



Oak Tree Day Nursery

30 Cecil Street

Rothwell

Northants

NN14 6EZ

01536 601670

oaktreedaynursery@hotmail.co.uk

Registration Pack

Terms and conditions!

The following are the terms and conditions of Oak Tree Day Nursery, any person with Parental responsibility for a child that signs an admissions form is agreeing to abide by them. Oak Tree Day Nursery reserves the right to change and update the Terms and conditions, and have a responsibility to inform all Parents/carer of these amendments as soon as they occur.

All of the policies and procedures must be adhered to by children, staff and parents/carers at all times (these can be found in the policy file at the club)

Please inform us ASAP on 01536 601670 if your child will be absent from nursery for some reason.

Admissions

A deposit of 1 weeks fees must be paid when registering your child at the nursery this is to ensure that all sessions that are booked are attended. This deposit will be deducted from your last notice period invoice if your child leaves the nursery. Proof of address will be checked prior to confirmation of sessions booked in at the nursery.

Sessions

Four weeks written notice must be given prior to your child leaving the Nursery. Notice sessions must be paid for and your child can still attend for the duration of the notice period.

If you wish to make changes to your child's permanent sessions then we require at least 4 weeks notice prior to change of session date.

Extra sessions can be booked in for, the charge for these will be added onto your next months invoice, but once booked/confirmed all extra sessions must be paid for.

Session swapping is not allowed, any extra sessions taken will be charged for as extras, alongside your usual sessions.

When sessions are booked in you will receive a confirmation letter stating the sessions that are booked in and a reminder of the terms and conditions.

All of the sessions booked in for will remain the same each term and will be invoiced for and must be paid for regardless of days off/child sickness etc.

The nursery is not open on Bank Holidays or for the Christmas period.

Holiday entitlement

Your child is entitled to 10 days half price holiday sessions Per year, these can be taken in one lump or as separate days however we must receive 4 weeks notice prior to the first holiday date, for you to be eligible to use your holiday days, and notice given after this date will be deemed as a day off and will be charged for at the full session price.

Fees and payment

The Nursery understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Nursery, it must ask that parents/carers respect its policy in respect of fees.

The level of fees will be set by the Registered Person and reviewed annually in the light of the Nursery's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant

Payment of fees should be made monthly, on the 1st of the month in question. Individual payment arrangements will be negotiated between the Manager and parents/carers.

If the fees are not paid on time, the nursery will notify the parent/carer and request payment at the earliest possible opportunity and a late charge of £15.00 may be incurred, for any invoices that are not paid by the date stated on the invoice. Exceptions to this rule are if you have not received your invoice in time for any reason such as non attendance etc, although if you have not received your invoice by the 1st of the month please ask a staff member.

The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the nursery being forfeited.

If fees are paid persistently late or not at all with no explanation, the nursery will be forced to terminate that child's place.

Any unpaid invoices will be passed over to an outside collections department for collection. Under exceptional circumstances, the Manager may agree to allow the child to continue attending the nursery for the remainder of that week.

Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the nursery.

Vouchers and standing Orders

Any monies paid using vouchers or by standing order can only be used to take sessions at the nursery, if your account becomes in credit we highly recommend that you adjust your payments accordingly as we are not able to return any payments, all credited amounts must be used up in sessions at the nursery.

Safeguarding Children Policy:

Please refer to our full policies and procedures regarding all aspect of the nursery

As part of our safeguarding policies and procedures we will ensure that any staff or volunteers that will be coming into contact with the children at the nursery have undergone a vetting procedure, applications forms and references must be provided and all new staff will have to gain a new CRB (Criminal records Bureau) disclosure.

The nursery has a fully trained child protection officer and all staff will be either trained or familiar with our child protection procedures. If there is allegations made by the child or if a child is thought to be in grave danger we a legally required to pass this information on to the local authorities.

General Information and Terms and Conditions

Based on some of our most frequently asked questions here are some point of general information and terms and conditions.

1. We are registered with OFSTED and were graded a GOOD in all areas in our first inspection, We provide care for children aged 3 months -school age, we run over two floors a space for under twos a pre school room and an outside space.
2. Our fee structure is designed to give flexibility to suit your individual requirements once you have secured the day you require we offer hourly rates (a minimum of 4 hours) so you only need to pay for hours you need to use. (remains the same session each week)
3. Only a minimum of one session a week is required.
4. We offer a limited amount of Ad Hoc spaces for families that work shifts, if this is something you require please ask a senior member of staff about availability. All Ad Hoc spaces are subject to booking one session minimum a week with the months sessions booked in advance of each month.
5. Children's personal routines will be maintained as much as possible and we can help and support all levels of weaning and toilet training.
6. We only have a very small kitchen and can only cater for small amounts of children therefore we ask all children that attend a session for less than 6 hours to provide a cold packed lunch. All children that attend a paid session of 6 hours or more will be provided with a light lunch (please see menu)
7. All funded children need to supply a cold packed lunch for their sessions.
8. We serve breakfast to all children that require it that are in attendance between 7.30-8am, we provide a morning and afternoon snack. If you require your child to have tea at 5pm please supply us with a cold packed tea.

9. Funded sessions can be taken as a minimum of 2.5hrs and a maximum of 10 hours in any one session. There are two options with the funding: 15hrs per week term time only (38 weeks a year) OR 11hrs a week stretched over the whole year (51 weeks)
10. A Deposit of one weeks fee is required to secure your space and this is held as a retainer and is deducted from your final bill upon your child leaving the nursery
11. We require 4 weeks written notice for cancelling or amendments to sessions (subject to availability)
12. We offer 10% sibling discount to the second child when both children are attending a paid session at the same time.
13. We are registered to accept many different childcare vouchers and have no problem registering for new accounts if you use a company we are not already registered with.
14. We offer 10 days holiday that can be charged for at half price when booked in writing with 4 weeks' notice, all other sessions that are booked will be charged for and must be paid for regardless of non-attendance due to sickness etc.
15. Your child will need to bring slippers for indoor use and wellies for outdoor use.
16. You will need to provide a bag daily containing spare clothes, nappies and wipes if needed.
17. We provide a weekly sheet that contains information about your child's food, toileting and sleep as well and a space for your child's development and activities.
18. All our staff have DBS (criminal record) checks as part of our safer recruitment procedures.
19. Invoices are generated for the month in advance and are due by the 7th of each month we can accept cash however bank transfer or childcare vouchers are our preferred method.

Fee Structure

Session	October 2016
Extended day (7.30-6pm)	£40.00
Full Day (8am-5.30pm)	£37.00
Short Day (8 hours flexible)	£32.00
AM/PM (7.30am-1.30pm/12pm-6pm)	£24.00
Hourly Rate/Additional Hours (Minimum of 4 Hours)	£4.50

What does my child need to bring into nursery?

To each session please send with your child

- A named bag containing:

Spare set of clothes

Nappies/wipes/cream (if needed)

Wellies and slippers

Sun wear (hats and sun cream) or

Winter Wear (hats/scarves/gloves)

All medicines are to be handed to a member of staff not left in bags.

Funded children or children attending for less than 6 hours

- a packed lunch containing:

Sandwich/wrap (no chocolate spread or peanut butter)

Fruit

Yoghurt

A drink

One treat item such as crisps or cake but please no sweets. Please send all cereal/cake/chocolate bars in original packaging please.

We are a nut free Nursery, we have people with NUT allergies in attendance so please do not send nuts in packed lunches as these will not be able to be served.

If your child has a dummy or comforter then they are more than welcome to bring them into nursery. Although it is lovely if your child wants to share a special item with us at nursery please limit the amount of toys and other items that your child brings to nursery as they get lost and broken and it causes upset for the child, not all items are suitable for all the age ranges of children that attend also so they become time consuming for staff to manage.

Oak Tree Day Nursery Admissions Form

Only Persons with parental responsibility can complete this form.

Date of Registration:

Child Details

First Name:	Surname:	Name to be used at nursery:
Date of Birth:	Other settings attended:	Gender:
Language Spoken:	Ethnicity:	Religion:

Parent/ Guardian Details

Title	First Name	Surname	Relationship to child:	Title	First Name	Surname	Relationship to child:
Home Address				Home address (if different)			
Does child normally live at this address: Y/N				Does child normally live at this address: Y/N			
Work Address				Work Address			
Home Number	Mobile number	Work Number		Home Number	Mobile number	Work Number	
Email Address				Email Address			
Does this person have parental responsibility Y/N				Does this person have parental responsibility Y/N			
Any other details of Parental responsibility please add here:							
Any information about the child's family life that we need to know:							

Persons authorised to collect your child

Full Name	Contact Number	Full Name	Contact Number
Full Name	Contact Number	Full Name	Contact Number
Password (for collection)			

About your child

Details of any Significant Health Issues (including a special educational needs and/or physical disabilities statement):
Details of any Special Dietary Requirements, Allergies and Significant Food and Drink Preferences:..
Doctors Name and Address:
Record of immunisations:
Is there anything your child doesn't like or is scared of:
What are your child's favourite things to do that might help them to settle in:

Permissions Please sign and date in each box if you consent.

Do you consent for staff to apply sun cream to your child:	Do you consent for your child to go on unplanned walks in the local area:
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Do you consent for your child to be taken to hospital in case of an emergency:	Do you consent to your child being taken to the local doctors in event of minor injury:
Do you give consent for staff to apply plasters:	Do you consent for photos to be taken of your child (our use only):
Do you consent for us to complete observations on your child:	Do you consent for us to share information about your child with other agencies such as the school:

Please tick which session you would like your child to attend

	Monday	Tuesday	Wednesday	Thursday	Friday	Adhoc
Am						
Pm						
Full Day						
Extended Day						
Short Day						
Hourly						

I hereby consent for my child to take up a place at Oak Tree Day Nursery, according to the terms and conditions set out in its policies and procedures. I have understood the expectations and obligations relating to both myself and Oak Tree Day Nursery, and agree to abide by them.

Signed	Date
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I understand that persistent late or non-payment of fees will jeopardise my child's continued attendance at Oak Tree Day Nursery, I agree to pay the fees by the 7th of each month and I understand that late payments will result in late charges being added to the account.

Signed	Date
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I agree to collect my child on time at the allocated times unless pre-arranged with the nursery and I agree that I may incur late collection charges for persistent late collections.

Signed	Date
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I agree to pay for all sessions that have been booked in for and I agree to give 4 weeks written notice for cancelling or changing of sessions and I agree to pay for the notice sessions.

Signed	Date
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I understand that the nursery will share information/concerns about my child with regards to its safeguarding policies and procedures with local authorities.

Signed	Date
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I understand where the nursery has endorsed my claim for Tax Credit, The Nursery is legally obliged to notify the HMRC if I cease to use the service during the period of my claim unless I give a minimum of 10 days notice. Your Tax Credit claim form will indicate that we may be held jointly liable for any claim HMRC consider to be fraudulent.

Signed	Date
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I confirm that the information given above is correct, and I promise to contact the Manager as soon as any of the details change.

Signed	Date
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OFFICE USE:

Proof of address seen YES/NO Initial: Birth certificate received: YES/NO Initial:

Emergency contact/collections and medical form

Name of Child		DOB:	
Details of contacts, list in the order of contacts from 1st			
1.First Name		Surname	
Contact Number		Relationship to child	
2.First Name		Surname	
Contact Number		Relationship to child	
3.First Name		Surname	
Contact Number		Relationship to child	
4.First Name		Surname	
Contact Number		Relationship to child	
5.First Name		Surname	
Contact Number		Relationship to child	

Password

Please make sure that this password is known by all of the people that are named above, as it will be asked for alongside other forms of identification such as name and address etc.

Emergency Medical Treatment Form

Childs full first name:	Child's surname:	DOB:
Address	Child's medical Number:	Allergies or medical information:

Doctor Details

Doctor Name:	Surgery Address:
Surgery Phone Number:	Any other relevant info:

In the event that my child is involved in a serious incident while at the nursery, I expect the Manager, or a delegated member of staff, to contact me immediately on the above emergency contact number.

In the event that my child requires immediate medical treatment before I will be able to get to the Hospital, I hereby authorise the Manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf.

I understand that this authorisation will remain valid unless I contact the Manager to withdraw it.

Signed	Date
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Photograph's of authorized persons to collect

Please include photographs of all persons authorized to collect your child so they can be easily

identified by our staff members.

Name:	Name:
Name:	Name:
Name:	Name: