Important Information

<u>Funded Hours Available</u>

Through working in partnership with Scottish Borders Council we offer funded nursery places, starting from the term following your child's third birthday. These places are offered in our morning sessions, Monday to Friday 08.50-12.00 although other options can be made available, by contacting the nursery manager prior to completing an enrolment form.

<u>Notice of Absence</u>

In line with our Child Protection Policy, if your child is absent with no prior notification we will contact you or your emergency contact within 30 minutes of the start time of the session they were due to attend. It is vital that you let us know of any absence as soon as possible via an official Seashells Nursery channel – i.e. by telephoning the nursery on 018907 52082, Email us on seashellsnursery@hotmail.co.uk or PM us through our facebook page.

<u>Child Protection</u>

We have a Child Protection Policy that all staff must adhere to where there are concerns about a child.
Child Protection Officer – Miriam Lindsay
Deputy Child Protection Officer – Julie Windram

<u>Fees</u>

Prices;

<div align="center">

Funded children snack and craft: £2 per week
Non-Funded children (PM session) : £7 per session
Day care - ALL children: £3.50 per hour
Lunchtime (12.00-12.30): £1.50

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Fees are payable weekly, an invoice will be attached to your child's box in the foyer detailing any outstanding amounts. Fees will be charged regardless of your child's attendance, you will be charged for the sessions requested, unless in cases of holidays or long term illness/ hospitalization, on discretion of the nursery manager.

Seashells Nursery is a non-profit making organization and relies on the prompt payment of fees to ensure the smooth and effective service your child will receive.

<u>Notice Period</u>

2 week's notice is required to cancel your child's nursery place or to reduce sessions. If insufficient notice is given, you will be liable to pay for fees in lieu of notice. A cancellation form is available, please ask a member of staff.