

Brats Day Nursery Corby LTD

TERMS & CONDITIONS

Your child is being cared for and educated during their most formative years. To maintain the high standards of our nursery, it is important that parents read, sign and date in their child's enrolment form to say they have read and understood the following regulation and will adhere to them.

1. GROUPINGS:

1. Each child will be placed in a group according to age and ability; therefore, matters arising will be dealt with by their key worker. If you have any queries, please do not hesitate to speak to them.

2. AGE RANGE:

1. Brats Day Nursery caters for children aged 3 months to school age (as per the certificate of registration from Ofsted)

3. OPENING HOURS:

1. Brats Day Nursery is open Mon-Fri from 7:30am til 6:00pm
2. We cannot accept your child before 7:30am due to insurance purposes and conditions within our OFSTED registration.

4. EXTRA CHARGES:

1. If your child attends above their booked period during opening times a fee of £5 for every 5-minute period will apply. A fee can be agreed by prior agreement.
2. If this occurs **after 6pm** then an automatic charge of **£50 + £5** for every 5-minute period will apply and **MUST** be paid before they can next attend nursery (**THIS IS NON- NEGOTIABLE**).
3. If we cannot get hold of any parent by 6.15pm we have no option but to follow our 'Non collection of children policy, **PLEASE SEE ATTACHED DOCUMENT**

5. HOLIDAYS:

1. The nursery is closed for statutory bank holidays only, for which there is no reduction in fees.
2. Full fees are due when your child goes on holiday to safeguard your child's place at the nursery.
3. We will close for 1 week over the Christmas period, during which the dates will be agreed each year. You will not be charged for this.

6. COMPLIMENTARY SETTLING IN SESSIONS:

1. We offer 1hr play-date sessions where you can come along with your child as many times as you like so that you both can get used to the nursery environment without going through that detachment, these are not compulsory and are up to each individual family.
2. Up to 4 complimentary sessions (**DEPENDANT ON INDIVIDUAL CHILD'S NEEDS & TYPE OF BOOKING**) will also be given in the week prior to your child starting at Brats Day Nursery Corby LTD.

3. If under any circumstance you cancel your child's place within 3 months of their start date, then you must incur the cost of all used hours.

7. **FEES:**

- Fees must be paid in full, weekly/monthly in advance of attendance, and payment must be made on your child's first official start day, or they will not be accepted.
- Children whose fees are more than 1-week arrears will be refused attendance at the nursery. It is imperative that nursery accounts are paid for on time.

8. **GOVERNMENT FUNDED ENTITLEMENT:**

- **9mth** (22hrs per week AYR) / **2yr** (11/15hrs or WF 22/30 per week AYR / TTO) / **3yr** (11/15hrs or WF 22/30hrs per week AYR / TTO) can be taken between the hours of 9am-3pm, Mon-Fri.
- Options to do extra are available.
- There is a consumable charge per child, £10 PD or you are also able to supply your child with all resources if you choose (Please see consumables list on page 8)
- You can choose for your child to have freshly prepared food (Charges apply), or you can supply your child with a packed lunch bag (We are unable to reheat food from home)

9. **SICKNESS:**

- Any child suffering from a doubtful rash, Sickness or Diarrhea should not attend nursery until the symptoms have cleared.
- Sickness and Diarrhea must be clear for 24hrs before your child can come back to nursery.
- Should a child become sick at nursery, every effort will be made to contact the parent. We reserve the right to seek emergency medical treatment if the child's condition worsens. The decision to call you will not have been taken lightly and only be in the child's best interest. Please ensure that you keep us informed of any changes to contact details.
- We can only administer medication if the appropriate form has been completed and signed by the parent.
- The full fee is payable if your child is unable to attend due to sickness.
- If your child is absent through illness for more than 2 weeks, then half fees will only be payable from the beginning of the 3rd week of non-attendance. This concession can only be made if a doctor's certificate of clearance is presented and can also only be made for a maximum of 3 weeks.

Important reminder received from NNC

- Funding is allocated based on actual participation. To ensure funding is not claimed indefinitely for children who are not attending, a policy is in place to manage prolonged absences.
- To clarify, absences due to holidays are not included within the 15-day absence policy. If a child is expected to be on holiday for five weeks or more within a funding block, we would expect the setting to notify us in advance. This may be considered an exceptional circumstance, and early communication will help ensure appropriate handling of the funding claim.
- The policy specifically addresses unauthorized or unplanned absences, such as those due to illness. Short-term illnesses like chickenpox, which naturally require a recovery period, are exempt.

- However, if a child is absent for an extended or repeated period due to minor illnesses (e.g. a cold), funding cannot be claimed beyond the 15-day threshold. Please note the 15 days are 3 weeks, irrespective of how many days a week the child attends.
- This policy is designed to protect the integrity of funding for early years settings. If a child is persistently absent without communication from the family, we expect funding claims to be adjusted accordingly. While attendance at a childcare setting is not compulsory, regular participation plays a vital role in preparing children for school. Encouraging consistent attendance supports their development and readiness for the next stage in their education.
- PLEASE NOTE THAT ANY AMENDMENTS TO YOUR FUNDING CLAIM, THE COSTS WILL NEED TO BE COVERED BY YOURSELVES

OFSTED STATUTORY GUIDELINES REGARDING CHILD ABSENCES

- 3.11 Providers must follow up on absences in a timely manner. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts must be made to contact the child's parents and/or carers and alternative emergency contacts. Providers must consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if the child's absence should be considered as prolonged. Consideration must be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life. Any concerns must be referred to local children's social care services and/or a police welfare check requested.
- 3.12 Providers must have an attendance policy that they share with parents and/or carers. This must include expectations for reporting child absences, the actions providers will take if a child is absent without notification or for a prolonged period of time, for example: implementing the setting's safeguarding procedures, following up with the parents and/or carers and contacting emergency contacts if parents and/or carers are not contactable

10. NURSERY TEAM:

1. We pride ourselves on saying that our staff are trained to a high level and ultimately aspire to give the children the very best care possible.
2. WE WILL NOT TOLERATE ANY FORM OF ABUSE to any of our staff and if needed we will report this behavior to the police and terminate your child's place with immediate effect.
3. Brats Day Nursery reserves the right to charge full fees in lieu of notice if such notice is not given. If for any reason an overpayment is made, then this will be fully refunded within 28 days.

11. CLOTHING:

- PLEASE NOTE that although we encourage the use of aprons with messy activities as much as possible, we ask that parents refrain from sending their children in anything that you wouldn't want ruined.
- PLEASE make sure that your child is supplied with spare clothes as we have limited supplies in nursery.
- Within our curriculum the children should have access to the outdoor area daily. It is

therefore important that they are provided with suitable clothing to suit each season i.e. Hat, gloves, warm coat in winter and Sun cream and sunhat in summer.

- ALL CLOTHING MUST BE NAMED (We will not be held responsible for any lost/stained clothing).

11. YOUR CHILD'S BELONGINGS:

- Please be vigilant on what your child is bringing into nursery in their bag (**no adult items**).
- We also ask that children do not bring jewelry, money or any valuables into the nursery.
- Please refrain from allowing your child to bring toys and games as this causes arguments between children and if they misplace them then it can cause upset for the child as due to staff /child ratios we will be unable to search the premises while you wait.

12. FOOD:

- The nursery employs a cook on site to prepare all our food fresh, daily.
- Please inform the nursery staff if your child requires a special diet of any kind, we can cater to all dietary requirements with medical proof.
- At present, our menu and all the ingredients used in the preparation of our food are, as far as we can trace, free from genetically modified foods.
- Parents are requested to inform the nursery if their child will arrive late in the morning to ensure that a lunch is booked.
- The Dinner and Tea menus are displayed in the nursery.

13. POLICIES & PROCEDURES:

- Our Policies & Procedures are available on your child's TAPESTRY account and through our website www.bratsdaynursery.com

In completing your child's enrolment form means that you have read and understood the above regulations for Brats Day Nursery Corby LTD.

Dear parents

There are many ways to get in touch with nursery.

- 01536 401881
- bratscorby@aol.com
- Message our Facebook page.

After reviewing our policies and updated guidelines set by NCC we have chosen to implement extra safeguarding procedures to protect us all.

Please see our new ABSENCE procedure that is effective immediately below:

- As previously we asked you to let us know before 9am that your child won't be attending nursery.

If we haven't heard from you then:

1. We will contact parents around 10am to see if everything is ok.
2. We will leave a message if there is no answer asking you to give us a call.
3. We will try again early afternoon and if we still don't get a response then we will contact the emergency contact.
4. If there is still no contact, then we will do a doorstep visit (staff ratio permitting) or skip immediately to step 5.
5. If there is still no contact, we will contact police to do a welfare check.

We hope you agree that this is just something we are doing as a setting to make sure your children are safe and well in these uncertain times.

Take care.

Kerry & the management team

**The non-collection of children policy (Brats Day
Nursery Corby LTD)**

Purpose of this policy

In the event that a child is not collected by an authorized adult at the end of a nursery day, Brats Day Nursery Corby LTD puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

Who is responsible?

All members of staff have a responsibility to ensure that in the event that a child is not collected by an authorized adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

1. Parents of children starting at Brats Day Nursery Corby LTD are asked to provide specific information, which is recorded on our Registration Form, including:
 - Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbor.
 - Place of work, address and telephone number (if applicable).
 - Mobile telephone number (if applicable).
 - Names, addresses, telephone numbers and signatures of adults who are authorized by the parents to collect their child from nursery, for example a childminder or grandparent; and
 - Information about any person who does not have legal access to the child.
2. On occasions when parents are aware that they will not be at home or in their usual place of work, they let a member of staff know how they can be contacted. The members of staff will then put this in our 'Official Nursery Children Group Information' chat for all staff to see.
3. On occasions when parents or people normally authorized to collect the child cannot collect the child, they record the name, address and telephone number of the person who will be collecting their child in our message book. They will then check the 'collection folder' before the parent leaves to ensure we have a photograph of them - if not, they will ask for a description of the identification of the person who is to collect their child. This will also be put in the 'Official Nursery Children Group Information' chat for all staff to see.
4. Parents are informed that if they cannot collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that - if their children are not collected from nursery by an authorized adult and the staff can no longer supervise the child in our premises - we apply our child protection procedures as set out in our child

protection policy.

5. If a child is not collected at the end of the nursery day, we follow the following procedures:

- **Kerry McClymont / Lauren Walker** are to be contacted immediately.
- The group chat is checked for any information about changes to the normal collection routines & all staff are then asked in the chat if anything different has been said.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorized by the parents to collect their child from nursery- and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents/carers. If there is no response a member of management staff visits the child's home.
- The child stays at nursery in the care of two full DBS workers until the child is safely collected.
- The child does not leave the premises with anyone other than those named on the Registration Form and in the Collection Book.
- If no-one is in contact with nursery or collects the child by 6.15pm we have no option but to apply the procedures set out in our **Child Protection Policy**.

We will contact for support in the following order.

1- **MASH (Multi Agency Safeguarding Hub)** on 0300 126 7000 or **out of hours** 01604 626938.

2- **Designated officer (Formally known as L.A.D.O)** - 01604 362993

3- **Northamptonshire Safeguarding website** <http://www.northamptonshirescb.org.uk>

- A full written report of the incident is recorded; and
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

CONSUMABLES LIST

£10 PD or we ask that you supply all items below at the start of each term (Autumn / Spring / Summer)

The consumables charge allows us to provide your child with an environment, equipment, experiences and services which are above the normal requirements of the early years foundation stage (EYFS) or which are not covered by early years funding for example activities such as cookery, gardening, music and movement, yoga and special cultural seasonal celebrations such as Easter, Christmas, Chinese New Year, pancake day and many more

This also covers the cost of your child's downloadable online learning Journal (TAPESTRY) and in person parents evenings

1. Lisa music session per week £45 (£15 per child per term)
2. Any celebration days inclusive of parties with entertainment / beach days with ice cream van visits (£15 per child per term)
3. Damaged equipment replacement (£20 per child per term)
4. Nappy changing materials such as 2 baby lotion / 4 pkt wipes / 1 Sudocrem / 4 cotton wool
5. Sticker charts to go home for behavior/toilet training.
6. Blanket
7. Face cloths x 2

All messy activity resources such as -

8. Art materials for use in special occasion activities such as Christmas / Halloween / Easter etc. For example - glitter / stickers / ribbon / drinking straws / lollipop sticks
9. Messy play resources inclusive of Jelly x 2 / beans x 2 / sensitive shaving foam x 2 etc.

Exemption from consumable charges - The consumables charge does not apply to families who currently receive certain means-tested benefits for example a means tested 2 year old funding code. Please ask us for details if you think you are eligible.

***Please note** that there is a four week notice required if you wish to opt out of consumables, notice must be given in writing

***Please note** that it is not possible to book or opt out of one or two categories of the consumable charge.