



# Bluebell Day Nursery Eltisley Contract

Name of parent:.....

Name of child:.....

Nursery start date:.....

Days and hours booked in:.....  
.....

**MEALS YOU REQUIRE DAILY/CIRCLE.**  
**LUNCH/TEA/BREAKFAST.**

**FEES PER SESSION**

**0-5yrs**

**2ND CHILD**  
**10% DISCOUNT**

A: up to 2pm

£20.90

C: up to 8.5 hours

£28.50

D: 9 hours and over

£34.30

E: 2.00pm to 5.45PM

£15.25

We are registered for NE Funding for 3 and 4yr olds, you will be notified by the setting when your child becomes eligible, term after their 3<sup>rd</sup> birthday, we offer a package where you pay top up fees. open 8am to 6pm.

**MEALS AND SNACKS ARE INCLUDED IN WITH FEES LUNCH AND TEA ONLY.**  
**Breakfast £0.60p**

Fees are reviewed annually a months notice will be given.

Fees are collected monthly, fees to be paid on the 7th of the month for that month, failing to do so will result in a lateness charge of £5 per working day until your invoice is settled. If a problem with fees arise then talk to me. Cheques not honoured will be charged £20.

New bookings, a deposit of £50 is charged this is non refundable. If all documentation is not returned in advance of provisionally reserving a place ,your place will be offered to another customer on a first come first serve basis, in the event of this we will refund your deposit and put you on our waiting list for the next available place. AGREED SIGNED..... DATE  
.....

**Change of hours/notice period.**

If you decide to decrease your child's hours or days one months notice in writing is required, you will also pay your months fees in advance of leaving in with your written notice. FAILING PAYMENT OF MONIES OWING ON LEAVING BLUEBELL, LEGAL ACTION WILL BE TAKEN TO COLLECT MONIES OWING. I AGREE TO THESE TERMS OF PAYMENT.

Signed.....Date.....

Bluebell is open Monday to Friday 8am- 6.00pm, 51 weeks of the year except for

bank holidays and christmas closure. We are insured until 6pm, but ask parents to collect at 5.45pm to collect belongings, enabling staff and customers to vacate the building by 6pm. A lateness charge will occur of £2.50 per 5 minutes late and added to your monthly bill, this also applies to early drop off at the same rate. Full fees are charged for all days including bank holidays and christmas closure and for any days which your child does not attend including illness, absence and holidays your place at Bluebell is open until a letter of notice tells us otherwise, until notification is in place you will be charged in full.

**I AGREE TO THESE TERMS.**

Signed.....Date.....

**Settling in**

We offer you child up to 5 hours of settling in time at Bluebell, this is for you to decide, we do not want you to feel that you have to take this up. If you want to take this up, speak to a member of staff. If you are happy and confident to leave your child without these sessions, this is fine. A quick kiss, a hug and telling your child you will be back soon will enable us to settle them quickly.

**Collection**

Your child must be collected by the end of their booked in time that is specified above in your contract. It is important that your children are not dropped off earlier or picked up later than the times agreed between yourselves and the nursery. The nursery must be informed of anyone other than yourself or carer's on registration form, they must hold a password and show ID e.g. drivers licence. A daily register will be taken in each room by a staff member, you will be responsible for signing your child/ren in and out.

**Once your child is signed out of the nursery your child becomes your responsibility.**

**Meals**

Lunch is a two course, tea is one, breakfast is cereal this is not included in daily fees. A menu is displayed in the hall. You can provide your own meals for your child at any time. Please specify when booking what meals you require. Snacks are/fruit/cheese/raisins/ milk or water, children can choose. We must be informed of any special dietary needs before your child starts attending Bluebell. **I AGREE TO THESE TERMS**

Signed.....Date.....  
.....

**Sickness & Medication**

For the health and welfare of all the children who come to nursery we request that you do not bring your child into nursery if they are ill or have an infectious disease. Keep them at home for at least 48HRS until symptoms have passed with no signs of sickness/diarrhoea. If prescribed with antibiotics then they will not be permitted until 24 hrs after start of treatment.

In the event of illness, we have the right to send any child home, if senior staff feel that they are not well enough to attend Bluebell.

**I.....give permission to Bluebell to take appropriate action in the event of illness.**

Signed.....Date.....  
.....

I..... give permission for Bluebell to administer prescription ONLY medication/creams and lotions.  
Signed.....Date.....  
.....

Calpol can only be administered if it has a prescription label stating dose or with a doctors letter.

You must complete a medication form giving instructions on times and dosage signed by parent and member of staff, along with a medication at home form, giving us information on what you have administered at home.

**Accidents**

In the event of an accident at Bluebell, it will be logged in an accident record book for you to sign. With regards to head injuries e.g.: BUMPS/ CUTS, Bluebell will contact you by phone as we regard these to be serious, you will be given a notification sheet of the injury, which will explain what the injury was, how it happened, whether your child showed any signs of unconsciousness, drowsy, dazed, groggy, sickness or any unusual signs, this will then tell you what to look out for at home. In the event of a serious head injury we would ask you to collect your child and seek medical attention.

**IN THE EVENT OF AN ACCIDENT AT BLUEBELL I/WE AS PARENT/S WOULD LIKE BLUEBELL TO INFORM US OF ANY EMERGENCY OR HEAD INJURY BY RINGING ME ON THE ENCLOSED EMERGENCY CONTACT NUMBERS,  
AS I WOULD LIKE TO BE INFORMED OF THE ABOVE.**

Signed.....Date.....

**Allergies**

I agree to inform Bluebell immediately if my child has or develops an allergy and to provide the nursery with full information regarding the condition and treatment. If a severe allergy, I agree to bring in my child's own food from home.

Signed.....Date.....  
.....

**Sunscreens/clothing**

I will agree to apply cream to my child before they attend nursery using a high factor cream. This will save the staff time in the morning. If cream needs to be re-applied ,please can you send in a clearly labelled bottle. You are to provide a bag containing a spare set of clothes and slippers /coats in winter, sunhats in summer, all to be labelled.

Signed.....Date.....  
.....

**Baby requirements**

**Nappies and wipes can be brought in in bulk and stored at nursery, or you can bring in amounts daily, please bring in sufficient for the day as we do not have any spare.**

**You can bring in baby food and formula daily, please can you ensure that all food is defrosted before coming to nursery. All should be labelled.**

**Microwave heating (mainly applicable for under 2 years).**

**We are sure you can appreciate it is very difficult to keep your child's food warm if they are asleep during lunch/tea. After contact with the environmental health dept, once the food is cooked but not needed it must be covered and refrigerated. When the food is reheated it must be over 73°C. We ensure this by using a food thermometer. If you would rather we didn't reheat your child's food could you please supply a jar or tin of food you know your child will eat as a reserve.**

**\*I/do not give permission for food to be reheated if my child is asleep through mealtimes. \*Delete as appropriate.**

**Signed.....Date.....**

...

**Head lice check.**

**Please indicate whether you are happy for staff to check your child's hair if it is deemed necessary.**

**\*I do/not give permission for staff to check my child's hair if head lice are suspected. \*Delete as appropriate.**

**Signed.....Date.....**

...

**Photographs and videos**

**We take many photos and in the future will use videos of children in the nursery. We would like your permission to be able to use these for displays, staff training, parent's evenings.**

**I give permission for my child to have photographs taken , to be used in the above. Please fill in the form giving consent that is attached.**

**Signed.....Date.....**

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**Walks and church visits in the village.**

**Occasionally we take pre-school children on educational walks in the village, on topic related activities.**

**\*I do/not give permission for my child to be taken on educational walks in the village. \*Delete as appropriate.**

**Signed.....Date.....**

...

**Discipline**

**We at Bluebell concentrate on good behaviour, we always praise the children and reward them with stickers, all staff are trained to deal with situations and have the children’s best interest at heart. All children will be talked to and explained what is right and what is wrong.**

***All staff at Bluebell are checked for criminal offences under the CRB and OFSTED.***

***Hold childcare qualifications that are displayed in hall, all staff attend regular training and keep up to date with relevant qualifications (child-protection).***

**Equal opportunities and inclusion.**

**Staff at Bluebell will respect all different religions, racial origins, special needs, languages and cultures so that all individuals are treated equally.**

**Our Enco co-ordinator is Lola Jones.**

**Child protection**

**We at Bluebell hold a strong policy on this as we take the safety of each child very seriously. Children are in our care for many hours and days each week. Children will often let us know of any problems and will confide in us through talk, body language or role-play. Our prime responsibility is the welfare and the well being of all the children in our care. As such we believe that our duty to the children and parents/carers is to act quickly and responsibly in any instance which may come to our attention. If staff have a cause to be concerned that a child in our care may be subject to any form of abuse, we will follow the child protection procedures and inform LADO UNIT.**

**Special educational needs**

**Bluebell Day Nursery provides for all children with special educational needs. The nursery has adopted the 5-stage module of SEN assessment and provision. Please ask to see our SEN policy. The special educational needs co-ordinator SENCO will be available for you to talk to if you feel your child’s experiencing problems. (Lola Jones)**

**ALL CONVERSATIONS WILL BE TREATED CONFIDENTIAL.**

**Injuries out of nursery care**

**All children that come into nursery with marks, cuts, bruises, scratches will be recorded onto a injury log sheet signed and filed, both parent and member of staff will sign.**

**I AGREE TO THESE TERMS.**

**Signed.....Date.....**

**Security and policies**

**We will only release a child to parents/carers and other authorised people.**

**All policies are on file for parents to view at all times.**

**I ACCEPT THIS CONTRACT OF REGISTRATION  
PLEASE MAKE SURE YOU READ ALL OF THE CONTENTS  
THOROUGHLY BEFORE SIGNING, AS LEGAL ACTION WILL BE  
TAKEN IF ANY OF THE ABOVE CONTRACT IS BROKEN**

**Parents signature.....**

**Date.....**

**Senior members signature.....**