

## REGULATIONS

Your child is being cared for and educated during their most informative years and in order to maintain the high standards of the Nursery, it is important that parents read the following regulations and adhere to them.

### **AGE OF ADMITTANCE**

Woodside caters for children aged from 3 months to 5 years.

### **HOURS OF OPENING**

**Full day 8.00am – 6.00pm**  
**Sessions 9.00am – 12.00pm**  
**1.00pm – 4.00pm**

**Please note that when your child turns 3yrs and starts claiming the free Government Vouchers we are only able to offer Full Days and not sessions.**

Full day children cannot be accepted before 8.00am. The latest they may be collected is 5.50pm (to leave by 6.00pm)

Part time morning session: Children cannot be accepted before 8.50am. The latest they may be collected is 12.10pm.

Part time afternoon session: Children cannot be accepted before 12.50pm. The latest they may be collected is 4.10pm.

Parents who are held up as a result of traffic or transport difficulties are asked to make every effort to contact us, so that we can make alternative arrangements for you.

**Should a parent arrive late for the end of a session then a fine will be imposed at the rate of £5 per 10 minutes. Our staff work a long day, so unless it is an exceptional circumstance, late collection of children after 6pm will incur a £20 fine.**

Parents are requested to adhere strictly to these times for the following reasons:

- \* The period before 8.00am is used primarily for the preparation of the nursery for the children's arrival.
- \* We have no insurance cover before 8.00am or after 6.00pm.
- \* Our registration states that we can only operate between the hours of 8.00am and 6.00pm.
- \* The staff are under contract for the hours of 8.00am to 6.00pm.
- \* Parents are only invoiced for the period 8.00am to 6.00pm.
- \* Cleaning contractors arrive to clean the premises from 6.00pm.

If you need to see a member of staff at the end of the day please arrive before 5.50pm in order leave the premises promptly.

**If any person other than a parent is collecting your child, we MUST be informed of who that person is.**

### **HOLIDAYS**

The nursery is open throughout the year except for Statutory (Bank) Holidays and approximately seven days at Christmas, depending upon which day Christmas falls. Exact dates of holidays are published in the nursery calendar each year.

### **FEES**

Fees must be paid in advance, by monthly standing order from your bank/building society account.

Payments are per calendar month and include 2 weeks at half fees for yearly holiday entitlement and half fees for 1 week at Christmas when the nursery is closed.

It is nursery policy that full fees are charged for Bank Holidays, or for any period of absence due to child sickness or nursery closure due to adverse weather conditions/natural disasters.

We require one month's notice if you wish to remove your child from Woodside. Failure to give notice will result in one's month's fees being charged in lieu.

## **INFECTION AND ILLNESS**

There may be occasions when we must ask for your child to be excluded from the nursery both for your child's well being and to safeguard other children and our staff from infection.

Therefore we ask that children DO NOT attend nursery suffering from any of the following:

- **Conjunctivitis**
- **Impetigo**
- **Temperature accompanied by sickness and diarrhoea**
- **German Measles**
- **Whooping cough, measles, mumps, chicken pox and hand foot and mouth disease**

We have a 24 hours exclusion policy for conjunctivitis, and a 48-hour exclusion period for sickness and diarrhoea. We also ask that you do not bring your child into nursery for 48 hours after they have been first prescribed any antibiotics (This allows them to recuperate as well as reducing the spread of infection).

If your child becomes unwell at nursery you will be informed by a senior member of staff.

It is important that the nursery is notified if your child is going to be absent due to illness. This can be done by telephoning 02392 230020.

## **MEDICATION**

If your child needs to take any medication during their time at nursery it must be clearly marked and handed over to a member of staff who will ask you to complete a medication consent form. This also applies to things like teething gel and creams for skin complaints.

## **PARKING/DROPPING OFF/COLLECTION**

Ample car parking is provided – the top car park being designated for Bunnies and Hedgehogs parents and the bottom, gravel car park for staff and Owls parents.

Please exercise great care when using the car parks. People using the car parks do so at their own risk. The nursery accepts no responsibility for injury, damage or loss to person, vehicles or property. For your safety there is a one-way system in operation at Woodside and we request that you adhere to it at all times.

## **SECURITY/SAFETY**

The nursery is secure at all times. Visitors to the nursery are usually by appointment only.

You are asked to let us know who will normally collect your child each day and to make sure the nursery is informed of any change in this routine. For your piece of mind and that of staff, we will not let a child leave the nursery unless this procedure has been followed. Please do not give the security key code for entry to the building to anyone else, including relatives/friends.

Obviously even during the open hours we would request that parents close the doors securely behind them and do not allow any strangers into the building.

In an emergency parents may telephone the nursery and give their instructions to the Manager.

If a child is not collected at the end of the day and we have not heard from you, we will make all reasonable efforts to contact one of the other people named on the child's registration form. In the event that we have not been successful one hour after the normal closure time, we are required by law to contact the local Social Services.

Only fully qualified staff with an up to date Criminal Records check, will be left at the end of each day. This will ensure your child's safety at all times.

**After reading these regulations, would you please complete the enrolment form. If any of the details you outline on the form change, would you please inform the nursery staff immediately.**

**The Manager reserves the right to amend these regulations, at any time, without notice or to remove a child from the nursery for any breach of regulations.**