

Katie B
kids **A comprehensive guide to the terms and conditions underpinning registration within our nursery.**

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Admissions policy

We are a private day nursery inspired by the childhood centre of Reggio Emilia in Italy. We are open for 51 weeks per year, our full day sessions are 07:30 - 18:30. Morning sessions are 07:30 - 12:30 and afternoon sessions from 13:30 - 18:30. We work in line with anti-discriminatory practice, equal opportunities and are inclusive to all. We make decisions without regard to race, religion, national origin, age, disability, marital status, gender or any other factor protected by law. We are registered to take up to 77 children in any one session. The booking process will always try to be as flexible as possible meeting individual requirements, but when a session is full a waiting list will be used to allocate sessions. We require your child to attend a minimum of 4 half day sessions or 2 full days per week to deliver consistency for education and care, booking patterns of fewer sessions are subject to discussion between the manager and the parent and will be dependent upon the wellbeing of the child, and if they can settle into the rhythms and develop the relationships required to be at ease on fewer sessions. To request a space within our nursery a non-refundable registration fee must be paid and the 'registration form' completed. At this point your child will be added to the waiting list. We will always endeavour to confirm places with three months' notice for parents or guardians and we are unable to confirm spaces with more than 6 months' notice. On registration you must provide details of any special dietary requirements and food allergies that your child has, and any special health requirements. You must inform us if your child is the subject of a court order and provide us with a copy of such order on request. We will record and act on information provided and therefore you must immediately inform us of any changes to your registration details. We will allocate spaces with priority to children who require the most sessions and then position on the waiting list taking staff/child ratios and registration requirements into consideration. Where possible preference is given to siblings of children already at the nursery. Once confirmation has been received a start date is agreed and a deposit of 50% of the first month's fees is required to secure the space**. This deposit will be refunded as part of the first month's fees. If the start date is postponed additional fees may be incurred and the child's name may be returned to the waiting list. The 50% payment is non-refundable to non-starters. Settling sessions for full day care are free of charge over a 2-week period prior to your child starting nursery. Settling sessions will typically be for a couple of hours and are to help children and parents / guardians to feel secure. We want your child to build relations with their key educator in these sessions and so you will drop your child and we will keep in contact during the session. We are only able to arrange settling sessions if we have all the documentation required to keep your child safe.

** This will not be required for 3-and-4-year-old children who attend funded-only sessions.

Fees

Our nursery is open 51 weeks of the year, closing from 16:00 on 24th December, or the Friday before if this falls on a weekend, through to the first working day after January 1st, on public holidays and for 2 staff development days per year. Fees for full day care are calculated on a 52-week booking pattern, with the days that the nursery are closed are charged at the usual rate. Fees are due monthly in advance in accordance with your booking pattern. We will always try to accommodate any requests for additional sessions or enhanced childcare for sessional preschool children which will be charged at the session rate, but ratio must be considered and so this is not always possible. It is not nursery policy to swap children's contracted days unless there is an emergency. Permanent changes to booking patterns should be requested in writing to the nursery with at least one month's notice. Payment can be made by debit or credit card, standing order or bank transfer and should be received by the 5th day of each month. We are unable to accept cash payment for nursery fees. Fees are inclusive of all meals which are offered as part of the child's session. Children's nappies and wipes are not included and must be provided.

A late payment fee of 5% of the total invoice will be imposed for payment made over 7 days beyond the 5th of the month. Payments not received by the 19th of the month will impose a penalty fee of 10% and the child's place in nursery will be suspended. If a child is collected late from the nursery, then in order to avoid infringing legal requirements the nursery must pay for additional staffing. To cover this cost a late collection fee of £10 within the first 15 minutes and an additional £10 for every 15 minutes thereafter will be imposed. In situations where a child is collected late on more than 5 occasions throughout their time at the nursery the regular late collection fee will be doubled from then on until the child leaves the nursery.

Fees are reviewed every April against the operation costs for the setting which includes annual staff salary increases. At least one month written notice of increase will be given.

To leave the nursery one month's written notice is required to the nursery manager.

Funding and childcare support

We are an approved provider for [tax free childcare](#). This means that parents can get up to £500 every 3 months (up to £2,000 a year) for each child to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year). If you get Tax-Free Childcare, you'll set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider. You can get Tax-Free Childcare at the same time as 30 hours free childcare if you're eligible for both.

The 2023 Spring Budget announced plans to extend the Funded Childcare Offer. Currently 570 hours of funded childcare is available for all 3 and 4-year-old children, regardless of parental income, from the term after a child's 3rd birthday. The proposed offer is that this will be extended to 2-year-old children from April 2024 of working families (currently only the lowest income families receive 570 hours of funded childcare), and children from 9 months from September 2024, of working families. This is in addition to the additional 570 hours available to 3 and 4-year-old subject to eligibility. Funding is applied from the term after a child's eligible birthday. Funding is allocated as per the PVI 48-week calendar for Kent settings as stated on the [KELSI website](#), under early years and childcare. To find out what you are eligible for please see the [childcare choices](#) website.

For working families that require full day care and booking patterns over the whole year we offer a reduction in fees through government support. To enable the funding to support this reduction in fees throughout the whole year from April we will be stretching our funding over 48 weeks. This helps to spread the cost of nursery fees. Invoices for funded weeks will reflect the cost of consumables, the additional hours, and the local authority funded hours that we have applied. Holiday weeks will reflect our private fee rate.

We have a limited number of spaces for families to access our funded only booking patterns, and these invoices will reflect the local authority funded hours that we have applied and a consumable fee. The cost of our consumable fee is calculated to maintain our quality and to ensure that we can sustainably offer the highest standards of care and enable a commitment to reinvestment to the nursery. *For families accessing our funded only booking patterns who are unable or unwilling to contribute towards the consumable fee, we can plan for the children to arrive after breakfast for morning sessions and to leave before evening snack for afternoon sessions. Please speak to the nursery manager.*

Attendance

It is expected that children will arrive at the nursery dressed appropriately for the weather. This includes outdoor wear and sensible shoes. In line with the early year's framework, we take children outside in all weathers as long as it is safe to do so, so please supply waterproof clothing if there is a chance of rain. Children should wear clothes which are practical, easy to wash and allow freedom to play and work comfortably and should bring a change of clothes. Items of clothing should be clearly labelled. Personal toys, books or other equipment must be left at home to avoid being broken or lost. **Parents / guardians must never bring any medication or food into the nursery in the child's belongings. Children have open access to the cloakrooms to develop independence when getting ready for the outside adventure or for home and this is a serious hazard.**

It is a legal requirement of early years settings to record absences and therefore if your child is unwell or cannot attend nursery for a reason, we ask that you inform us on the first morning of absence and keep us updated regularly. If the nursery has any concerns about the welfare of a child during absence, we reserve the right to follow our child protection policy and contact the relevant authority.

Holidays offer wonderful development opportunities for children and quality family time but unfortunately holidays are charged at the normal session rate. If you are planning a holiday, you must let us know in advance so we can record this on our register. The nursery has a duty to inform Kent County Council where children are in receipt of Early Years Free Entitlement are absent for more than two consecutive weeks in a term.

The Early Years Foundation Stage (EYFS) Curriculum places strong emphasis on the importance and value of daily outdoor experiences for children's learning and development. Our ethos works within government guidelines and well-documented research to ensure that outdoor play and learning is high on the agenda for learning and our children have frequent and regular opportunities to explore and learn in the outdoor environment. The weather in the UK is unpredictable but our setting has a rich supply of resources needed by children to enjoy the outdoors, which is supported by our parents / guardians supplying specific clothing for their child. This means that play need not be restricted because it is raining outside. If children have the correct clothing, they are rarely fazed by the weather, and this should be embraced.

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To enable us to be flexible in the routines within the nursery and to maximise benefit to the children parents / guardians are asked on registration to give consent for their children to partake in daily outings without notice.

We ask parents to be aware that if a child is not able to participate in outside play due to illness, the child should not attend the nursery on that day.

Child collection

Under no circumstances will any child be allowed to leave the nursery with anyone unknown to us. Each child's personal file contains a list of responsible adults who are authorised to collect the child. These individuals must be over 16. A password collection strategy is employed whereby a password must be given by an authorised person collecting the child from the nursery. Should in an emergency someone not on the responsible adult list collect the child from the nursery, confirmation from you must be given, along with the individual's personal details. Identification will be required at collection. Should a child not be collected from nursery after the child's nursery session and if we are unable to contact anyone from the list of responsible adults issued at registration, then after 45 minutes we will call the North Kent safeguarding team for advice.

Mobile Phones

To ensure the safety and wellbeing of the children who attend our nursery we enforce a no personal mobile phone usage. Should you be on your personal mobile phone as you arrive at the nursery can we please ask that you conclude your phone call before entering the premises.

Accidents and sickness

On registration you will consent for nursery educators with appropriate paediatric first aid training to administer the required basic first aid and treatment in the event of an accident. You will have access to accident forms that you will be required to sign. For accidents of a more serious nature, involving hospital treatment, we will make all attempts to contact you but failing this, we will act on your behalf and authorise necessary treatment if we have consent. Ofsted or the local child protection agency will be notified within 14 days of any serious accident or incident and will act upon guidance given. Should a child receive a bite or injury to the head whilst they are at nursery then you will receive a courtesy call to provide further details about the accident or incident.

We have a realistic attitude to the needs of working parents, but we must safeguard the wellbeing of each individual child and prevent the spread of infection in the setting. **If your child is unwell or requires medication (such as Calpol or Nurofen) to be at ease, then you should keep them at home. If a child has been administered any medication containing paracetamol less than 4 hours before arriving at nursery, they will not be admitted.** Regrettably in nursery children cannot be given the 1:1 attention that they require if they are unwell, and this may result in increased stress for the child. Medication may also be masking symptoms of a transmissible infection and we have a duty of care towards all the children in taking all sensible measures to prevent this.

We are unable to care for children with sickness and/or diarrhoea, a fever with a temperature of 101F/38C or above, a continuous cough, chickenpox, measles, mumps, meningitis, hepatitis, a virus or any unexplained rash. Should a child develop such symptoms while they are at the nursery, you will be contacted to collect your child. The Department of Public Health guidelines state that **48 hours** must have passed since the final episode of diarrhoea or vomiting before children return to a childcare facility. For COVID illness we will follow government policy. **We will not admit children within 48 hours of starting a course of antibiotics, so that they can begin to feel better before returning to nursery, and so that any potential adverse reactions can be monitored at home.** If whilst on prescribed medication educators deem that a child's health has deteriorated, or they have concerns for their wellbeing whilst at nursery then you will receive a telephone call to collect your child.



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If you are called to collect your child due to illness, then we ask for that collection to be made as soon as possible to avoid the risk of contamination to other children, and for the well-being of the child who is unwell. We recognise that for parents who commute, immediate collection from the nursery can be difficult- if there are no emergency contacts available to collect on parents' behalf, it is essential that they are collected within **90 minutes**.

We will only administer medicine on site that has been prescribed by the child's GP or an NHS hospital and the medication must have the appropriate labelling on the bottle that clearly shows the child's name, the date, dosage, and expiry date to confirm this. Written permission is required for emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long-term basis. An administration of medication form will be completed and witnessed by a senior educator or member of management whenever medication is administered, which you must sign upon collection. **If a child develops a temperature of 38C or above whilst at nursery, we will administer 5ml of Calpol (with parental consent) under the caveat that the child will be collected and remain at home for at least 24 hours while they recover.**

Children with head lice are not excluded but must be treated to remedy the condition and parents or guardians are notified if there is a case of head lice in the setting.

So that we can work in partnership with parents regarding any infectious disease such as chicken pox, information sharing in this area is vital. Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

We are unable to issue a refund for periods where your child's nursery place is unfilled due to sickness.

Immunisation Policy

Young children have a relatively low state of immunity as they will have had only limited exposure to specific germs. This can make them more susceptible to infections and makes common childhood illnesses an inevitable part of life in nursery when children be introduced to a new group of young children for a significant proportion of each day. Despite our best efforts to maintain good hygiene practice and uphold procedures for outbreaks of illness, there will be times when children must be temporarily excluded when unwell.

We expect that children are vaccinated in accordance with the government's health policy and their age, but we acknowledge that there will always be some children who will not be protected for some diseases. This could include:

- children who cannot be immunised for medical reasons.
- children who are too young to be immunised
- children who missed appointments or were too ill when they were due to be vaccinated.
- children who received a vaccination that didn't work for them.
- children whose parents have decided against vaccination.

Our nursery does not discriminate against children who have not received their immunisations and we will not disclose individual details to other parents. However, we must take steps to manage outbreaks of common childhood illnesses and if appropriate we make parents aware that some children in the nursery may not be vaccinated, due to their age, medical reasons, or parental choice. This may include sharing the risks of infection if children have not had immunisations.

So that we can manage any risks to all the children, staff, and parents within our setting we require parents to record information about their child's immunisations on their child's profile in nursery in a box.



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We encourage any parent who is concerned about having their child immunised to talk to their health visitor or GP. Further information about immunisations can be found on the NHS website [Vaccinations for children - Start for Life - NHS \(www.nhs.uk\)](https://www.nhs.uk).

Most of the illnesses routinely vaccinated against are known as 'notifiable diseases'. If a child attending our setting is diagnosed with a 'notifiable disease' then we will report this to Ofsted. If we are concerned about a child who has been diagnosed with one of these diseases, then we may contact our local health protection team for further advice. We recognise that notifying a disease to the government is the responsibility of registered medical practitioners. [Vaccinations for children - Start for Life - NHS \(www.nhs.uk\)](https://www.nhs.uk)

Staff vaccinations policy

We encourage all staff to understand if they are up to date with their vaccinations for their own good health. Individuals can find this information on the NHS website [NHS vaccinations and when to have them - NHS \(www.nhs.uk\)](https://www.nhs.uk). If a member of staff is unsure or would like further information then we recommend that they visit their GP or practice nurse.

Administration of Medicine Policy

The administration of medicine policy safeguards not only the wellbeing of the individual child but also prevents the spread of infection amongst the other children attending. In our nursery we will only administer medicine on site that has been prescribed by the child's GP or a medical professional and the medication must have the appropriate labelling to confirm this. The setting designated safeguarding lead is responsible for all matters regarding First Aid. We work in partnership with parents and information sharing in this area is vital so that the welfare of the children is always the foremost priority.

The following procedure must be adhered to by parents and staff for the health and well-being of all children:

- We will only administer medication that is prescribed by the child's GP or a medical professional and it must be clearly labelled.
- Prescribed medication must be given to an educator directly. **Parents must never bring any medication into the nursery in the child's belongings. Children have open access to the cloakrooms to develop independence when getting ready to go outside or for home.**
- The medication will be stored upstairs in the staff area away from the children, refrigerated if required. The exception is an emergency medication that is subject to a health risk assessment.
- Medication will only be administered by an educator who has received appropriate training. Staff will be asked to attend training to meet specific needs concerning administration of medicine, or other health related matters should it be necessary to do so.
- An administration of medicine form will be completed on Nursery in a Box whenever medication is administered. This will be witnessed and signed by a senior educator or member of management. Parents should sign this before or on collection.
- We will not administer antibiotics within the first 48 hours so that the child can begin to feel better before returning to nursery.

Systems are in place to ensure the correct procedures are being carried out, and that they are clear to all.

Admissions handbook

In addition to our terms and conditions we have an admissions handbook that is available on our website. This details the policies that underpin our everyday practice including our open-door policy, play policy, unwanted behaviour policy, nutritional policy, personal care policy including nappy changing, sleep, bottle preparation and allergies and the key person policy. It also includes the Whistleblowing and complaints procedure and our child protection statement.

Force Majeure

KatieB Kids will always strive to remain open wherever possible and with its good transport links nursery workers should be able to attend work even in extreme weather. It must be noted however that the nursery is unable to offer any refunds or compensation for closure or suspension of nursery activities as a result of third-party action, fire, flood or any other event beyond its control.

Changes

We reserve the right to make amendments to the terms and conditions of your childcare contract without notice. The current terms and conditions are published online.

