**Admission Agreement between parent/carers and Cubs Club Montessori Nursery**

Name of Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of people who are in charge Head of nursery/manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Admission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.Child’s name**:--------------------------------------------------------------------------\_\_\_

**A1a. Child known as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. D.O.B.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home telephone number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Languages spoken by parents and or child

English\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctor’s information

Doctors Name:

Surgery Address:

Surgery Telephone

**3. Parents/ Carers Information**

**Mother’s Name**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home telephone number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mother’s work details**

Employer’s/College/University Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer’s/College/University Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work/College/University Contact Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Father’s Name**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home telephone number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Father’s work details**

Employer’s/College/University Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer’s /College/University Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Contact Tel:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work/College/University Contact Tel:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Emergency contact**. (An alternative name and address is required for someone local who can be contacted in the event of the parents/ carers not being available in an emergency).

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Name and relationship of persons who can collect the child/children**: Anyone bringing or collecting a child **MUST** be over 16 years old

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Special code word/Password** (subject to frequent update) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6.Details of placement**

**Child’s days and times of attendance**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **AM** | **PM** | **Notes** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

**7. Settling Period**. We want to work together with you in order to settle your child. You are required to stay with your child and to work in partnership with his/ her key worker to settle your child into the nursery. Our settling period is **over 2** days however please note some children may take longer than this.

**Child with parent from: -**

|  |  |  |
| --- | --- | --- |
| **Day** | **Date** | **Times** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**Parent/Carer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**8. Child’s personal needs**

**Diet, feeding pattern and dietary requirements**

|  |
| --- |
| **Dietary requirements**  **Is your child a vegetarian/vegan/halal? Yes or No**  **Has your child got any food allergies? Yes or No**  **If yes please specify:** |
| **Please do not feed/give:**  **Reason:** |

|  |
| --- |
| **Is medication required for this allergy? Yes or No** |
| **In the event of allergies, the parent/carer will need to provide a letter from their GP confirming child’s allergy and what steps to take in the event of a reaction i.e. Epi Pen** |

**Potty training and toilet development**

|  |
| --- |
| **Potty trained Yes or No**  **Nappies or pull up: Yes or No**  **Please ensure nappies and wipes are provided. Staff will send a reminder via the App when they are running low** |

**Religious belief**

|  |
| --- |
| **While we endeavour to respect all beliefs, it is also to be acknowledged that we operate a non-discriminating policy regardless of race, gender, cultural beliefs, sexuality or age** |

**Disability and or SEN. Is there a disability or SEN?**

|  |
| --- |
| **Please state** |

**Additional resources required**

|  |
| --- |
| **Please state** |

**9. Nursery Day Care Plan**

**The care plans, nursery times, attendance are agreed between the child, key worker, the parents, and possible external agencies.**

1. **For first week:**
2. **What is your child’s favourite toy?**
3. **What does your child like/enjoy doing?**
4. **General plan**
5. **Childcare plans, e.g., social worker, health visitor, therapist etc**

**10. other professionals**

|  |
| --- |
| **Social worker name**  **Address:**  **Telephone:**  **Fax:**  **Email:** |

|  |
| --- |
| **Health visitor name**  **Address:**  **Telephone:**  **Fax:**  **e-mail** |
| **Other professionals (please specify)** |

**11. Child’s Health and Development**

**Has your child had all their necessary vaccination per the UK Immunisation Schedule outlined below?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Age**  **Group** | **Vaccine** | **Diseases protected against** | **Has your**  **Child had**  **This**  **Vaccine?** |
| **Before**  **Age 1** | * **DTaP/IPV/Hib/Hep B** * **PCV** * **Men B** | * **Diphtheria, Tetanus,**   **Pertussis (whooping**  **Cough), Polio, Haemophilus**  **Influenza type b (Hib) and**  **Hepatitis B** | **Yes**  **No** |
|  | * **Pneumococcal (13** * **Serotypes)** * **Meningococcal Group B** |  |  |
| **Before age 2** | * **MMR dose 1** * **PCV booster** * **Hib/MenC booster** * **Men B booster** | **Measles, Mumps & Rubella**  **Pneumococcal (13 serotypes)**  **Haemophilus Influenzae type b**  **Meningococcal Group B** | **Yes**  **No** |
| **By age 5** | * DTaP/IPV (preschool booster) * MMR dose 2 – given from 18 months of age in Lambeth per the accelerated programme | * Diphtheria, Tetanus, Pertussis and Polio   Measles, Mumps & Rubella | **Yes**  **No** |

If not or you are unsure, contact your GP to ensure that your child is up to date with all their vaccinations before starting school – it is never too late to have them.

**a.**Has your child had any infectious diseases?

Chicken Pox Yes No

Whooping Cough Yes No

Scarlet Fever Yes No

Mumps Yes No

German measles Yes No

Other (specify) Yes No

1. Is your child attending a clinic or hospital for any reason?

Yes No If yes please give details:

**C. your child’s specific health development/specific concerns**

**Asthma Yes No**

**Sickle cell trait Yes No**

**Seizures Yes No**

**Eczema Yes No**

**Other (please state)**

**-------------------------------------------------------------------------------------------------------------------------**

**12.**  **Medication**

Any medication taken: Yes No

If yes, please state medication taken & normal dosage.

----------------------------------------------------------------------------------------------------------------------------------

**1. Illness and Infection Control (Always make sure you are up to date with the current notification periods)**

It is important that if your child is unwell or has an infectious illness that he or she is taken to your doctor. If your child is unwell the Nursery staff should be informed as he or she might need to remain at home, or if allowed to stay at the Nursery may need extra attention or rest.

Some infectious diseases are to be notified to the **Public Health England** upon which your child may be excluded from the Nursery.

Your child may be excluded if we are informed that a member of your household has an infectious disease.

For example

* Conjunctivitis: your child will have to stay at home for a period of 1 week until the infection is clear.
* Measles or chickenpox; your child will have to stay at home for a period of at least two weeks. For chicken pox your child must stay until the spots have dried out.
* Vomiting and diarrhoea a letter from your doctor is required to confirm your child is better and can return to Nursery, or your child has been at home for 48 hours since the last loose stool.

I understand and agree to the above policy on Illness and Infection control

|  |
| --- |
| **Parent/Carer signature:**    **Date:** |

**13. Medication Policy**

There is an expectation that you will communicate with the Nursery in the event of your child being unwell.

In the event that your child may need medication in the Nursery please be advised of the following:

The Nursery will not administer any medication that is out of date without a letter from your Family Practitioner.

1. Antibiotics Medicines

We can administer this after your child has been at home for the first 48 hours. No exception will be made. Please be advised that medicine that has been prescribed for use two times a day should be given at home unless the family practitioner has prescribed times to be administered.

2. Piriton/ Chlorphenamine Syrup

This will only be administered after we receive a letter from your family practitioner (GP), hospital, clinic, or nurse. Once medication has been prescribed the Nursery will administer following instructions. Be advised that medication will not be given to your child after a month period. You will need to return to your GP and fill in a new medication sheet.

3. Asthmatic Inhaler will be given to your child as directed by information given by yourselves and medication instructions. Please be advised that if you have more than one child in your family for example siblings or twins each child will need their own separate spacer and medication device. In order to adhere to Health & Safety regulations and avoid cross contamination, the Nursery will also check expiry dates and any out-of-date medication will not be given.

4. Calpol, Medicinal Paracetamol, Oral Suspensions

Please be advised that Calpol or any paracetamol oral suspensions will only be administered by staff after the child has been at home for 24 hours. Please be reminded that Calpol or Paediatric paracetamol suspensions will only be given for the illness it was originally prescribed. This will be confirmed by the issue date on the packaging medicine bottle. Whilst we are aware that Calpol, Paediatric Paracetamol Oral Suspensions have a long shelf life the Nursery will not administer this medication if it is over 4 weeks of the prescribed date of your child’s sickness. You would need to consult your GP.

5. Cough Medicine

We are only able to give cough medicines that have been prescribed by your GP and again the Nursery will not give medication that is over 4 weeks old.

6. In all cases please be advised that if your child requires long term medication then you will need to inform the Nursery as soon as possible and you will be required to provide a letter from your GP to confirm this. If your child requires medication 2 times daily this should be administered at home morning and night.

If your child requires medication 3 or 4 times per 24 hours, then it is vital that you inform the Nursery of the time your child would require medication. Also inform the Nursery of the time you last gave the medication on the medicine consent form.

7.It is also important to remind you on Health & Safety grounds that you should inform the Nursery if you have given your child any medication before arrival at Nursery.

Delete as appropriate

|  |
| --- |
| **\*I AGREE/\*DO NOT AGREE FOR MY CHILD TO BE GIVEN MEDICATION BY THE NURSERY**  **SIGNATURE:** |

|  |
| --- |
| **\*I CONSENT TO MY CHILD BEING GIVEN EMERGENCY MEDICAL ATTENTION BY THE NURSERY**  **SIGNATURE:** |

**13. Creams and sunblock**

**I give permission to the staff to apply nappy cream or sun cream where appropriate**

**I give permission to use baby wipes or cotton wool for my child**

**Please be assured we will only use the products that you provide us for your child, unless there in none left.**

|  |
| --- |
| **Parent/Carer signature**  **Date** |

**2. Permission to take photographs**

**At the nursery we do a lot of activities with your child/children. These are in line with the EYFS Curriculum and OFSTED requirements. We are required to keep evidence of work your child/children may have been involved in. photographs are taken on the Nursery digital camera and/or iPad and used to record evidence of the children’s development.**

**This is:**

* **Evidence of our planning**
* **Children’s work and attainment**

**Photographs for events**

**We would also like to include pictures of your child/children involved in group activities. We celebrate birthdays, children leaving parties, festivals throughout the year and activities generally.**

**Although we would normally refuse a request from a parent to take personal photos which would include other people’s children, there are a couple of group pictures, e.g., nursery social events in the year where all nursery parents and children are invited to attend, namely our fun day and Christmas party. On these occasions we do take photos to record the event for future memories.**

**All staff members will agree to respect the nurseries confidentiality policy and must sign a staff declaration to this effect.**

|  |
| --- |
| **\*I agree for the nursery to take pictures of my child/children**  **Name of parent/carer:**  **Signature:** |
| **\*I agree for group pictures of my child/children**  **Signature** |

**16. Outings**

**From time to time as part of the children’s development and in line with the EYFS Curriculum and OFSTED, outings are arranged by the nursery for the children.**

**Risk assessments will be done to ensure all health and safety precautions are taken before the outing takes place. Permission will be sought using the Family App beforehand. Details of the trip will be sent with the permission request.**

**Delete as appropriate**

|  |
| --- |
| **\*I consent to my child being taken on outings by the nursery staff.**  **I understand that I/we will be given prior notice to such outings**  **Signature** |

**17. Confidentiality**

**The nursery complies with the Data Protection Act 1998**

**To mee the needs of all the children in our care it is important to share information with parents and with one another in order to support the child’s development. It may be necessary in some circumstances for the nursery to seek the help and advice from outside professionals. If this action is taken, the parents’ permission will be sought first.**

**Any information and knowledge will be on a ‘need to know’ basis and will be kept confidential. The nursery will only ‘breach’ confidentiality concerning a child and their family if the matter becomes a child protection issue or considers the child to be at risk.**

**The children’s records upon request are kept on site so that they can be accessed by parents at any time.**

1. **Positive role model**

While your children are at the Nursery, please be a positive role model to them.

Aggressive outbursts or violent behaviour could lead to your child’s Nursery place being reviewed or withdrawn.

Our staff have the right to work in a safe and secure environment. Please treat them with respect.

Mobile phones are not to be used whilst on the nursery premises.

1. **Non-attendance**

You must contact the nursery in the event of your child being unwell or not attending the nursery for any other reason. Please inform the nursery by **10am** the same day if your child will not be attending their session and state the reason why.

1. **Complaints**

The nursery treats all its parents as customers and tries to make sure they have a good and efficient service. In the event of any complaint the nursery has a complaints policy to be followed.

If you are unhappy about any aspect of the service, please talk to your child’s

Head of School/key worker. If you are still not satisfied, please talk to the Childcare Manager who will follow the nursery’s complaints policy

**21.Child protection**

Child protection is taken very seriously within the Nursery. Therefore, it is within your interest to inform the staff of any injuries which may have occurred to your child whilst at home on way to school.

All issues regarding Child Protection are to be referred to the Head of

School/nursery manager

**22.Work placement students**

On occasions there may be students on placement at the nursery. They would have their identification. All students will be properly monitored and supervised.

They will have been DBS checked (except if under 18). They will not be allowed to be alone with the children

**23.Closure**

Closure of the nursery may occur during holidays, bank holidays and inset days. You will be informed in advance of these dates. We have 4 inset days per year.

However

I. Where weather conditions exist causing nursery closure, Closure is only undertaken where the nursery considers it to be a serious circumstance or where advised by Local Authority

**In all circumstances nursery fees are still payable due to staffing costs.**

**Please note the following general clauses**

This is an integrated Nursery providing activities for children with specific needs and disabilities.

* Our aim is to provide a service, which promotes equality for all users.
* Your confidentiality will be respected
* The Nursery users reflect the local community
* We operate a non-violent environment.
* We discourage children from playing with toy guns, swords, and knives, please do not allow your child to bring such toys into Nursery.
* We ask parents not to use any form of negative punishment towards their children in the Nursery.
* No jewellery except studs will be allowed at Nursery.
* Children are not allowed to wear beads in their hair for health and safety reasons
* Uniforms are compulsory for the children in preschool
* Please provide a full set of spare clothing in a labelled bag for your child

**Declaration**

I/ we have been given a copy of the children’s nursery requirements/ rules. These have been explained to me/ us and I / we agree to abide by them.

The information within this form, regarding my child/ our child are true to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name

Parent/Carer

Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name

Key worker

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name

**Manager**

**Payment Terms and Conditions between Parents/ Carers and Cubs Club Nursery**

**Opening Times**

**The Nursery/ School is open during the hours of 7 am and 7 pm Monday to Friday**

**FEES**

**Monthly Charges**

* **Fees are invoiced monthly in advance and are due on the last working day of each month.**
* **Fees are payable by cheque, cash, and BACS order or online**
* **Late payments will have a 5% charge added for administrative costs**
* **Fees will not be refunded if the Nursery is forced to close due to unforeseen circumstances** (**for example, snow, heating, or electricity)**
* **Fees will be calculated annually and divided into 12 monthly instalments so that parents have the same amount to pay irrespective of whether the** month is 4 or 5 weeks. The calculation of fees considers the times the Nursery is shut for bank holidays, staff meetings, and holiday periods. **The Fee schedule is attached**
* Fees are subject to annual review and parents will be given a minimum of 6 weeks advance notice of any changes
* No child will be allowed to start their nursery place unless **four weeks payment for fees is paid in advance.**
* You are still required to pay fees when your child/ children are off sick; if you keep them at home or take them on holiday during the nurseryterm.
* If a payment is made by cheque which is for any reason rejected on submission to the bank this will incur additional costs of **5%.** This will be added to your childcare bill.
* Please note that post-dated cheques will be cashed upon receipt
* Your child may lose their place if: I. you have arrears
  1. you persistently pay late
  2. you continue to be in arrears despite being requested to pay in advance

**Change of Sessions**

A **1-month notice period** must be given to the Nursery if you want to change the pattern of your child’s schedule. Where you want to increase your number of hours first discuss with the childcare manager to see if there is space available

**Absences**

* We do not offer refunds or alternative days for any absences as a place is reserved for your child throughout the year.
* If your child is likely to be absent due to sickness, holidays or any other reason please notify the Nursery as soon as possible by 10 am. Please inform the Nursery on 0207 274 7424
* If your child fails to attend for a consecutive period 14 days without any notification the Nursery can immediately terminate your child’s place. Please note that you will be liable for all the fees incurred during this period

**Late Collection**

* Children must be collected promptly at the end of their session. Failure to do so will incur a charge of **£1.00 per minute** a child remains uncollected. This payment must be paid upon arrival when the child is picked up.

Parents should be aware that the children’s nursery has a responsibility to pay staff overtime when their children are not collected in time. The late collection system will be strictly adhered to.

The nursery is under an obligation to report to Lambeth Children’s Social Services if no previous contact is made with the nursery school. This may be done without informing the parent or guardian.

**Notice period**

The nursery requires you to provide at least one month’s notice in writing if you are leaving. Failure to provide the notice means that you will have to pay for that month in lieu of notice

The deposit will be returned if the one month notice in writing of the child leaving is given to the nursery and no monies are due and outstanding.

**Termination**

The Nursery reserves the right to terminate your child’s place if:

1. It feels that it is in the Nursery’s best interest or the interest of the welfare of the children to do so
2. There is a serious breach of the terms and conditions of the contract

1. If you persistently refuse to settle the payment of your child’s fees
2. If you fall into arrears with your fee payments
3. **You will be liable for all payments due to this date**

**Nursery Closure and Holidays Closure**

Closure of the nursery will occur during holidays, bank holidays, inset days.

You will be informed of these dates in advance.

The calculation of fees takes into account these closure days

However

1. It may be necessary to reduce or withdraw service when staffing is inadequate, and security of your child cannot be guaranteed. This will be based on the nursery’s discretion
2. Where weather conditions exist causing nursery closure, Closure is only undertaken where the nursery considers it to be a serious circumstance or where advised by Local Authority
3. In all circumstances nursery fees are still payable due to staffing costs

**Safeguarding**

All staff working in the nursery are required by law to notify Social Services of any concerns they may have regarding the health, care, safety, and protection of the children attending the nursery.

Our first responsibility is towards the child as laid down in the government guidance leaflet. We will always aim to work closely in partnership with parents.

Copies of our Safeguarding Policy are available in the school/setting and the manager is happy to discuss any questions you may have in relation to this aspect of our service.

**GDPR declaration Privacy Notice**

**Declaration**

I have read the above regulations governing the admission of children to the nursery and agree to the terms and conditions as set out above.

I agree to follow Cubs Club Nursery’s fees policy and make payments in accordance with the fee policy for my childcare place

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head of nursery /Proprietor

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Worker or deputy manager or administrator