

# Terms and Conditions for Gill Blowers Nursery- Day Care.

## Opening hours

The Day Care is open Monday-Friday, 8am-6pm, 48 weeks of the year. We are closed for a week at Christmas, Easter, two weeks during the summer and all public and bank holidays. The Day Care also closes together with the nursery for whole school staff training days. (Dates for holiday closures and training days are available from the beginning of each new school year- i.e. September)

## Late Collection

If you are unable to collect your child before the end of their session, please ring the nursery and inform them. Parents who are late in collecting their child may be charged a late fee of £5 for every 5 minutes they are late, this is imposed at the discretion of the Day Care Manager.

## Start Date

A starting date for your child will be agreed between parents/carers and the Day Care Manager. This will include a time for you and your child to visit the nursery and also for "settling" visits for your child. These visits are arranged depending on each individual child's needs. (A charge for these visits will only be made if the visit is over two hours long.)

## Security

Under no circumstances will a child be allowed to leave the nursery with anyone unknown to the nursery staff, unless it has been previously arranged by the parent.

If this has been arranged over the telephone the person will be asked for a password on their arrival at nursery. **Children cannot be collected from the nursery by any persons under 16 years of age.**

## Allergies

Parents are requested to inform the 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, with a supporting letter from your G.P, of the severity of the

reaction/ allergy and must continue to inform the Nursery of any changes/progress to the condition, in writing, when they become aware.

## Illness/Medicine/Accidents

Parents are asked to inform the nursery as soon as possible if their child will not be attending due to illness. Any child with a doubtful rash, diarrhoea, vomiting or high temperature should not be brought into nursery. The nursery staff reserve the right to refuse entry to the nursery if they show any of the above signs.

Children suffering from diarrhoea or vomiting must not return to nursery until 48 hours after their last bout and they are eating normally again.

When a child becomes ill at nursery, every effort will be made to contact parents/ carers or the emergency contact on the registration form.

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 Nursery to contact the parents 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 'School Medicine Record' for each medicine and the medicine is given to the staff at the beginning of each session. Please see our Medicine policy for further details.

With prior consent from parents, we will administer one dose of Liquid Paracetamol if a child develops a high temperature whilst at nursery. Should a child's state of health still warrant further assistance, parents/carers are expected to collect their child from nursery.

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## **Termination / Cancellation / Change**

We require one months notice, in writing, should you wish to terminate a Nursery place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable.

Any change to a child's hours/sessions must be agreed by the Day Care Manager and will require a notice period of 1 month for any changes (changes can only occur on agreement from the Day Care Manager).

## **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 the Nursery staff to ensure the children's belongings are not lost or damaged.

It is the parent's responsibility to name and clearly label all items of clothing.

## **Behaviour and Conduct**

The staff will at all times maintain a courteous and professional attitude towards children, parents, carers and other staff. We will not tolerate staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a nursery place.

## **Liability**

We accept no responsibility for children whilst in their parent's care on nursery premises, i.e. prior to arrival or after pick up.

## **Policies**

Copies of all of the Nursery policies are available to read on request.