



KINGSMEAD
DAY NURSERY LTD WINCHESTER

TERMS AND CONDITIONS

TERMS AND CONDITIONS

Please read this document carefully, signing and returning the slip at the bottom.

The following document is a brief overview of some of our key policies some of which will be emailed to you once your child has started nursery. All our policies and procedures are available for you to look at and refer to at any time. Please ask a member of staff.

HEALTH AND SAFETY POLICY

Kingsmead Day Nursery Ltd puts the health and safety of the children first at all times. All possible efforts are made to ensure that the nursery is a safe and healthy learning and working environment. Our staff have high standards of personal hygiene and practice in particular hand washing as well as maintaining a clean environment. Full fire drills are regularly practiced and the fire alarm system is tested weekly. Members of staff have Paediatric First Aid training which is updated approximately every 3 years. Any accident occurred at nursery is recorded and a copy of the accident form is kept in your child's personal file. We also have prior accident forms which we will ask you to complete following any accidents that have occurred off nursery premises. We expect you, as parents/carers, to notify us of any medical or other condition affecting your child and to provide us with emergency contact details. If necessary we will provide you with a "Health Care Plan" which we will complete together. We realise that all children have minor illnesses that do not prevent them from attending nursery but we do realise that all children are vulnerable and can contract illnesses from each other. If your child is ill and you are unsure whether he/she should attend nursery then please call for advice.

In signing this Agreement you are consenting to your child receiving First Aid at nursery or to be treated by a doctor should an emergency arise. Every effort will be made to contact parents before such action is taken.

Kingsmead Day Nursery Ltd and its representatives cannot be held liable for accidents arising outside nursery premises during dropping off or collection time. Before your child arrives and after they leave nursery it is your responsibility to care for your child's safety from that point.

MEDICATION POLICY

Kingsmead Day Nursery Ltd will continue to administer prescribed medicines following the first 48 hours of parents/carers administering the medication. Details must be recorded on a medicine record form. If it's an 'ongoing' prescription such as an inhaler to control asthma then the form must clearly state that this is the case. Medicines are stored in their original containers, clearly labelled and dated (prescription label) and inaccessible to children. By signing the medicine form parents are giving permission for staff to administer the medication (this is a mandatory requirement)

We are unable to administer non-prescription medicine. An exception to this is that if a child has a temperature (above 37.6) 5ml of Calpol can be administered (a permission form is included in the welcome pack when a child starts). This permission must be given. Additionally, before it is administered parents must give verbal permission again over the phone and the child must be collected ASAP (within 2 hours).

EQUAL OPPORTUNITIES

Kingsmead Day Nursery Ltd respects and actively promotes the right of all individuals to develop to their full potential irrespective of their ethnic origin, cultural background, religion, linguistic background, life experience or disability. Through our equal opportunities policy we aim to value difference and diversity and benefit from them. Kingsmead Day Nursery Ltd is committed to providing equality of opportunity for all children and families and will take positive action to eliminate discrimination in all areas of their work. The nursery works in accordance with all relevant legislation.

TIMING

Full Day sessions 7.30am – 6.00pm

The term following your child's third birthday, they will be entitled to 15 hours of education during term times. Should you meet the criteria, you may also wish to apply on the Government website for a further 15 hours of funding. Kingsmead Day Nursery Ltd offer spaces for both children eligible for 15 and 30 hours.

TERM TIME ONLY

We have a limited number of term time only places available. Please ask Mrs. Nutt (Manager) for further details.

COLLECTION OF YOUR CHILD

Kingsmead Day Nursery Ltd requires an introduction to any third party, bringing or collecting your child to or from nursery. Parents must complete a permission form, giving a brief description, date and a password in order that we can release your child into their care.

PROCEDURE FOR PARENT/CARER FAILING TO COLLECT CHILD

Two members of staff (one must be level 3 qualified or above and have Paediatric First Aid training) will remain with the child at all times. Parents will be contacted using available telephone numbers. If the contact is unsuccessful the specified emergency contacts will be called. Previously agreed passwords must be communicated to staff together with photo ID before your child is released into their care. This incident will be recorded.

The person collecting MUST be over 16 years of age.

If all above attempts fail we are under a statutory obligation to inform the Safeguarding Children's Board.

LATE COLLECTION

Please note that a fee will be charged if parents are late collecting their child. Should the unexpected arise please let nursery know as soon as possible.

REFUNDABLE DEPOSIT AND NURSERY FEES

A registration form must be completed in full and signed before a place at nursery can be offered. When a place has been confirmed in writing and a start date agreed, a month's deposit fee will be required within 10 days from the date of the letter. If this is not received within this time, it will be assumed that the place is no longer required. This deposit will be deducted from your final account.

On receipt of confirmation you will be invoiced from the agreed start date. Should the nursery not be notified that your place is no longer required, you will be invoiced for a month's fees in lieu of notice.

Fees must be paid on 1st of every month. You will be invoiced for childcare and food each month via e-mail (a hard copy will be available if required). Any extra fees accrued throughout the month will be added to the following months invoice (outings, extra sessions). Accounts to be settled via Bank Transfer.

A late payment charge of £15.00 per week will be levied.

Kingsmead Day Nursery Limited accepts childcare vouchers from most providers. It is the responsibility of the parents to ensure that all childcare voucher payments are made to Kingsmead within an appropriate timeframe and that the payments are clearly identified with your child's name. Vouchers issued through your employment after the 1st. of the month will be deducted from the following months fees. We understand that many families encounter financial difficulties at some stage. Please feel free to speak to the Manager to discuss alternative financial arrangements if this is the case.

In the case of a long- standing non-payment of nursery fees Kingsmead Day Nursery Ltd will refer this to the a debt recover service.

The nursery is unable to refund fees for any periods of sickness, holidays or days absent from nursery. A month's notice is required for non- payment of meals.

The nursery will be closed on Bank Holidays. There will also be a period over Christmas/New Year when the nursery will be closed in order that essential maintenance and repairs take place. Please check notice board for details.

NOTICE

If a parent wishes to terminate their Contract with the nursery, One month's written notice is required. Your deposit will be deducted from the final invoice.

CHANGE OF SESSIONS

If a parent wishes to increase/decrease their child's nursery sessions they must notify the nursery in writing at least one month in advance. Any change will be confirmed either by email or in writing.

PHOTOGRAPHY VIDEOS AND WEBSITE

Unless otherwise stated I give permission for Kingsmead Day Nursery Limited to take, display photos/videos of my child and add these to the nursery's website together with my child's online learning journal. Also to appear in other children's journals and to protect the images of children that may appear in my child's learning journal.

This agreement may be altered at the discretion of the nursery. Parents will be given at least one months' notice of any such changes

To: Kingsmead Day Nursery Limited

I/We have understood the Parents Agreement and agree to the conditions as stated. Please sign and return with your completed registration form.

Child's Name:

Date:

Print Name:

Signed: