

The Acorns Day Nursery

Regulations

Your child is being cared for and educated during their most formative years and in order to maintain the high standards of the nursery it is important that parents/carers read the following regulations.

- We care for children aged 3 months to 5 years.
- The nursery opens at 8am; children cannot be accepted before 8am. The latest they can be collected is 6pm.
- Please note spaces are for 50-51 weeks of the year; we are closed for 5-7 days in December (dependant on where Christmas falls).
- For other sessions booked please make sure that you drop your child off and pick them up at the correct times as the staff ratios have to be maintained as stated in the welfare requirements, therefore we ask parent/carers to adhere to these times strictly. There will be a late collection charge of £10 for every 15 minutes after the end of the session.
- If any person other than a parent/carer is collecting a child from the nursery we **must** be informed and this person will be required to give us the password stated on the child's registration form. If we are not informed we will contact the parent/carer by telephone before allowing the child to go.
- Parents/carers are asked to inform us if they are going to be late collecting their child or of any changes with the collection of their child, this can be done when dropping off their child or by telephone. In the event of a child not be collected by their parent/carer, and we are unable to make contact with the parent/carer or emergency contact after 45 minutes then we have the right to contact the police and social services.
- Lunch and tea will be provided and is included in the cost. There will be 2 snack times during a full day and we ask that parents bring in a donation for these such as fruit, vegetables, breadsticks and crackers etc.
- It is important that we are notified if your child is going to be absent and of the reason for your child's absence. This can be done by telephoning us on 01227 819648
- The Nursery is open all year with the exception of Bank holidays, one week at Christmas, you are not charged for these.
- There is a registration fee of £45 payable when booking a place for your child, there is no fee for children accessing their FEE (Free Early years Education) only with no wrap around care. Fees must be paid in advance. If your child is absent full fees must still be paid as the cost of staff, heating, lighting etc still having to be met. Due to increasing demand and limited spaces available NO child will be admitted without payment having been received in advance.
- Please remember that this is strictly adhered to. Fees may be paid by cash, BAC's or cheque, made payable to St Stephen's Junior School
- We will expect parent's to co-operate with us by not bringing their child to the nursery if they have any infectious or contagious illness i.e. doubtful rash, chicken pox or conjunctivitis, until you have seen a doctor and they are no longer contagious. If a child has vomiting and diarrhea they need to be kept at home until 48 hours after the symptoms have disappeared. If a child is taking antibiotics they need to have been taking them for a minimum 48 hours before returning to nursery. The manager reserves the right to remove a child from the Nursery to hospital in the case of an emergency.
- You are advised to mark your child's clothing with their name; this is not compulsory but does help us to identify clothing. Children will have access to the outside in all weathers to play it is therefore important that they are provided with suitable clothing.

- Each child is given a peg and a basket for their belongings e.g. bags, coats and anything they may make during nursery, these must be taken home at the end of each day. Above their peg will be a pigeon hole for any correspondence between the nursery and yourselves. If your child is in nappies we ask that you either bring a supply that can be kept at the nursery or enough for each day in their bag and wipes. You will also need to provide either bottles made up or formula with clear instructions; these must be clearly labeled with your child's name.
- We prefer children not to bring their own toys, but realise that some 'special' toys may need to come in to comfort them.
- If we are concerned for the happiness of your child after a reasonable period of time and is clear that your child is not settled, then we may advise that he/she be removed from the Nursery. He/she may be re-admitted at a later date.
- If you would like to remove your child from the nursery for any reason then we will require 1 months notice.

If you have any questions regarding any of the above issues please do not hesitate to contact the manager and if any of the details change at any time would you please inform us immediately. We reserve the right to remove a child from the Nursery for any breach of regulations