



Spring Park Day Nursery Contract

Muirhead Avenue East, Croxteth, L11 1ER

Telephone: 0151 226 8600

Email: manager@springpark-nursery.co.uk

Website: www.springpark-nursery.co.uk

EY Number: EY262887

This is an agreement between Spring Park Day Nursery and the parent/carer of:

Child's Name		Date of Birth	
Address			
Home Telephone		Mobile Number	
Home Language	Religion		Nationality

Start date

Parental responsibility:

Name	Name
Relationship to child	Relationship to child
Date of Birth	Date of Birth
NI Number	NI Number
Home Address	Home Address
Telephone Number	Telephone Number
Email address	Email address
Work Address	Work Address
Work Telephone Number	Work Telephone Number

We must be informed when any of the above details change.

Emergency Contacts: (Other than Parents)

1st Contact:

First Name _____ **Surname** _____

Relationship to child _____ **Telephone Number** _____

Home Address _____

2nd Contact:

First Name _____ **Surname** _____

Relationship to child _____ **Telephone Number** _____

Home Address _____

3rd Contact:

First Name _____ **Surname** _____

Relationship to child _____ **Telephone Number** _____

Home Address _____

Additional People to collect:

.....

.....

.....

Password required for additional persons collecting child:

.....

Health Details

G.P Details:

G.P Name	Telephone Number
Surgery Address	

Health Visitor Details:

H. V Name	Telephone Number
Contact Address	

Immunisations

Are your child's immunisations up to date: YES/NO

Dietary requirements

If your child has special dietary requirements or suffers from an allergy, you will need to complete an allergy form with the Room Leader before your child can join us. They will be added to our dietary requirement list, which is displayed in all rooms for staff to see and checked at mealtimes. This is for your child's safety and wellbeing and a statutory welfare requirement we must adhere to.

Is there any medical information we need to know about your child, or do they have any dietary needs?

.....

Emergency:

In the event of your child having an accident or requiring emergency hospital treatment,

I hereby give my permission for (Child's name)

To be taken to hospital on my behalf.

Signed Date

Parents need to Provide: -

Nappies and wipes

Calpol/Pirton

A change of clothes

Baby formula milk if required, must be a sealed tin

Sun cream and sun hat - From March - must be labelled

Wellies and Raincoat - From September - must be labelled

Days attending (please tick)

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

We offer limited government funded nursery places, don't hesitate to discuss with us.

All three years old (the school term after their third birthday) are eligible for 15 hours government nursery funding which equates to 570 hours across 38 weeks (term time only).

Working parents with children from the age of 9 months (the school term after they turn 9 months) can apply for the government nursery funding of 1140 hours per year for the 30-hour-a-week childcare funding offer across 38 weeks (term time only).

Please check your eligibility on the <https://www.childcarechoices.gov.uk> website.

There is an option for a stretched offer over the 52 weeks, this would be dependent on the availability we have at the time your child joins us. You can discuss this further with a member of the management team when completing the funding forms.

Nursery Open/Closing Hours:

Monday to Friday 7.45am - 6.00pm

Morning session 7.45am - 12.45pm

Afternoon session 12.45pm - 5.45pm

Funded hours

Full day 7.45am - 5.45pm

Morning session 7.45am - 12.45pm

Afternoon session 12.45pm - 5.45pm

Nursery fees

A £100 deposit is required when you register your child, this is refunded when your child leaves the nursery providing your account is clear.

- Nursery fees must be paid on the first attending day of each week, or if paid monthly a month in advance.
- We accept all childcare vouchers and the tax-free childcare scheme
- If you require our bank details to transfer money, please ask at the office.
- We will not accept your child into nursery if your account falls into arrears.
- Payments must be made before 5.45pm, as management will need to put away any cash before nursery closing.
- Nursery closes at 5.45pm, children who are collected after this time will be charged £10 for every 10 minutes or part of that they arrive late.

Fees are reviewed in March each year.

Nursery Holidays

Nursery will close on all bank holidays; Nursery also closes at **1pm** on Christmas Eve and New Year's Eve if they fall on a weekday.

Full fees are payable on all bank holidays, unfortunately if your child is away on holiday or ill nursery fees still apply.

Absences

Please notify the nursery via telephone if your child is unable to attend or email;
manager@springpark-nursery.co.uk

admin@springparknursery.co.uk

If we do not receive a telephone call or email to inform of your child's absence, we will contact you to ask the reason for absence.

Leaving Notice/Reducing days/Changing days

Four weeks' notice is required should you decide to leave the nursery, reduce your child's days or if you wish to change days. If for any reason you can't give **four weeks'** notice you will still be required to pay for the sessions.

Activity charges

From time to time, we may have external agencies come into the nursery offering some additional tuition such as football, sing and sign or phonics. For your child to participate we would be charging £1.00 a session. You would be given prior notice of this additional tuition and be able to book your child in via the office. Any additional charges for additional tuition sessions would be shown on your invoices.

Nursery Uniform

We do have an optional nursery uniform if parents wish to purchase these from the nursery office.

Jumper £10.00

Jogging bottom £10.00

Polo Top £7.50

Winter hat £8.00

Collection of Children

All parents must arrive at least 10 minutes before nursery closing so staff can give you a full handover of your child's day.

£10 late fees will apply for every 15 minutes you are late for your child, if you do know you are running late could you please call the nursery and advise the management team.

If you have arranged for any persons other than the main contacts on the contract to collect your child, you must inform the Manager / Deputy, and they must know the password.

Children must be dropped off/Collected through the main entrance; children **cannot** be dropped off/collected through the garden area. This is in the interest of safety and security of your child.

Non funded children

Our nursery aims to provide high-quality childcare while being transparent about our fees and charges. This policy outlines our charging structure and procedures:

Fees and charges:

<u>Children aged 0-2 years</u>	<u>Children aged 2-5 years</u>
Full week - £330	Full week - £324.50
Per day - £69	Per day - £67
Morning session - £41	Morning session - £40.50
Afternoon session - £39.50	Afternoon session - £38.50

Working families funding

Children from the age of two years and their parent receive the 30-hour funding this **does not** include the cost for meals.

Parents can choose to provide a healthy packed lunch for their child or opt in for our meals, which will be charged separately. The charges are detailed below.

Breakfast and Lunch - £7.50

Healthy Snack and Afternoon Tea - £7.00

Lunch - £5.00

All dietary children meal costs - Breakfast and Lunch - £9.50

Healthy Snack and Afternoon Tea - £9

Lunch - 6.50

I agree to the above statement and charges that apply. I will inform the management team at the time of enrolling my child at the nursery if I wish to use the nursery meals or packed lunch option. Any changes for my child I will give the nursery four weeks' notice.

Signed.....

Accidents

All accidents will be recorded on our Family App and explained to parents on collection of children, a courtesy call will be made if your child has a bang to the head, or if any marks appear or if bleeding occurs.

Medication/Illnesses

Management will administer any long-term medications i.e. inhaler etc providing the appropriate forms has been filled out and medication has the child's full name labelled clearly.

- Antibiotics: Your child will be excluded from the nursery for 48hrs after commencing their first dose; this is because we like to ensure your child does not have a reaction to their medicine if they haven't had it before.

With the welfare of the sick child in mind and the interest of the remaining children, if in the opinion of the staff a child appears to be unwell/ill we can refuse a child into nursery, or if already in nursery we will call the parents/carer for the child to be collected as soon as possible.

Children with any symptoms of gastroenteritis cannot attend nursery until 48 hours after they are symptom free. These symptoms include vomiting, diarrhoea, or abdominal pains.

Emergency Medication for 39+ temperatures

In the event of my child having a rapid raised temperature of 39+, I authorise management to administer nursery Infant Paracetamol to my child. I understand that management will contact me or my emergency contacts to advise me of my child's condition.

I understand that this medication is only given to help reduce my child temperature and possibly prevent a fever convulsion, while I arrange for my child's collection from nursery. I agree to sign the medication details when my child is collected from nursery.

I will supply a bottle of Calpol / piriton (if applicable) at nursery for my child. I will label this and give to one of the management team to store away.

Photographs

Nursery staff will take photographs of the children, throughout the day, during play. These photographs are used in displays to demonstrate a variety of activities which children take part in.

Photographs are also used for assessment and observational evidence which are stored in your child's personal development file.

No photographs will be transferred, shared or stored by any third party.

Photographs will also be displayed in our photo gallery on our website.

I give consent for my child to appear on your Facebook page Yes/NO

Outings

On occasions we have visits out into the community; Visits will include local parks, shops, vets or other places of interest to support their learning and development.

Do you give permission for your child to take part in these outings? Yes/NO

Family App

Parents/carers will receive an email to login to the FAMILY APP that we use to keep regular communication with parents / carers. This will include your child's learning journey, we would love to see some posts from home, showing us the lovely things, our children are doing when with their family.

You will need to download the APP.



I give consent for my child's photograph to be included in his/her friends learning journey story

Yes/NO

Pupil Premium Funding

Providers of free early year's education can claim an Early Years Pupil Premium (EYPP) of up to £570 per year to spend on enriching your child's education.

This extra funding will help your child enjoy extra resources and equipment and prepare them for starting school.

Do you give consent for the nursery to apply for this extra funding if you are eligible? YES / NO

Do you qualify? YES / NO

Do you receive one of the benefits listed below: YES / NO

- Universal Credit, if a parent is entitled to Universal Credit, you must have a household income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.
- Income Support
- Income Based Jobseekers Allowance
- Income related Employment and Support Allowance
- Child Tax Credit (providing you're not entitled to Working Tax Credit and have a gross income of no more than £16,190)
- Working Tax Credit Run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Support under the Part VI of the Immigration and Asylum Act 1999

Disclaimer

Please note that on occasions, we are contacted by Inland Revenue, Job Centre Plus or any other Government bodies to verify details of claimants.

We are obliged to provide this information and cannot be held responsible for any changes to your claim, because of providing the information.

2 Year Integrated Review

The nursery is fully participating in the 2 Year Integrated Review with our Health Visitor and Children's Centre Colleagues.

As part of the review, we will share our information with you and include your reviews on your child's development within the assessment.

Following the review and after we have shared the information with you, we will send a copy to your child's Health Visitor and local Children's Centre.

This will then ensure that your child receives their entitlement to additional services such as: Terrific Two's, Ready steady school and much more.

All the work by Nurseries, Health Visitors and Children's Centres will ensure that your child receives the best possible start and is well prepared to start school.

Please confirm you have read and understood all the above information and agree that at any time the nursery may raise concerns about your child's development.

GDPR

All personal data/information we collect complies with the UK GDPR and UK Data Protection Law 2021.

This information is used for nursery purposes only and is not shared or disclosed to any third parties except where we have a duty of care or legal obligation i.e., HMRC, Safeguarding

Policies and Procedures

If you would like to read the companies full policies and procedures, please speak to a member of staff in the office.

Parent Declaration

I / we have read, understand and agree to abide to this agreement and the terms and conditions operated by Spring Park Day Nursery.

Parent Signature.....

Parent Signature

Name.....

Name

Date

Date