

# *Little Rainbows* *Day Nursery*

## *Welcome Pack*



## **Welcome to Little Rainbows Day Nursery...**

We are a small, family orientated nursery who provides care for children from birth to five years. We open five days a week Monday to Friday 8 am to 6pm. The aim of this prospectus is to provide you with all the information you may require, to make an informed decision about your child and the care we provide. If, however, after reading through you have any unanswered questions, please do not hesitate to contact us.

We are regulated by OFSTED and are full members of the National Day Nursery Association (NDNA). Our latest OFSTED report set us as “**OUTSTANDING**” in every area. This is the highest rating that can be awarded to schools / nurseries and we are very proud of this. Nurseries are stringently inspected under three headings:

- how well the early years provision meets the needs of the range of children who attend,
- the contribution of early years provision to the well being of the children and
- the effectiveness of the leadership and management of the early years provision.

### **OFSTED say we are OUTSTANDING because:**

The manager is dedicated and strives for excellence. The nursery is led with great determination and the staff demonstrate a superb understanding of outstanding care and learning opportunities.

- Staff are well qualified and have an excellent understanding of where children are in their development and what they need to learn next. They use highly effective teaching strategies to engage children in purposeful play activities.
- The dedicated and experienced staff work extremely well together. Staff are excellent role models for children and teach them key skills, such as patience and respect. They provide an extremely warm, welcoming and safe environment where children flourish.
- Partnerships with parents are superb. Families praise the wonderful care, support and learning opportunities the staff provide for their children. This relationship thoroughly meets children's individual needs, and home learning ideas support the link between home and nursery.
- Staff provide an exciting and stimulating environment to enhance children's learning experiences, indoors and outdoors. They provide exciting first-hand experiences which keep children interested and motivated to learn.

### **Parents as Partners**

We strongly believe that nursery life should be a partnership with the home and therefore welcome parental involvement at every stage. We ask that you give us as much information as possible about your child to help us to help them. We aim to keep you the parent/carer informed of your child's progress and of any changes to our daily routines.

We have an open-door policy and invite you to come at any time to view the nursery or to have a chat with myself or a member of my team.

As well as providing detailed daily feedback specific to their child about what they enjoy, take part in and eat that day, we also hold regular Parents' Evenings to give parents a chance to spend quality uninterrupted time with their child's Key Person and discuss their development.

Our termly newsletters, Facebook page and parent's information boards give details of local and national initiatives that we are involved in, upcoming events and parental information evenings.

It will also provide information on daily routines, meals and learning activities.

## ***Settling in period***

Our aim is to ensure that all children in our setting are secure, safe, comfortable and happy to be left in our care. Little Rainbows appreciates that not all children are the same and aims to make the settling in process as individual as your child. Where a child is very young or has not attended a setting before we offer the option of a home visiting service to help the child build familiarity and friendship with their Key Person.

The visit will commence with the nursery manager and your child's appointed key person making a visit to your home at a time that is convenient to you, even if this means evenings or weekends. The child's likes dislikes, routines and any special requirements will be noted and used within the nursery to make sure your child is comfortable and secure once in the setting. The settle sessions within the nursery will be used in conjunction with the home visits to make sure your child's transition from home to nursery is a smooth one.

Where the home visits are not required Little Rainbows suggests 4 short visits before children commence a full session, however we appreciate each child is individual and they will not be rushed in any way. During the initial visit, parents/carers will be able to spend time discussing their child with the nursery manager and the member of staff who will be the Key Person for their child. Children will have the opportunity to play within the room with the parent/carer present if so wished.

- Further visiting times will be arranged where they can join the other children and slowly become familiar with their surroundings
- Some parents may have their own settling in method which we will be willing to discuss and try their suggestions.
- Children will be given lots of attention and reassurance from the member of staff in their group.
- Parents are welcome to ring the nursery as many times as needed to check on the progress of their child.
- No child will be taken on an outing from the nursery until he or she is completely settled in.

## ***Staff & Training***

Our staff and our approach to continuous learning have been praised by OFSTED stating that "the manager and staff have a wealth of skills and knowledge and deliver good quality teaching and learning.

All of our team are highly qualified and have many years experience in childcare in addition to the majority of us having our own children. Little Rainbows considers that every member of the team should hold a **minimum** NVQ level 3 or equivalent qualification and therefore **EVERY** member of the team are either qualified to this level or are undertaking training to meet this requirement. In addition to this extensive industry training in all areas of nursery care including pediatric first aid, food hygiene, health and safety, special educational needs and safeguarding children are undertaken throughout the nursery. We constantly review and update staff qualifications to ensure the highest standard of care for your child.

## ***Safeguarding***

Safeguarding and child protection is embedded at the heart of everything we do. At Little Rainbows, we work with children, families and external agencies to ensure the safety and welfare of our children.

Our robust policies and procedures ensure that our strict operating procedures are adhered to at all times by staff, volunteers and visitors alike. A full copy of our Policy and Procedure file can be found in our parent room. Electronic copies may be requested through the manager, who will be happy to forward them to you.

Our designated Safeguarding Officers ensure that local authority agendas and national best practice safeguarding protocols are followed. They act as lead liaison officers for staff, parents, families and external agencies.

## ***Educational Approaches***

Little Rainbows takes inspiration from three main methodologies the Early Years Foundation Stage Montessori and Reggio Emilia.

The EYFS (Early Years Foundation Stage) is the standard framework that is given to all early years' settings to follow to ensure that there is a breadth and depth of quality learning opportunities for every child. The EYFS sets out three prime and four specific areas for learning which form the foundations of the Little Rainbows observation, assessment and planning framework.

The EYFS also provides developmental guidance to practitioners for observing, assessing and planning for children so that children from all over the country are assessed equally using a single framework. This uniformity enables practitioner's families to have a shared understanding with childcare professionals of early years achievement and identification of potential developmental delay.

Dr Maria Montessori used scientific observations of how children learn to develop a principle led approach that is child centred. Little Rainbows recognises these underpinning principles as forming the basis of meaningful relationships with our children. Our vision for learning is underpinned by the knowledge that children develop skills through having the freedom to learn from their own experiences and independent investigations. The environment is carefully created to ensure that children are challenged as they independently access continuous provision areas that focus on their interests. Children are carefully encouraged to learn as they explore natural materials, use real food and investigate how things work.

Children are allowed time to create meaningful projects supported by practitioners who scaffold their learning through open questioning. This empowers children to be confident, curious and critical thinkers.

The 'Reggio Emilia' approach to education originated in Northern Italy towards the end of World War II and was created by **Loris Malaguzzi**, a local teacher, and parents who lived in the area around Reggio Emilia. The principles of the approach are based on a mutual respect of the partnership between a child and their teacher.

At Little Rainbows we incorporate these aspects into our daily practice through allowing children the freedom to explore and investigate on their own terms, whilst building and encouraging meaningful peer interactions and promoting teamwork. Practitioners must listen and respond appropriately to children and inspire creativity through the learning journeys they create for children which include their thoughts, interests, learning and next steps for development.

# **Our Environment**

## **Baby Area**

Our baby area is small and homely providing care from birth to two years for only nine children. This enables us to give individual attention to all our babies. Every effort is made to ensure that your wishes and home routines are continued while in nursery. Our babies take great pride in their developing abilities and are actively encouraged from an early age to be creative and individual. In accordance with the revised Early Years Foundation Stage (EYFS) the three prime areas of development being

- Communication,
- Personal, social and emotional development and
- Physical development is promoted through sensory play and adult led experiences.

Songs, rhyme, “messy play” and cooking are just some of the activities that our babies enjoy together with daily outdoor play and regular trips to the park and local library.

## **Toddlers**

Building upon the foundations of the three prime areas physical, personal social and emotional and communication skills, our toddlers learn from the four specific areas of learning which are literacy, maths, understanding of the world and expressive arts and design. Our children create lasting friendships and explore a wide variety of stimulating opportunities. Structured activities based on children’s interests are used as the focus for learning and development and help children become creative and confident. Visits to the local community and surrounding areas allow our children to gain an understanding of the world in which we all live.

## **Pre- School**

Within our pre-school, children have given many opportunities to learn, interact with others, explore the world around them and have FUN. Here at Little Rainbows we pride ourselves that as a small nursery we can ensure that every child is encouraged to be active, ready to learn and by the time they leave us are school-ready. Led by our Early Years Teacher, we provide opportunities that not only cover the EYFS but bring it to life.

## **Key Person System**

Every child and every family has need of a special person while in nursery and for that reason we have the key person system. The role of the Key Person is to help settle your child into nursery, answer any questions you may have, they will be responsible for learning and development, upkeep of paperwork, to take care of your child’s intimate needs such as toileting and eating but above all they will be your child’s friend and your first point of contact.

## **Meals**

Little Rainbows is proud to be part of a national campaign to raise the standards of food in nurseries and schools that is organised by the children’s food trust called “eat better start better” and have pledged to provide healthy, balanced nutritious food that is fun and appetizing. Due to this commitment we have been granted enhanced health promotion status. This is the local council’s highest accolade for promoting health and nutrition.

Our morning session will include breakfast and a hot lunch. Our afternoon session will include snack and a light tea. Full day places will include all of the above. Our food is prepared and cooked every day on site to ensure its freshness. Special dietary requirements can be catered for based upon individual children’s needs.

## **Sickness and exclusion**

When a child is poorly we ask that you do not bring them to nursery. This will reduce the spread of any illness. If your child has an infectious condition, we ask that you abide by our exclusion policy for the protection of all of our children. If your child is taken ill whilst in our care, we will contact you to

collect your child and a mandatory 24-hour exclusion will be applied. For further information please see our sickness and exclusion policy which can be found in the policies and procedure folder in the foyer or emailed directly upon request.

### ***'Tax Free' Childcare Accounts***

Parents can apply for Tax-Free Childcare through the digital childcare service. Working parents of children aged under 12 can use this, through their childcare service account, to pay for registered childcare. The Government will top-up the money that parents pay into the account. For every £8 parents pay in, the Government will add an extra £2. Parents can receive £2,000 per child per year, or £4,000 if disabled.

The eligibility criteria for Tax-Free Childcare are broadly aligned with 30 hours free childcare. The main differences are that Tax-Free Childcare is available for all children under 12 but is not available to parents in receipt of tax credits, Universal Credit or childcare vouchers. Parents in receipt of these can choose, as part of the childcare service application, whether they want to keep these benefits and apply for the extended entitlement only or leave these and apply for Tax-Free Childcare as well as the extended entitlement. Little Rainbows are registered to accept Tax Free Childcare payments through the HMRC online facility. It is still parent's responsibility to ensure payments reach us on time i.e. 1st of every month.

We would also advise parents to ensure they have read all the advice in relation to what is best for them and whether they should move from an existing scheme such as an Employer Voucher Scheme. There is a useful website that we recommend parents go to in order to help them make the right decision for them. We will not be held responsible in any way if your choice results in changes to your eligibility for other benefits or childcare costs support.

The Childcare Choices website will guide you through your options. It provides access to the application process for the childcare accounts and the 30-hour entitlement - make sure you are ticking the correct boxes for you. Eligibility for all this and the 30 hours is determined by HMRC and parents should check their own eligibility through the relevant government website. The website Childcare Choices offers you the opportunity to compare what is best for your family.

### ***Funding***

2-year-old funding is available from the term following a child's 2nd birthday for families who meet the eligibility criteria set by the local council for more information please go to:

<https://www.wirral.gov.uk/my-services/childrens-services/familyinformation-service/funding/2-year-olds>

From the term after their 3rd birthday **EVERY** child is entitled to 15 hours **FREE** childcare per week (term time only). We aim to be as flexible as possible with the sessions and times allocated and are happy to discuss individual requirements.

At no point will Little Rainbows charge for any funded service or place conditions upon attendance. However, a charge of £2.00 for consumables including foods, heating and lighting and resources such as craft materials per funded only sessions will be applied.

### ***Fee Table***

<b>Session</b>	<b>Times</b>	<b>Cost</b>
am/pm	8am-1pm or 1pm-6pm	£29.00
Full Day	8am – 6pm	£42.00
Full Week	Mon – Fri: 8am-6pm	£185.00

***Please speak to a member of the team for specific fees in relation to funding entitlement.***

**Primary Details**

Child's Name: .....

Middle Name: .....

Child's Surname: .....

Child's Preferred Name: .....

D.O.B.: ..... Sex: Male  / Female

Start Date: .....

Child's Residing address: .....

.....

Postcode: .....

Collection Password: .....

Child's Allergies:

..... Severity: LOW  MEDIUM  HIGH   
 ..... Severity: LOW  MEDIUM  HIGH   
 ..... Severity: LOW  MEDIUM  HIGH

Child's Medical Conditions / Information: .....

.....

.....

.....

Dietary Requirements: .....

.....

.....

Religious or Cultural requirements: .....

**Preferred Sessions (Please Tick the Appropriate Box)**

	Monday	Tuesday	Wednesday	Thursday	Friday
8am - 1pm					
1pm - 6pm					
All Day					

*If you require flexible / shift patterns, please give details of sessions required:*

.....

.....

.....

.....

***Extra Details***

Position in family: .....

Hair Colour: .....

Religion: .....

Ethnicity: .....

Nationality: .....

Languages spoken: .....

Do you consider your child to have a disability? - Yes /No  please give details: .....***Illnesses from which your child has already suffered:****(Please insert the date of occurrence)*

Immunizations current		Whooping Cough	
Chicken Pox		Polio	
Scarlet Fever		Diphtheria	
German Measles		Measles	

***Is your child part of:***

TAC (Team Around the Child)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
TAF (Team Around the Family)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
CAF (Common Assessment Frame)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
LAC (Looked After Child)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Adopted	Yes <input type="checkbox"/> / No <input type="checkbox"/>

***Does your child have any additional needs?***

Support Plan	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Additional Support Plan	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Educational Health Care Plan	Yes <input type="checkbox"/> / No <input type="checkbox"/>
English as Additional Language	Yes <input type="checkbox"/> / No <input type="checkbox"/>

***Has your child previously attended session care?***

Nursery/School: .....

***Are any multi-agencies involved? Please give further details***

Agency	Named Person	Phone No.	Address	Reason

**Parental Information****Fathers Details**

Fathers Surname: .....

Fathers Forename/s: .....

Title: Mr/Rev/Dr.: .....

Fathers Home Address: .....

Postcode: .....

Home Telephone: .....

Mobile: .....

Email: .....

DOB: .....

N.I. Number: .....

Do you have any skills, talents or vocational expertise you would be willing to share with the children at Little Rainbows?  
.....  
.....  
.....**Father's Work**

Work Status: .....

Company Name: .....

Job Title: .....

Address: .....

Postcode: .....

Work Tel: .....

Mobile Tel: .....

Email: .....

**Please Tick the Appropriate Box**Responsible for picking up: ..... Yes  / No Responsible for paying: ..... Yes  / No Emergency Contact: ..... Yes  / No Contact order: ..... 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  5<sup>th</sup>

**Parental Information*****Mothers Details***

Mothers Surname: .....

Mothers Forename/s: .....

Title: Mrs/Miss/Ms/Rev/Dr.: .....

Mothers Home Address: .....

Postcode: .....

Home Telephone: .....

Mobile: .....

Email: .....

DOB: .....

N.I. Number: .....

Do you have any skills, talents or vocational expertise you would be willing to share with the children at Little Rainbows?

.....  
.....  
.....  
.....

***Mother's Work***

Work Status: .....

Company Name: .....

Job Title: .....

Address: .....

Postcode: .....

Work Tel: .....

Mobile Tel: .....

Email: .....

***Please Tick the Appropriate Box***Responsible for picking up: ..... Yes  / No Responsible for paying: ..... Yes  / No Emergency Contact: ..... Yes  / No Contact order: ..... 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  5<sup>th</sup>

**Parental and Legal Responsibility of Child**

Details of all people who have parental and legal responsibility of child:

.....  
As determined by: (e.g. Birth Certificate/ Court documentation)

Relationship to child:

.....  
I have produced certificates and evidence of legal responsibility clarified, and copies taken by staff.

Signature: .....

**Doctor's Details**

Name: .....  
Centre / Practice Name: .....  
Address: .....  
Post Code: .....  
Telephone: .....

**Health Visitor's Details**

Name: .....  
Centre / Practice Name: .....  
Address: .....  
Post Code: .....  
Telephone: .....

**Social Worker's Details**

Name: .....  
Centre / Practice Name: .....  
Address: .....  
Post Code: .....  
Telephone: .....

**Dentist's Details**

Name: .....  
Centre / Practice Name: .....  
Address: .....  
Post Code: .....  
Telephone: .....

**Emergency Contact Details**

Name: Relationship: .....

Address: .....

.....  
Potcode: .....

Telephone1: .....

Telephone2: .....

Special question: .....

Answer: .....

***Please Tick the Appropriate Box***

Responsible for picking up	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Responsible for paying	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Emergency Contact	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Contact order (Tick)	1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup> <input type="checkbox"/>

INSERT PHOTOGRAPH HERE

**Emergency Contact Details**

Name: Relationship: .....

Address: .....

.....  
.....

Postcode: .....

Telephone1: .....

Telephone2: .....

Special question: .....

Answer: .....

***Please Tick the Appropriate Box***

Responsible for picking up	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Responsible for paying	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Emergency Contact	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Contact order (Tick)	1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup> <input type="checkbox"/>

INSERT PHOTOGRAPH HERE

**Emergency Contact Details**

Name: Relationship: .....

Address: .....

.....  
Potcode: .....

Telephone1: .....

Telephone2: .....

Special question: .....

Answer: .....

***Please Tick the Appropriate Box***

Responsible for picking up	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Responsible for paying	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Emergency Contact	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Contact order (Tick)	1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup> <input type="checkbox"/>

INSERT PHOTOGRAPH HERE

***My Routine:***

*Morning:*

*Afternoon:*

*Evening:*

Baby Formula I use: .....

To go to sleep, I like: .....

As a comfort, I like: .....

My favourite character, story, song, toys are: .....

.....  
.....  
.....

I communicate by: .....

Physically I can: .....

I like to play by myself, with an adult or with other children: .....

.....  
.....  
.....  
.....

**Permissions:*****Outings***

I give my permission for my child to be taken on short outings on foot and/or in company vehicles. These will include trips to the local park and other places of interest. I understand that for trips requiring private transport I will be additionally informed.

Signed: ..... Date: .....

***Sun Protection***

I give my permission for the nursery to administer sun cream/lotion as needed. I will supply my preferred brand, however if this is not available I agree to use the nursery's preferred brand.

Signed: ..... Date: .....

***Photographs***

I give permission for my child to have his/her photograph taken for personal use for my child learning journey as the primary person.

Signed: ..... Date: .....

***Secondary Photograph Permission***

I give permission for photographs to be used in additional learning journeys, display boards, digital form and nursery newsletters

Signed: ..... Date: .....

***Nappy Cream***

I will supply my preferred brand of nappy cream, however if it is unavailable I consent to the nursery using Sudocrem®

Signed: ..... Date: .....

***Emergency Treatment***

I give permission Little Rainbows to seek emergency treatment and or advice on behalf of my child. I give permission for Little Rainbows to escort my child to hospital in the event of an emergency.

Signed: ..... Date: .....

***Face Paints***

I Do  / Do Not  give permission for my child to have hypo allergenic face paints applied.

Signed: ..... Date: .....

***Plasters***

I Do  / Do Not  give permission for hypoallergenic plasters to be used on my child in the event of an accident

Signed: ..... Date: .....

***Use of liquid paracetamol***

I understand that liquid paracetamol will only be used as a method to reduce my child's temperature when all other methods such as cooling with damp cloths and removal of clothing have been exhausted. I understand that once medicine has been given I will be called to collect my child and there will be an exclusion period of 24 hours.

I give permission for Little Rainbows to administer liquid paracetamol in the case of a raised temperature

Signed: ..... Date: .....

***EYFS***

I agree to allow my child to observed and assessed in accordance with the Early Years Foundation Stage

Signed: ..... Date: .....

***Facebook/social media/ digital marketing***

We use our Facebook page to share special moments and keep our parents and families up to date with news and events. Posts made to the page are classed as "public" and therefore may be seen openly.

I Do /Do Not  give permission for my child to appear on the Little Rainbows FacebookPage

Signed: ..... Date: .....

## **Little Rainbows Daycare Terms and Conditions**

### **Admission**

A completed Childcare Agreement Form and Registration fee and deposit are required to secure your child's place. Registration Fee and Deposit

The registration fee of £50 covers administration and settling sessions. A deposit of one month's fees is required at time of booking. The deposit will be refunded by the 20th day of the following month of your child's leaving date, providing a minimum period of three months attendance and appropriate notice has been given.

### **Fees and Invoices**

Childcare accounts are payable monthly, in advance for a calendar month of childcare. Accounts are payable by standing order made payable to "**Little Rainbows**". We also accept childcare vouchers

### **Funding**

All children are entitled to Free Early Educational Entitlement or FEE from the term following their third birthday. We can apply for this to the Local Authority on your behalf at the appropriate time. Please see our nursery manager for more information.

### **Late collection**

If you expect to be late collecting your child, please notify the nursery as soon as possible. If notified, the additional time will be charged at the standard hourly rate. Un-notified late collection will be charged at a rate of £10 per quarter hour to cover emergency staffing and other arrangements.

### **Termination of Agreement**

The nursery reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause.

Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

### **Insurance**

The nursery has extensive insurance cover for nursery-based activities and outings. Details of the insurance may be requested from the nursery manager. The Certificate is displayed in the nursery.

### **Personal property and belongings**

The nursery cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labeled and we suggest that all toys, books and equipment are left at home.

### **Liability**

The nursery accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason. We accept no responsibility for children whilst in their parent's care on nursery premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

## **Data Protection and Information Handling**

As a nursery setting we have a “legal obligation” to collect and process information about you and your child. This information will be collected transparently and stored securely in paper and electronic formats. The information we keep will be processed for the sole purpose of keeping children safe and for providing quality education.

We comply with the General Data Protection Regulation 2018 (GDPR) and any subsequent legislation on information handling and privacy. We have data handling procedures in place to ensure that information is accurate, up to date and held for no longer than necessary in line with legal guidance. Information will not be shared with external parties unless it is in the best interests of the child. For more information please request our Little Rainbows policy and procedures.

## **Accidents and illness**

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required the nursery will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment. We will administer prescribed medicines only if parents have completed a Medicine Consent form. We may require parents to withdraw their child from nursery in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend nursery.

We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Health Illness and Emergency Policy regarding exclusion and incubation periods by which we are bound. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery.

The nursery is mindful of the needs of working parents and will endeavor to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

## **Agreement**

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law.

We reserve the right to update / amend these Terms and Conditions at anytime. One month notice will be given of any changes made.

The nursery is operated by Little Rainbows Daycare Ltd.

I have read and understand these Terms and Conditions and agree to be bound by them.

Signed: ..... Date: .....  
Parent/Guardian

Print Name: .....

Signed: ..... Date: .....  
Parent/Guardian

Print Name: .....

## **Payment**

Little Rainbows aims to be as flexible as possible with payment arrangements and therefore offers Monthly or 4 weekly payment options. Payments must be made in advance of attendance and where fees are not paid without prior negation with management the child will not be permitted to attend but fees will still be charged. Additional sessions must be paid for at time of booking.

All absences including sickness, holidays and nursery closures will be charged at child's usual attendance rate. Parents will be notified in writing in advance of any nursery closure dates.

Fees maybe paid through chip and pin, bank transfer or standing order.

In the unfortunate circumstances of an account failing in to arrears accounts will be passed to Little Rainbows chosen Credit Management Company and will incur additional costs and may occur interest charges.

***Payment will be made by:***

- Payment will be made by Standing Order
- Payment will be made by voucher
- Name of voucher company: .....

Account name: .....

- Funding eligibility/Type of Funding EYE 15 EYE 30 hours

Invoice for the attention of: .....

Invoice to be sent to: .....

.....  
I understand that I am responsible to ensure that payment is made, and should fees be unpaid that it is my responsibility to pay them and keep them up to date.

**Please sign to confirm you have read and understood.**

Print: ..... Date: .....

Signature: .....

## TERMS AND CONDITIONS

**Please tick each box to ensure you have read our terms**

### NURSERY'S COPY

- The nursery reserves the right to impose a late collection fee of £10.00 for every 10 minutes late at the end of the session or after normal closing times.
- I understand that the nursery is closed for all bank holidays throughout the year and but are still charged for at full price for these days as they fall.
- Should your child not attend the nursery due to sickness or any other reason, your normal fees must be paid at the agreed time. The nursery must be informed of absences in advance.
- This contract may be terminated by one month's notice by either you or the nursery.
- The nursery reserves the rights to terminate the contract immediately if:  
*A child's behaviour is considered to affect the well-being of the other children.  
Any fees are outstanding for five days or more.*
- Should a child become sick or have an accident whilst attending the nursery every effort will be made to contact the parents. However, the nursery reserves the right to remove a child to hospital in an emergency.
- If a child becomes ill with vomiting or diarrhoea they must not attend the nursery until they have been well for a minimum period of 48 hours.
- Children will only be released into the care of the parents. If any other person is collecting your child, the nursery must be informed prior collection. We reserved the right to ask for proof of identity.
- Any valuables sent into nursery with your child are at your own risk. All clothing and property must be clearly labelled, please do not send your child in wearing jewellery. The nursery accepts no liability for their loss, labelled or not.
- The nursery reserves the right to amend the fees and conditions, where appropriate. The decision of the nursery remains final, at all times.
- I have read and fully understand the terms and conditions stated above.
- All information that i have given is correct to the best of my knowledge.

### Parent/Guardian Signature

Print: ..... Date: .....

Signature: .....

Print: ..... Date: .....

Signature: .....

## Additional Terms and Conditions for 30 Hours of Funding

### ***Eligibility***

In order to confirm your eligibility, we must receive the following documentation:

- 1 Signed Terms and Conditions
- 2 Copy of your child's birth certificate
- 3 A code published by HMRC
- 4 Your National Insurance Number
- 5 Parent Agreement from Local Authority

*If for any reason your eligibility changes, you must inform Little Rainbows immediately.*

### ***Delivery***

Your entitlement allows your child to receive 30 hours of childcare, 38 weeks of the year.

Should you wish to spread your entitlement across 52 weeks your child will be eligible for 22 hours per week.

The current eligible hours will be from .....to.....Monday to Friday.

Your entitlement does not include provision for consumables, food and additional extracurricular activities provided by Little Rainbows Daycare Limited.

An additional fee will be charged for this provision on an individual basis.

Funded entitlement hours are subject to availability and at the discretion of the nursery. Additional hours over and above the entitlement will be charged at the settings published hourly/daily/sessional rate.

### ***Changes to sessions***

No reductions in session times will be made throughout the term. Additional hours may be claimed subject to availability

4 weeks notice must be given to change booking patterns for the following term.

### ***Grace Period***

It is your responsibility to check the ongoing validity of your eligibility code. You have a responsibility to inform the nursery immediately should your circumstances change. If at any point you become ineligible for funding any loss or unrecovered funding shall be due and payable immediately.

Our terms and conditions will be reviewed regularly. Little Rainbows reserves the right to make changes to the contract at any point with 1 weeks written notice for any amendments or changes.

### ***Parent/Guardian Signature***

Print: ..... Date: .....

Signature: .....

Print: ..... Date: .....

Signature: .....

**OFFICE USE ONLY**

Contract checked by:	Start Date:	Details entered on computer:
Date:	Settled Session booked for:	Date:
Deposit paid:	Allocated key person:	By whom:

*All About Me File*

Given to parent:	Date:
Checked:	Date:
Given to Key Person:	Date:
Key Person signature:	Date:
Learning Journal Set-up:	Date:
	Date:

*Notes*

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