**Smiley Stars Nursery**

We provide Quality … We aim for Excellence

**Terms and conditions of enrolment and parental consents**

**Please read carefully the following terms, conditions and parental consent requirements, and then please sign where requested.**

1.     **Accidents or emergencies**:
Every endeavour will be made to contact you in the event of an accident or emergency or the sudden onset of illness but we will not delay in seeking medical help.    I will be fully informed of any decisions made. I give permission for Smiley Stars Nursery to take appropriate action in the event of the onset of illness, accident or emergency.

2.  **Child protection:**
Smiley Stars management and staff have a duty to take reasonable care to ensure the welfare and safety of the children in our care. Any serious concerns regarding a child’s welfare or safety will be dealt with in accordance with Smiley Stars Child Protection Policy and Procedures. Parents/guardians should be aware that this may require us to contact Social Services.

3.    **Child safety:**
Children will only be released to parents/guardians or authorised persons, i.e. carers or family members who are known to the nursery staff and permission in writing has been received from the parents/guardians. In unforeseen circumstances where an unauthorised person has to collect the child, the parents/guardians must inform the nursery and provide a password. And we require a proof of photographic ID.

4.    **Confidentiality:**
All information relating to you and your child is strictly confidential, securely stored and used solely for Smiley Stars Nursery purposes. The only exception to this is in the event of serious concerns regarding a child’s welfare. You are welcome to access your child’s records at any time.

5.    **Medical conditions, allergies and illness:**
Parents/guardians and carers must keep us informed of any allergies, medical conditions and illness affecting their child. Parents/guardians and carers must NOT bring their child to nursery if they are ill or have an infectious disease. This is for the health and welfare of ALL children and staff in the nursery. You will be contacted to take your child home if staff considers that your child is not well enough to attend nursery.

I agree to inform the nursery immediately if my child has, or develops, an allergy, illness or medical condition and to provide the nursery with the information required regarding the allergy or condition to ensure my child’s wellbeing.

Smiley Stars staff should not be put in the difficult position of turning a child away at the door because they are obviously not well.  The problems this causes for the child, the nursery and the other children cannot be over-emphasised. Children play closely together which means that an un-well child can infect many other children and staff who in turn can infect yet more people.  Some children may have only just recovered from one infection when they are exposed to another. Please follow the guidance below to help to promote the health and welfare of everyone involved.

**Illness & Infection Control Guidance:**

* If your child is clearly unwell, please keep him at home and let us know: we appreciate that this can be stressful for working parents but we have to consider the child, other children and staff.
* Working parents should be aware that since December 1999 all employees have the right to reasonable unpaid time off during working hours to see to the needs of dependents should they fall ill.
* Children will not be admitted with infectious diseases (e.g. chicken pox) in accordance with the exclusion periods stated at Appendix 1a.
* Infectious diseases and long-term illnesses/chronic conditions should be notified to the Nursery Manager.
* If we suspect that a child has a raised temperature, we will check it using a forehead thermometer. If the temperature is above 37.0°C the parent will be contacted.
* If a child appears to be clearly unwell, e.g. hot, listless, sick, the parent will be contacted and asked to take the child home, unless the parent has signed a Medication Form on the day, in which the parent has asked to administer paracetamol to the child, while waiting to be collected. Any child who takes ill at nursery will be cared for by a member of staff until collected by parents ASAP.

Please visit [NHS Exclusion Criteria for Childcare and Childminding Settings](http://www.documents.hps.scot.nhs.uk/hai/infection-control/guidelines/exclusion-criteria-childcare-A3-2011-12.pdf)

6.    **Medication:**
Nursery staff can administer medication required by your child providing that the medication is named for your child and that you have completed a medication consent form, which gives detailed instructions on dosage. Details of medication administered by nursery staff will be recorded and must be signed by you on a daily basis. You must always give the first dose of any medication, and allow time before your child attends the nursery.

Medication prescribed and non prescribed is only given if it is in its original container and supplied with the pharmacy label ON THE BOTTLE – parents should ensure they request this when buying the medication from the pharmacy. It cannot be given if the label is on the box. The label must clearly state the child’s name, dosage and have a valid date.

 Application of sunscreen &/or nappy cream:  I agree that Smiley Stars staff may apply sunscreen/nappy cream to my child’s skin if and when required. I am not aware of any allergy to sunscreen/nappy cream products.

 7.    **Child observations:**
We regularly observe all of the children in our care to ensure that we meet their needs effectively.  Observations are recorded in writing, are strictly confidential and are filed in the child’s confidential folder.
8.    **Photographs, videos and DVDs:**
I give permission for any of the above to be used for:

* Display within the nursery
* My child’s records
* Staff training
* Publicity (e.g. Newspaper articles, Nursery’s website & Welcome pack)
* Student portfolios

9.    **Outings:**
We will sometimes take the children on outings within the immediate area on foot/using prams and buggies as appropriate. Risk assessments are always carried out in advance and ratios will always be adhered to. I give permission for my child to go on outings within the immediate area.

10.  **Change of details:**
Smiley Stars must be kept informed of any change of address, change of phone number, change of emergency contact, etc.  This is vital in case of an emergency situation.

11.   **Communication:**
Good communication between parents/guardians/carers and Smiley Stars Nursery is very important to your child’s well being. Any relevant information regarding your child and any concerns should be shared with your child’s key-worker. If you do not wish to speak to your child’s key-worker, you are very welcome to contact the Nursery Management.

12.  **Tooth-brushing Consent Form:**
I wish my child to take part in Smiley Stars Tooth-Brushing Policy and we will provide my child with a clearly labeled toothbrush and toothpaste.

13.  **Parental Consent Form for Babies (0-12 Months):**
I am happy for my child to be sleeping in the baby rocking chair provided by the nursery, until further notice. As ever the nursery staff will do their utmost to reduce the risk of cot death to your baby whilst in our care. I have read and understood the risks of cot death leaflet provided by the Scottish Cot Death Trust (in the Baby Room).

14.  **Access to the Internet for 2-5 Children:**
Access to the internet will be under strict supervision from room staff, I give my consent for my child to use the Internet within the Nursery.

15.  **Start and finish times:**
Children can be cared for within the nursery hours stated on our Registration Certificate on display in the hall. Late collection will invoke an additional charge of £5.00 for every 10 minutes (full or part of) thereafter.

16.  **Fees**:
Fees are payable one month in advance and due on the 1st of each month and no further than 10th of each month.  Payment may be made cash or by standing order, we accept childcare vouchers. Late payments will incur an additional charge of £25 per week until full payment is made.

* Extra sessions must be paid for in advance.
* Please note that Smiley Stars reserves the right to withdraw any offers given at the time of registration
* When we confirm your child’s place, a £50 deposit is required which will be refunded when and if you give us 1 month notice prior to you and your child no longer wish to use our services and all fees being up to date from your final invoice. **Should you decide to cancel your place, the deposit is non-refundable.**
* In order to retain your child’s place, full fees are paid during holidays and absences to retain your child’s place.
* All fees will be increased on an annual base on the first of March each year

17.  **Termination:**

One month’s notice in writing or payment of one month’s fees in lieu of notice must be given if you wish to withdraw your child from the nursery, and receive your deposit back. Smiley Stars Nursery reserves the right to require the withdrawal of any child and will give either one-month’s notice in writing or refund one month’s fees in lieu of notice.

**I have read, understood and signed all of the above.**

(Once documents are submitted and settling times are arranged, documents will be printed and  a signature will be required)

**1st adult (Parent/guardian) Signed & Dated  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2nd adult (Parent/guardian) Signed & Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Many thanks for taking the time to fill the forms**

Tammy & Jane