

## admissions

*Children's Corner Day* Nursery is registered for 25 children.

3 children between the ages of 18 and 2 years.

22 children between the ages of 2 and 5 years.

The above statement is taken from the registration document and is the overriding policy in respect of admissions.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

- availability of spaces, taking into account the staff/child ratios, the age of the child and the registration requirements
- when the application is received (extra weight is given to those who have been on the waiting list the longest)
- the nursery's ability to provide the facilities for the welfare of the child
- a child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability
- extenuating circumstances affecting the child's welfare or the welfare of his/her family
- children who have siblings who are already with us.

We operate an inclusion and equality policy and ensure that children have access to nursery places and services irrespective of gender, race, religion, colour or creed.

Prior to a child attending nursery, parents/carers must complete and sign a contract and registration form (**Appendix 1 & 2**). These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, dietary requirements, collection arrangements, fees and sessions, contact details for parents/carers, doctor's contact details, health visitor contact details, allergies, parental consent, vaccinations etc.

**providers eligible to provide free nursery education places**

All settings registered to accept nursery education funding (detailed in the code of conduct) must offer free places for three to five year olds for the 2 ½ hour sessions. At Children's Corner Day Nursery we currently provide 11 free funded places available for children subject to availability. These places will be allocated on a first come first serve basis and can be booked a term in advance. Please note for admissions for nursery education funded sessions we have a termly intake, beginning the term following your child's third birthday

**This policy was adopted on** (*insert date*): .....

**Signed on behalf of the nursery:** .....

**Date for review:** .....

# Children's Corner Day Nursery

## Terms and Conditions

### 1. Entry to the Nursery

**Registration:** A signed and fully completed Registration Form must be received before a place can be offered accompanied by the non - refundable registration fee of £40, but cannot be considered for a place until the age of 18 months. An immediate vacancy, however, cannot be guaranteed. A waiting list will be kept and treated in order of an application. The nursery reserves the registered numbers permitted, to offer an immediate place if a special needs arises and the nursery is the most appropriate environment to meet the needs of that particular child. When joining the nursery, proof of identity and residency will be required.

**Offer Acceptance:** If a place is offered, a deposit of £200 as referred to on the Registration Form is required and will be payable when you accept the offer and shall not be returnable unless one month's written notice is provided to the Nursery Manager of termination of place. If subsequent place is not taken then the registration fee is not refundable unless prior 1 month's written notice is provided. The deposit is not deductible from the first month's fees but will be on last month's payment.

**Booking Sessions:** Full and Part Time sessions must fit into the session times detailed on the application form, however, we will attempt to meet individual needs when necessary.

We will not confirm a booking more than two months prior to the start date. A minimum of two sessions **MUST** be booked to commence nursery.

### 2. Agreement

- These terms and conditions represent the entire agreement and understanding between the parents and the nursery. Any other understanding, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied, are excluded to the fullest extent, permitted by Law.

- We reserve the right to update/amend these Terms and Conditions at anytime. Two months notice will be given on any changes made.

### 3. Fees and Invoices

- **Invoice Production:** The first invoice amount is paid immediately by cheque. Thereafter, payment is payable by Standing Order on the 1st of each month - £10 administrative cost will be levied each month if payments are not made by Standing Order. If payments are cancelled or returned by the Bank, a fee of £35 will be charged to cover cost incurred by the nursery. For security reasons the nursery is unable to accept cash payments. We reserve the right to change payment from standing order to direct debit and may request details of your bank account. If payment is made by a cheque, this needs to be cleared funds prior to nursery place commencing.
- **Fee Calculations:** All invoices are issued at least 5 working days prior to the 1st of each month and are calculated at a fixed monthly rate based on your child's normal weekly sessions  $\times 52$  (weeks)  $\div 12$  (months) = monthly invoice. Extra sessions or additional charges will be invoiced in arrears according to the date the nursery was notified.
  - i. Fees are reviewed annually in the month of July and any revised charges are implemented in September. This review may or may not lead to increase in fees.
  - ii. The December invoice will be re-adjusted to account for 27th, 28th & 29th closure.
- **Discounts:** A sibling discount of 10% is applied to the eldest child's fees where 2 or more children are registered at the nursery. Discounts are only applicable to the core sessions booked at the Nursery and do not apply to extra sessions or ad hoc bookings.
- **Responsibility of Payment:** Other than if we are in breach of these terms and conditions, all sessions must be paid for regardless of whether the child attends. No refunds will be given for sessions missed due to sickness or Bank holidays. Failure to make payments will result in suspension or termination of the nursery place and, in such circumstances, the parents will not be entitled to a refund of any fees or deposit. We reserve the

right to charge a fee of £100 to cover cost incurred by us. We are not liable for collections by third parties, e.g. colleges, grant funding, voucher providers. The parent remains responsible for all outstanding fees. If you default on payment, we reserve the right to carry out a search with a credit reference agency, which will keep a record of that search and may share that information with other businesses. Payments received more than 3 days late will carry a surcharge of £5 per day.

- **Items Covered:** Fees cover childcare and the statutory curriculum, together with materials and regular meals for children in attendance. Some Extra Curricular activities are included in the fee's and other items may be charged as extras. Fees will not be refunded or waived for absence through sickness or family holidays.
- All meals, towels and sleeping facilities are provided by the nursery. Parents are asked to provide two changes of clothing, nappies, wipes (where necessary), Wellington boots and rain-macs. All garments should be clearly labelled with the child's name. The nursery would appreciate if children, who are in nappies, would not wear dungarees to simplify changing.

#### 4. **Accidents and Illness**

- Parents are expected to keep their child at home if suffering from an infectious illness and the nursery should be informed of any such absence. The nursery reserves the right to take a child to a doctor or hospital if they become injured or ill whilst in our care.
- We reserve the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by the nursery to contact the parent, but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment.
- We will administer prescribed medicines if parents complete a 'Medicine Consent' form; the first dose of medicine, however, must be given at home. Parents must take all medicines home at the end of each day.

- We may require parents to **PROMOTING QUALITY IN EARLY YEARS** withdraw their child from nursery in the event that they require special medical care or attention, which is not available or refused by parents, or if it is considered that the child is not well enough to attend nursery, e.g. if we have reasonable cause to believe that they are or may be suffering from or has suffered from any contagious disease/infection and there remains a factor that other children at the nursery may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections. Please refer to our Communicable Disease Policy regarding incubation and exclusion periods. Parents are requested to inform the nursery if their child is suffering from any illness, sickness or allergies before attending nursery.
- We reserve the right to refuse acceptance of a place if children have not been immunised according to the DoH guidance .
- We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during nursery hours.

## **5. General Information**

- Parents are requested to inform nursery of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/allergy. Parents must provide details, in writing, of the severity of any changes/progress to the condition, in writing, as soon as they become aware. Parents are requested to inform the nursery of any changes to all information kept on them or their child/ren who attend the nursery.
- Parents agree that they shall not at anytime, whether throughout the continuance of this agreement or for a period of six months after its termination, directly or indirectly (via agencies) employ/entice away an employee with whom they have had contact or deal with at the nursery. In the event that a person does directly or indirectly employ a member of staff, 25% of salary may be payable.
- Baby-Sitting Policy - there is an informal arrangement that staff may be approached by parents to provide baby-sitting for their children attending the nursery. This arrangement is completely private from the management of the nursery and should not impact their employment obligation with the

company. Any conflicting issues will not be managed by the Nursery Management. A disclaimer will need to be signed by both parties.

- We may require parents to withdraw or remove their child from Nursery in the event that the parent is not completely honest about the child's condition or withholds or is found to have withheld important information.
- The nursery is operated by the Company detailed on the Registration Form issued at the time of booking a Nursery Place.
- Children will be taken to the park and on local outings, all the while great care is taken for their safety. There will be periodical major outings of which parents will be informed in advance and consent will be sought for the child to attend.
- **PARENTS OFFER:** Should you recommend a friend who then registers with the nursery for a minimum period of three months and books for a minimum of 16 hours per week, you will be rewarded with a £100 voucher to a popular retail store.

## 6. Insurance

- We have extensive insurance coverage - full details of the insurance policy is available upon request from the Nursery Manager.

## 7. Liability

- We accept no responsibility for any loss suffered by parents, arising directly or indirectly as a result of the Nursery being temporarily closed or the non-admittance of your child to the nursery for any reason; this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on nursery premises, i.e. prior to the arrival or after pick-up.
- When children are collected they will become the sole responsibility of their parent/guardian immediately after they are taken out of the room that is under staff supervision. Parents are requested not to allow children access to the office and kitchen area.

- We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.
- We will make reasonable endeavours to keep parents and/or children's property in good order. Liability for damage of such property is excluded except where caused by our negligence.

## **8. Nursery Closure & Opening hours**

- Opening Hours are 8 a.m. to 6 p.m. Monday to Friday, except statutory Bank Holidays (no reduction of fees can be granted), Christmas Eve (when the nursery closes at 4 p.m.). The nursery remains closed from the 27th to the 31st of December and a reduction of fees will be made accordingly. Children must be collected no later than 6 p.m. Late collection carries a penalty of £10 for every half hour. If a child will not be attending, the nursery should be advised of the absence no later than 10.30 a.m.
- Two training days per calendar year are assigned for staff training, development and team building. No refund for these scheduled days is provided. We welcome any suggestions to potential training needs that you have identified.

## **9. Personal Property and Belongings**

- We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by nursery staff to ensure the children's belongings are not lost or damaged.
- Practical, inexpensive clothing is strongly recommended for the children attending nursery. It is the parent's responsibility to name and clearly label all items of clothing.
- We suggest that all toys, books and other equipment are left at home.

## **10. Removal**

- Behaviour Management: We may **PROMOTING QUALITY IN EARLY YEARS** require parents to withdraw or remove their child from nursery in the event that the Nursery Manager considers the child to be disruptive or displays inappropriate behaviour.
- We will not tolerate Nursery Staff being spoken to in an abusive or threatening manner by parents, care-takers or children. Such behaviour may result in their termination of nursery place. There would be no refund of fees in these circumstances but the deposit would be refunded and fee in (en) lieu of notice would be charged.

## **11. Security**

- Under no circumstances will the child be allowed to leave the nursery with anyone unknown to Nursery staff unless the parent has previously arranged for this. If the parent has made alternative arrangements by telephone, the nursery will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at nursery. A list of responsible adults who are authorised to collect the child should be given to the Nursery Manager, along with a photograph of each named responsible adult.

## **12. Termination/Cancellation/Change**

- We require one month's notice, in writing, should you wish to terminate a nursery place for any reason. Parents still remain liable for fees throughout the notice period; the fees shall still remain payable. We reserve the right to terminate a Nursery Place with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour. In all other circumstances, we will give you two month's notice in writing. Should we wish to terminate a nursery place for any reason.
- If the parent for any reason postpones a start date, we reserve the right to charge from the original start date stated on the application form.
- If a parent wishes to change the number of sessions taken at nursery, one month's notice in writing must be given, and a 'Change of Sessions' form must be completed and handed in at the nursery.

- The swapping of sessions is only permitted on a permanent basis, for which the normal notice period is required.

Name.....Signed:.....

Child's name:..... Date .....

## Children's Corner Day Nursery

### Registration Form

Child's full Name			
Child's DoB			
Gender	M/F	Start Date	
Name of parent/carer			
Address			
Postcode			
Name of parent/carer			
Address			
Postcode			

Please state which parent or carer the child normally lives with:

<b>Attendance</b>						
Provision	Mon	Tue	Wed	Thurs	Fri	Proposed Entry Date:
a.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Declaration</b>						
We are in receipt, have read, understood and agree to the terms and condition. We understand that these will be changed from time to time as circumstances required with due notice.						
Parents/Carers signature	Parents/carers signatures			Date		

<b>FOR OFFICE USE ONLY</b>		
Registration	£	date paid / /
Deposit	£	date paid / /
Total Amount £		

Payment Method: Cheque/Standing Order/Direct Debt/Voucher	
Frequency: Monthly (pro rata)	
Confirmed start date	
Manager's signature	
Date:	

Please tick your child's ethnicity (completion of this section is voluntary and for Early Years Foundation Stages Monitoring)

(please tick appropriate box which describes your ethnicity)

	<b>White - British</b>
	Irish
	Traveller of Irish Heritage
	Any other White Background
	<b>Mixed - White and Black Caribbean</b>
	White and Black African
	White and Asian
	Any other mixed background
	<b>Asian or Asian British</b>
	Indian
	Pakistani
	Bangladeshi
	Any other Asian background
	<b>Black or Black British</b>
	Caribbean
	African
	Any other Black background
	<b>Chinese</b>
	<b>Any other ethnic group - please state:</b>
	<b>Please tick any of the following special educational needs that apply to your child:</b>
	No Special Educational need
	Early Years Action/School Action
	Early Years Action Plus/School Action Plus
	<b>Please tick here if you speaks English as a second language:</b>
	English as Second Other Language (ESOL)
	<b>TO BE COMPLETED BY THE MANAGER</b>
	Allergies Check
	Special Needs Checked