximum of 5 sessions per week and up to 15 hour per week a total of 570 Free Early Education hours across the academic Year.
Please ask the Nursery Manager if you wish to register for Free Early Education or if you require further details. The amount of the grant is pro rata over the term and will be incorporated in your monthly invoice.
Bank Holidays cannot form part of the 570 Free Early Education hours your child is eligible to receive.

For children who wish to only attend for the Free Early Education, the hours are between 13:00 – 16:00 Monday to Friday subject to availability. Contracts are based on school terms, new contracts issued each term. Priority is given to full day or session care. To keep the space available for the Free Early Education, during the school Holidays the appropriate session fee is due, otherwise the space cannot be guaranteed for the next term.

A child born in the period	Will become eligible for a free place
1 January to 31 March (inclusive)	The start of Term 5 following their third birthday (after April holiday)
1 April to 31 August (inclusive)	The start of Term 1 following their third birthday (after Summer holiday)
1 September to 31 December (inclusive)	The start of Term 3 following their third birthday (after Christmas/ New Year)

- **Free for 2 Entitlement (FF2)-** FF2 is available for children whose parents on low income qualify a set of criteria, your child has a statement of Special Education Needs or an Education Health and Care Plan, looked after by the local authority or is entitled to Disability Living Allowance, no longer looked after by the local authority as a result of adoption order, a special guardianship order or a child arrangements order which specifies whom the child lives with.

To find out if you qualify for FF2 contact our office or the local children's centre. To access the FF2, Monty's Day Care must receive clarification of eligibility for funding from the children's centre.

If your child is eligible for FF2 funding, unlike the Three and Four year olds Free Early Education your child can be admitted throughout the term rather than waiting for the following term.

A child born in the period	Will become eligible for a free place
1 January to 31 March (inclusive)	The start of Term 5 following their second birthday (after April holiday)
1 April to 31 August (inclusive)	The start of Term 1 following their second birthday (after Summer holiday)
1 September to 31 December (inclusive)	The start of Term 3 following their second birthday (after Christmas/ New Year)

- **Absence/ Non attendance of Free Early Education Sessions-** it is essential you inform the setting if your child will be absent from their session/s. In cases of long term absence, each case will be dealt with personally but Monty's Daycare reserves the right to terminate the place if the child does not attend over 40% of their sessions within a 6 week ½ term period without notification and agreement. The setting runs a waiting list and the child next on the waiting list will be offered the sessions.

We will make every effort to contact you with regards to missed sessions, if there are no suitable reasons for non attendance or no communication; we reserve the right to terminate the contract. You will be informed of the termination of your contract for the term in writing.

- **Meals-** Freshly prepared homemade meals are provided by the setting. Food is not permitted to be brought from home as set out in our policies and procedures.
- **Sibling Discount-** A discount of 10% is available when two or more siblings attend at the same time. Discount will be given on the sibling paying the lowest rate.
- **Absence and Illness-** If your child has a contagious illness, sickness or diarrhoea and/or is unhappy at the nursery through illness, you may be requested to keep them from attending until well. This is in the best interest of all the children and is detailed in our policies and procedures. Regrettably all absences, for whatever reason must be paid for.
- **Late Collection/Early Drop Off-** Children dropped off/picked up 10 minutes before/after their session will be charged at £10.00 per 15 minute increments. If you notify us at least a day in advance, we will charge, in arrears, the appropriate hourly rate for early drop off or late collection.

- **Payment of Fees-** Fees are collected 1 month in advance; any additional costs will be added to the following month's invoice. Fees may be paid monthly using direct debit or standing order, cheque or cash. Late payments of more than 14 days will incur a charge of £10.00 per day, which will be added to your following month's invoice. Our fees are fully inclusive of all milk, bottles, nappies, sudocream and sun cream. Prices are reviewed twice a year in March and September.
- **Changing Sessions**
One months notice is required to change a session.
- **Administration**
All administration, requests for additional hours, change of sessions, notice of withdrawal etc. Must be in writing and directed to the Nursery Manager.
- **Registration Fee**
A non refundable registration fee of £50.00 is required per child to cover the cost of administration at the start of the nursery or for a place on the waiting list.
- **Retainer Fee**
To confirm a place and a start date, the parent must agree and sign the nursery contract and pay 1 month's fee to secure a place for each child. 1 months notice must be given to cancel your Childs place. The retainer fee will be deducted off the final invoice or used to offset unpaid fees. If a child changes their sessions after they start, there will be no change in the retainer fee

ADMISSIONS POLICY

Monty's nursery aims to provide a welcome and appropriate learning opportunity for all children. We ensure that our admissions practice provides for children with special needs.

- The Nursery Manager operates a waiting list. Whenever a vacancy arises, it will be offered to the applicant at the top of the waiting list. It is not possible to remain on the waiting list after a place at the nursery has been accepted.
- All places, whether full or part-time, will be offered on a 'first-come-first served' basis, with the following exceptions:
 1. A parent/guardian with a child already in the nursery, and applying for a place for a second child (providing that both children attend for a minimum of two sessions per week), will be given priority over first-time applicants
 2. When a place is available at the nursery. If more than one parent is eligible for a priority place, then allocation will be in the order in which applications were dated.
 3. Staff employed at the nursery, which apply for a first-time childcare place, will be given priority over other categories of first-time applicants, and will be allocated a priority place at the nursery in the order in which their application was dated.
 4. Parents, who want a full-time place but accept a part-time place as an interim measure, will be given priority whenever additional sessions become available.
 5. The Nursery Manager and Deputy Nursery Manager can exercise discretion over these guidelines.
 6. Wherever possible, a place will be offered in writing four weeks before the child is due to start; parents will have two weeks to decide whether to accept the place. These deadlines may be significantly shorter when places become available unexpectedly.
 7. The nursery place is secured by a non-refundable deposit of £50.00;
 8. A retainer of one month's fees is payable in advance on acceptance of a place which is refundable only on receipt of one month's notice on withdrawal of your child.
 9. A parent who has accepted a place in advance of the starting date, and then decides to delay the starting date (for whatever reason), will be liable to pay the full fee from the date originally agreed, unless it is possible for the admission date to be exchanged with another child.
 10. A parent who is offered a place at nursery and turns it down (for whatever reason), will remain in the same position on the waiting list (i.e. there is no penalty for refusing an offer).
 11. A parent whose child does not receive an acceptable offer before the age of 16 months, will have their application transferred to the 'toddler' waiting list in date-order of the original application; if an acceptable offer is not made before the child's third birthday, then the application will be transferred to the 'top-end' waiting list in date-order of the original application.
 12. Fee paying sessional care will have priority over stand alone Early Years Free Entitlement care

TERMS AND CONDITIONS

To enable Monty's Day Care hereinafter to provide and maintain the highest quality standards of childcare, it is necessary for all parents/guardians to understand and agree to the following Terms and Conditions. These Terms and Conditions relate to the contract between the company and the parents/guardians.

1 Application, deposit and registration fee

- 1.1 The non-refundable registration fee of £50 should be paid on the acceptance of the offer of the place at the nursery; this will not be returned if the child does not start at the nursery. The deposit of one month's fees needs to be paid two months before the start date (time allowing), this will pay for the child's last month of fees but will not be refunded if the child does not start at the nursery or does not give one month's notice.

2 Payment of nursery fees

- 2.1 Payment of nursery fees will be made by the parent/guardian on a monthly basis in advance by direct debit (or other agreed means of payment) on the first of the month.
- 2.2 If the payment is late or rejected Monty's Day Care reserves the right to charge a £10 fee for every day that the fees are more than 15 days late.
- 2.3 All nursery fees are subject to an annual review; however Monty's Day Care reserves the right to increase these at other times.
- 2.4 Full payment of fees is required even if the child is absent from the nursery due to illness, personal holiday or bank holiday.
- 2.5 A discount is offered to siblings of children already at the setting. When a second child joins the setting the first child will receive a 10% discount on their fees.
- 2.6 If parent/guardian wishes to change the nursery sessions that their child attends they must request this in writing to the nursery manager. If the request is to reduce the number of sessions one calendar month's written notice is required. Failure to provide notice will render the parent/guardian liable for one calendar month's fees for the cancelled sessions. All other requests will be accommodated as and when the availability arises and will be charged from that date.
- 2.7 If extra one-off sessions are booked with the nursery these will be invoiced for in the following month.

3 Cancellation/termination of contract

- 3.1 After acceptance of the offer the child's start date may only be deferred by the parent/guardian by a maximum of one month. Request to defer the child's start date should be put in writing to the Nursery Manager.
- 3.2 In the event of the parent/guardian failing to pay all fees we reserve the right to exclude the child from nursery and the nursery shall be entitled to serve a formal demand for payment of such monies.
- 3.3 If it is the reasonable opinion of the manager it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well-being of the child, other children in the nursery or to Monty's Day Care employees then the company may serve notice to the parent/guardian requiring the child to be immediately removed from the nursery and no notice will be required.
- 3.4 If it is the reasonable opinion of the manager it is considered that the behaviour of either parent/guardian referred to herein is detrimental to the health, safety or well-being of any child in the nursery or to Monty's Day Care employees then the Monty's Day Care may serve notice to the parent/guardian requiring the child to be immediately removed from the nursery and no notice will be required.
- 3.5 If notice is given to withdraw a child from the setting and then a new place is applied for within a 3 month period, we will consider this to be a continuation of the original contract and fees will be due for the intermediate period of non-attendance calculated on the sessions attended prior to the notice given.

4 Non-solicitation of staff

- 4.1 Parents/Guardians agree, as a condition of placement of their child, not to solicit staff away from Monty's Day Nursery. In the event of a Staff Member terminating their employment with Monty's, howsoever caused, parents/guardians of the child whom

attend/attended the nursery may not employ that staff member for a period of three months after that staff member has left the employment with Monty's. In the event of a staff member being directly or indirectly solicited by a parent/guardian to provide care for their own child/children, the nursery will impose a fee of 10% of the new salary of that staff member, subject to a minimum of £300 and a maximum of £1,000. The retainer paid may be applied by Monty's Nursery towards this fee, which is intended as a contribution to Monty's costs of recruiting and training replacement staff.

5 Hours of opening

- 5.1 The nursery is open 51 weeks a year excluding bank holidays.
- 5.2 The hours of opening are from 7:30am-6:30pm. It is important that all children are collected by the given closing time of the nursery as any delays will require staff over time and will result in higher costs and therefore fees. We charge £10 for every 10 minutes that a parent/guardian is late for their agreed collection time.

6 Sickness

- 6.1 To ensure the welfare of all children and staff Monty's Day Care reserves the right to refuse admission of any child, who in the opinion of the manager/deputy manager or room leader is too unwell to attend.
- 6.2 If a child is taken ill while at the nursery every effort will be made to contact the parent/guardian on the emergency contact numbers provided. Notification of any changes to these numbers should therefore be made in writing to the nursery manager immediately.
- 6.3 Monty's Day Care reserves the right to seek medical attention for a child in an emergency.
- 6.4 If a child is suffering from, or is suspected to be suffering from a communicable illness, the child should remain at home until a doctor has certified that the child is fit to return to nursery.

7 Personal safety and security

- 7.1 Monty's Day Care cannot accept responsibility for accidents and/ or injury before children before they enter, or once they have left, the premises.
- 7.2 In the interests of safety and security parents/ guardians must not allow unauthorised people to enter the nursery (including other parents/guardians), must close and lock gates/ doors behind them and only allow authorised people to drop off and collect children.

8 Personal property and valuables

- 8.1 Monty's Day Care cannot accept responsibility for the damage or loss to any personal property (e.g. clothes or toys) brought into the nursery. It is therefore advised that valuable items are not brought into the nursery. We also discourage children from bringing in toys unless it is specifically for show and tell.

9 Policies and procedures

- 9.1 A copy of Monty's Day Care policies and procedures is available for parents/guardians to read at the nursery. This also contains details of the complaints/disputes procedure. Any parent/guardian can at any time ask the nursery manager for copies of any policies.

10 Acceptance

- 10.1 The above terms and conditions are considered to be fair and reasonable.