Step by Step \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Day Nursery\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Nursery Regulations – Fees and opening times**

**Fees -** The nursery fees are as follows:

**3 months – 5 years:**

**£60.00 (daily rate) £275.00 (full-time weekly) £1168.75 (full time monthly)**

**3-5 years (with 15 hours funding) £219.11 (full-time weekly)**

**3-5 years (with 30 hours funding) £163.23 (full-time weekly)**

**Monthly (with 15 hours funding) £931.25 (full-time)**

**Monthly (with 30 hours funding) £693.75 (full-time)**

**Fees are payable in the event of a forced closure, through matters out of our control, such as public health outbreak**. Fees are paid in advance weekly and must be paid on the first day of the week. Your co-operation in this matter would be most appreciated. Please do not ask for credit as refusal often offends.

All absences including sickness and Bank Holidays must be paid for at the full rate. Fees are payable for the place and not the attendance. The nursery closes for 4 days each year to undertake whole staff training, full nursery fees are payable for these days also. Please note that if the nursery is forced to close due to adverse weather conditions full nursery fees will be due at all times.

Step by Step Day Nursery LTD reserves the right to review fees at their discretion.

Childcare vouchers are accepted as part payment towards fees.

**15/ 30 hours children Meals:** Children who attend under the 15/30 hours government funded places have to pay for meals. Meals and snacks are charged at £2.00 per day. If you would prefer to provide a healthy pack lunch and own fruit you are welcome to do so, please speak to the manager to discuss, as there are certain food items which we prefer you not bring into the nursery**.**

**15 hours sessions offered: 8.00am -1.00pm or 1.00pm-6.00pm 3 days per week**

**Monday – Friday or 9am-4.30pm 2 days per week - term time only**

**Opening Times**

The nursery is open 51 weeks of the year, with the exception of Bank Holidays, Staff training days and the week over the Christmas period week when the nursery is closed. The opening times of the nursery are as follows;

**Monday – Friday 8:00am - 5:45pm (full-time)**

**Please note that for children picked up after these times, a late fee will be levied. This will be £5 for the first 15 minutes then at a rate of £5:00 every 5 minutes.**

**Nursery Regulations 2 – Personal Health**

**Health**

There is a policy of no smoking anywhere on the Nursery premises (this applies to staff and parents).

First Aid qualified staff are available within the nursery at all times.

It is requested that all health issues connected with your child be relayed to the Manager of the Nursery.

**Illness**

Please do not send your child to nursery if he/she appears unwell or is suffering from diarrhoea, vomiting, conjunctivitis, a high temperature or a rash of unknown origin.

If the above symptoms are noted whilst your child is at nursery, you will be contacted and asked to collect your child within one hour, please make alternative provisions for your child in this event.

These rules are made in accordance with official guidelines and in the interest of the health of your child and other children at the nursery.

Your child will not be accepted into the Nursery whilst suffering from any of these conditions.

Parents are asked to submit a medical certificate before the child is re-admitted back to the Nursery after an infectious illness.

**Medication**

If your child has been prescribe antibiotics b y your GP we require your child to be kept at home for 48 hours from the date the medicine was prescribed. IF your child has an non-contagious complaint requiring normal medication (not injections or specialist treatment) we will be pleased to assist on condition that the correct medication, clearly marked, with the child’s name, written instructions, dosage and times is provided.

Only prescribe medicines or calpol for a high fever can be given by the Nursery Manager, deputy or Level 3 qualified, however, permission will be sought from parents/guardians before application.

Parents will be required to sign upon collection of their child for any medication administered to the child throughout the day.

Parents are requested to provide the appropriate creams or medication for their child’s condition.

**Nursery Regulations 3 – Appearance and Belongings**

**Appearance**

Parents who have children with long hair are requested to tie back or plait it.

**Clothing**

Children should arrive in simple play clothes without complicated fastenings i.e. no belts or dungarees.

This enables your child to be independent when using the toilet or having their nappy changed and is much appreciated by both children and staff.

**Uniform is compulsory in the Pre-school and Toddler rooms** and is available to purchase directly from the nursery. Uniform consists of a polo-shirt and sweat-shirt with additional items such as hats and fleeces available as required.

Parents are requested to provide a spare set of clothing, including socks vests and 2 sets of underwear to be kept at the nursery for emergencies.

Step by Step Day Nursery can take no responsibility for any damages to clothing such as paint and ink. Children do wear aprons but the occasional accident does happen.

**PLEASE DO NOT DRESS YOUR CHILD IN EXPENSIVE CLOTHING.**

All items of clothing **should be** clearly marked with your child’s full name.

The nursery takes NO RESPONSIBILITY for items left at the Nursery.

**Jewellery**

In the interest of Health, Safety and Hygiene no jewellery is to be worn in the Nursery. (If this is avoidable e.g. piercings remaining open, small studs only please.)

**Sweets**

No crisps, sweets etc... are to be brought in to the Nursery. (We provide these as a treat on special occasions)

**Toys**

No personal belongings are to be brought into the Nursery e.g. toys; books etc. As this could cause problems over ownership for the children or these items could be lost or broken. Step by Step Day Nursery accepts no liability for any items lost or damaged whilst on the premises.

**Nursery Regulations 4 – Parking**

**Parking**

You may park in a parking bay at Benden House whilst you drop off and collect your child from nursery. We have an arrangement with the security company who manage the residents only parking scheme that cars parked with hazard lights on are to be given 15 minutes grace as long as they are not causing obstruction. For those parents/carers visiting for longer they will need to use the pay and display facilities.

**TO CLARIFY YOU MUST HAVE YOUR HAZARD LIGHTS ON WHEN PARKING YOUR CAR AT ALL TIMES, OTHERWISE YOUR CAR MAY BE CLAMPED.**

**Parental Consent Form**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Outings**

I am giving permission for Step by Step Day Nursery to take my child off the premises of Step by Step Day Nursery. (We regularly visit local parks and libraries. We will always inform you in writing if we are going to venture further afield).

Please Circle: YES NO

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

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

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

**Photographs**

Photographs are taken of the children during play in order to display to parents and use as evidence in reports and profiles. We are required to obtain prior consent before taking and displaying any photographs.

I am giving permission for Step by Step Day nursery to take photographs of my child for use in the nursery for displays and record keeping.

 Please Circle: YES NO

**Nursery Regulations 5 – Parental Consent Form**

**Observations**

We regularly make recorded observations of the children in order to assist our record keeping and planning to ensure that all of our children are meeting the EYFS requirements. Please sign below if you are happy for Step by Step Day Nursery to observe your child.

Please Circle: YES NO

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

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

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

**Medical Advice**

Please sign below if you agree to allow any necessary emergency medical advice or treatment to be sought whilst your child is in the care of Step by Step Day Nursery.

Please Circle: YES NO

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

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

 **Medicine Administration**

Please sign below if you agree to Step by Step Day Nursery administering calpol to your child if required whilst in our care. We will always contact you first. At Step By Step we only administer prescribed medication from your GP. Medication must be dated/prescribed within the last 3 months.

Please Circle: YES NO

**Nursery Regulations 6-**

**Fees and Invoices**

Childcare accounts are payable monthly, in advance for a calendar month of childcare. Accounts are payable by standing order, Cash, or Bank Transfer, made payable to "Step By Step Day Nursery Ltd". We also accept childcare vouchers. We can apply on your behalf for the Free Entitlement from your local LEA (more information will be given to you when your child becomes eligible). Invoices will be issued in the week preceding the start of the month and will be due for payment on the 1st of the month. Unless there is a prior arrangement, a charge of £20 will be made for fees outstanding after 5th of the month. Cheque payment will not be accepted after 3rd of the month, credit/debit card payment will be required. Any parent or carer whose fees remain unpaid after 5th of the month, without prior agreement of the Nursery Manager, risks their child’s place at the nursery being withdrawn. Any payments that are cancelled or returned from the bank will incur a £25 administration charge, and the parent/carer will be asked to pay by cash or bank transfer in future.

Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child’s attendance. No refunds are given for sessions missed due to sickness or holidays or unavoidable nursery closure. Be aware that the number of days childcare provided each month may vary. Bank holidays and staff training days will be charged for.

If you expect to be late collecting your child please notify the nursery as soon as possible. Late collection will be charged at a rate of £5, for the first 15 minutes then £5 per 5 mins (£1 a minute) after that, to cover emergency staffing and other arrangements. In case of default on payment the nursery reserves the right to apply a £50 administration fee for preparation of court papers and interest will be charged at 8% above the bank’s prevailing base rate. The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance. The nursery will give parents and carers two months notice of increase of fees which will normally be reviewed in April.

Your weekly fees will be:

Child 1 :**---------------------------------- -----£------ per week**

Child 2:---------------------------------------------------------- **£-------- per week**

**Total weekly costs, £------------- per week which must be paid in advance**

**Nursery Regulations 7-**

Privacy Notice for pupils in Early Years Settings

Privacy Notice – Data Protection Act 1998

We at Step by Ste Day Nursery are the data controller for the purpose of the Data Protection Act.

We collect information from you, and may receive information about your child from your previous provider. We hold this personal data and use it to;

\* Support your child’s teaching and learning;

\* Monitor and report on your child’s progress;

\* Provide appropriate pastoral care, and

\* Assess how well your Early Years Setting is doing.

This information includes your child’s contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you or your child to anyone outside the Early Years Setting without your consent unless the law and our rules permit it. We are required by law to pass some of your child’s information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF0).

If you want to see a copy of the information we hold and share about your child then please contact the Nursery Manager.

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

* <http://www.lewisham.gov.uk/EducationAndLearning/Schools/ExamsTermDates/PersonalInformationSchools.htm> and
* [http://www.teacher.gov.uk/\_doc/13856/DCSF%20what%20we%do%20with%20children’s%20data%20v4%20final.doc](http://www.teacher.gov.uk/_doc/13856/DCSF%20what%20we%25do%20with%20children%27s%20data%20v4%20final.doc)

If you are unable to access these websites, please contact the LA or the DCSF as follows:

* Information Governance, London Borough of Lewisham

2nd floor, Town Hall

Catford

London SE6 4RU

Email: data.protection@lewisham.gov.uk

Telephone: 0208 314 9928 Fax: 0208 314 3429

Website: <http://lewisham.gov.uk/ContactyUs/Contacts/DataProtectionAct.htm>