

Terms and Conditions

Feversham First Steps Day Nursery offer a definite/provisional place to the child referred to overleaf who is to join the nursery on the following terms and conditions refer to the contract between the parents/ guardian.

1. Registration

A non-refundable fee of £50 (if not a funded place) is payable upon submission of the completed registration form. The fee will not be returnable if such acceptance is withdrawn without 1 months notice before starting the nursery. The fee will be returned if the nursery cannot offer the place required.

2. Payment of Nursery Fees

- (1) Nursery fees will be invoiced 2 weeks prior to fees being collected. Fees are due on the 26th of each month in advance by standing order.
- (2) If payment is not made within 2 weeks of the due date then the nursery will serve 14 days notice to terminate the contract. Upon termination the child will not be admitted into the nursery and so termination shall be regarded as formal demand for all outstanding monies.
- (3) The nursery reserves the right to increase the said fees at anytime upon giving one calendar months written notice of the proposed increase to the parent/guardian

3. Calculation of Fees

- (1) The fees payable by the parent/guardian are calculated by taking the child's weekly attendance fee, multiplying the same by the number of weeks attending, (38 / 51)dividing by 12 to give the monthly payment.
- (2) The nursery does not permit reduction of fees if the child is absent from nursery due to illness or holidays. The parent/guardian is therefore obliged to make payment in full. In the event of payment not being made then the nursery reserves the right to terminate the contract in accordance with clause 2(2)

4. Cancellation/Termination

- (1) After an offer has been made by the nursery either party may cancel the offer by serving written notice of one calendar month. During this period the child is able to attend the nursery with all fees being paid. In the event of failure to pay the Childs place will be immediately withdrawn and the nursery will be entitled to serve a formal demand of monies owing.
- (2) In the event of the parent immediately withdrawing the child there shall be due one month's notice of fees in lieu of notice.
- (3) Notice must be in writing and posted to the Nursery Manager.
- (4) If it is reasonable opinion by the Nursery Manager the continued presence of the child is detrimental to health and safety or well being of the child or other children within the setting then the nursery may serve notice for the request of the child to be removed from the provision immediately.

5. Non – solicitation of staff

The parent/guardian of the child subject of registration hereby agrees that during the term of the agreement and for 6 months following termination that he/she will not seek to employ, entice away or indeed attempt to entice away from Feversham First Steps Day Nursery or any person employed by the company.

If the parent/guardian should breach this clause then they shall indemnify the company fully in respect of all and any costs, claims or damages incurred by the company as a result to the breach to include a cost of replacing said staff member.

6. Variation

There shall be no variation of this agreement unless it is in writing and made between a duly authorized representative of the company and the parent/guardian and a director of the nursery.

7. Acceptance

The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a court of law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent has read and understood the T & C contained and undertakes to be bound by the same.

By signing this contract we acknowledge that we have read and understood that we will

- Be required to pay a deposit
- Be invoiced for the session allocated to my child and that payment is due in advance on the first day of each calendar month
- Be required to pay fees even if my child does not attend due to illness or holidays
- Be liable for an additional charge if my child is not collected on time
- Be required to give 4 weeks' notice on termination of contract
- Be liable for fees in lieu if sufficient notice is not given
- Abide by the terms and conditions set out by the nursery
- Inform staff of any changes of contact numbers, address, medical conditions and any other relevant circumstances that may affect my child whilst in the care of Feversham First Steps Day Nursery

Signed Mother: _____

Signed Father: _____

Date: _____

Date: _____

Note: This registration form incorporates the terms and conditions. Upon signing this form parents/guardians are deemed to have read, understood and agreed to abide by them.

Registration Form

Registration deposit fee

Prior to entry a deposit of £50 is required (only if it is not a NEF funded place.) The parent/guardians attention is drawn to the terms and conditions contained on this page and overleaf with regard to the forfeit of the deposit.

Acceptance

The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a court of law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent has read and understood the terms and conditions contained and undertakes to be bound by the same.

Childs full name:
Known as:

Residential Address:	DOB:
	Age:
Postcode:	Male/Female:
Ethnicity:	
Religion:	Language Spoken at home:

Intended Start Date:

Required Sessions

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Full Day					

Personal Details

	Mother	Father
Title and First Name, Family Name		
Address and postcode		
Home Number		
Mobile Number		
Work Number		
Occupation		
Email Address		



Dear Parent/Carer

Welcome to Feversham First Steps Nursery thank you for your enquiry I hope you find this pack helpful and simple to use.

Included in this pack is:

- Information Regarding the Nursery
- A menu sample
- A Registration Form
- Terms and Conditions
- A Fee Sheet

Please feel free to come and have a look around and we will answer any further questions you may have.

Many Thanks

Yours Sincerely
Charlotte Ward
(Manager)

Welcome

Welcome to Feversham First Steps Nursery. We are an established "Outstanding" nursery, who provide a warm welcoming and an exciting environment for your child to develop, play and learn. We offer access to excellent resources and an exceptional outdoor area.



Our Background

Feversham First Steps Day Nursery was first created primarily for Feversham College school staff. The school thought it would be a good idea for their staff to have facilities onsite to make life a little easier and more affordable as they would not have to pay all year round just for the time the children are in nursery. This privilege was later discovered by staff from other schools who also wanted places until finally the whole community started enquiring about places. This meant the nursery was to extend their hours and open all year round to accommodate parents and children's needs.

Although we are pleased to be part of Feversham College life, we are independent of the school and accept children from all areas of the community.

Our Philosophy

We want to ensure we provide the best possible experiences and opportunities for the children in our care. Our aim is to help develop happy, independent and confident children who enjoy learning through play and who develop the skills to become competent adults.

Staff are full of enthusiasm and there to help each child's first steps into adulthood providing them with skills and knowledge for life.

Staff

We maintain the correct staff – child ratios at all times and pride ourselves on the quality of staff performance, experience and varied age ranges. All our staff are qualified to Level 3 and above with pediatric First Aid training and Safeguarding children. Staff have various extra job roles which includes a SENCO who liaises with outside agencies regarding the needs of any child and a Behavior Management Advisor.

Training is ongoing throughout the nursery to refresh and deepen practitioners knowledge and experience.

You will also see students from time to time who maybe on work experience or from colleges who are studying childcare.

Learning and Development

Feversham First Steps Day Nursery follows the Early Years Foundation Stage Curriculum (EYFS) and the Every Child Matters Frameworks which consists of 5 key outcomes:

- Stay Safe
- Be Healthy
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Wellbeing

The EYFS is a framework in which children develop over time to achieve a number of goals. Children work towards goals through stages of development. It is a framework for children to aim towards looking at their development physically, emotionally, creatively, encouraging language and learning about the world around them. This is supported by staff who scaffold their learning by looking at what your child can achieve already and planning how we are going to take them to the next level, using observations and any evidence collected through other means such as parents feedback and artwork/ drawings. This is



collated over time and using assessments ensuring your child is working towards the goals set or planning how we are going to offer extra support for them.

The Every Child Matters and the EYFS were designed to ensure every child had a good start to life

The EYFS is used for children in primary schools the same way as nurseries up until they leave reception. We work closely with the local schools to encourage smooth transitions' and the sharing of information where relevant.

Research carried out has shown children learn best through play.

Feversham First Steps encourages learning through play with great enthusiasm and this is supported with staff providing experiences and opportunities to enhance each individual child's learning and development and working in partnership with parents offering consistency and continuation of learning. Children are encouraged to be independent from a young age building self esteem and confidence giving them the power to explore, grow and develop from the secure base in which we provide.

Provision



We believe children should be in a safe environment where they have the freedom to grow, develop and explore. We follow all OFSTED regulations and work within the EYFS.

Children are able to access the playrooms and the outdoor provision all year round and we have an eco lodge and pond where children are encouraged to investigate wildlife as well as care for plants and grow their own fruit and vegetables.

We offer full sessional care for children aged 0-5years and we are open from 7.30 am – 5.30pm all year round. We are able to accept up to 65 children, including babies. There will be occasions where all children will mix together giving opportunity to learn from one another.

Feversham First Steps provides 3 separate dedicated learning environments. One is for our babies, one for our 2 year olds and the third is our preschool area. Each room has definitive areas to allow the children to access toys and resources and to express their creativity that is suitable for their age and individual needs.

Our baby room:- The Baby Butterflies

Our babies are very important little people who are changing and learning new things everyday and with minds like sponges now is the time to offer as many new experiences as possible through exploring and using all their senses. Staff will stimulate your baby's curiosity through using both the indoor and outdoor environments as well as using both natural and manmade resources.



We are able to accommodate up to 9 children per session and each child is uniquely catered for by focusing on their own needs identified by their key carer.



Every child throughout nursery will have a communication book it is used to write down your Childs daily routine and what they have enjoyed as well as being a useful tool for you, i.e. if your child has had calpol through the night this can be written down to ensure we know or if your child has shown a particular interest in something over the weekend we can then continue this in nursery.

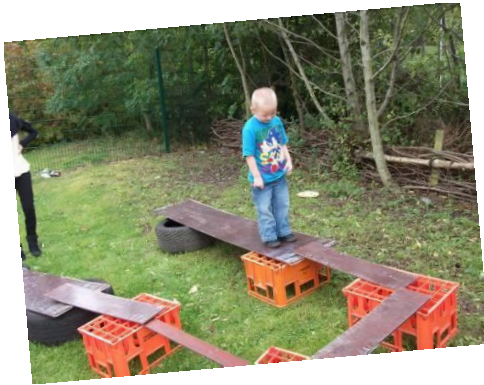
Observations are carried out and assessed and then activities are planned to enhance your child's knowledge and experiences.

2 year old room:- The Little Ladybirds **Pre-school room:- Clever Caterpillar's**

We offer bespoke provision for both our 2 year olds and pre-school children. This boasts a fantastic range of resources from cars and trains to ICT equipment.

These two rooms are adapted according to children's interests, abilities and seasonal learning targets.

All our children are able to access both indoors and outside at their leisure encouraging independence and a desire to learn through self chosen activities.



Staff are there to support children's learning and prepare them for the transition to our preschool room or moving onto primary education.

Everyday children are provided with high quality resources which are stimulating, interesting and educational.

Children discover new experiences and new language through exploring and experimenting, for example through playing with water your child will be learning about volume, weight, property changes from solid to liquid. As well as sharing and negotiating.

We display children's work along with photos so you are able to experience first hand what your child is learning. Newsletters are sent out regularly to inform you what has been happening at nursery and what will be happening in the following months. You will also receive a file for your child, so you can see what they get up to in Nursery.

How my child will be learning

The EYFS Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.



Children should mostly develop the **3 prime areas** first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**.

These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

As a mum or dad, how can I help with my child's learning?

All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school.

Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. If you make the time every day to do some of the

following things with your child it will make a real difference to your child's confidence as a young learner.

- On a trip to the supermarket, talk about all the different packaging shapes
- Sing and tell nursery rhymes
- Talk about the numbers, colours, words and letters you see when you are out and about
- Explore the park at a different time of the year – go off the beaten track
- Talk to your child at every opportunity – e.g. what you are doing that day
- Cook / bake together

Key Person

The Key Person approach has shown to be the most effective method of developing strong relationships with significant adults within the nursery setting. The Key Person gives each child the reassurance to feel secure and cared for helping them to become familiar with the nursery environment. The Key Person will observe your child and focus on how we can develop their learning.



The Key Person is also the first point of contact for you, you will be introduced to your child's key person on your first settling in visit, they will be there to support this transition stage and discuss any concerns as well as to start building the all important bonds with your child before they start nursery.

The Key Person is there to meet the needs of your child whilst in their care and respond sensitively to their feelings, ideas and behaviour.

Managing Behaviour

Our staff are able to manage a wide range of behaviour to ensure every child's welfare and development. Children benefit most from consistency and a positive approach to behaviour management which is achieved through clear boundaries according to the level of understanding. Our staff are sensitive to the individual needs of each child, their cultural and family backgrounds and their developmental stage of learning. Children are not born with an understanding of the rules of acceptable behaviour and need to learn them, and adults need to help them to achieve this. Working in partnership with parents is vital in succeeding.

Dietary Requirements

Feversham First Steps Day Nursery we provide nutritious wholesome food catering for all tastes and diets. Our menu is compiled by our caterers and a nutritionist ensuring there is a good balance. Our nursery is catered for by a professional team who are well trained in producing the high standards of food required using fresh ingredients.



The chefs are regularly trained to maintain the highest standards of food safety and hygiene and in the procedure, preparation and cooking of meals.

If our children do not like a particular meal we will change it and replace it with something else. Children are encouraged to eat fresh fruit and vegetables everyday as well as

incorporating it into the meals.

We offer a hot lunchtime meal and a lighter cold tea. There is a vegetarian option available everyday.



Mealtimes are a perfect opportunity for children to practice their socialising skills. Children sit in small groups to enable each child to gain those valuable interpersonal skills making mealtimes an enjoyable experience.

Full details of your child's food intolerances or allergies are recorded as part of the registration process, we will cater for these and have put stringent processes in place to ensure your child is served the correct meals.

Safety

Your child's safety is of paramount importance to us so we have put several features in place to try and protect them.

We operate a password system which means if someone other than you was to come and pick up your child they would be required to offer a password that has been agreed if they do not know the password then they will not be allowed to take your child from the nursery.

There is a security gate on entry to the nursery which has a camera installed so we are able to see who is approaching.

Accidents are going to happen we do try our best to ensure the environment is safe and the toys and resources are checked on a regular basis ensuring they are in good condition. When a child has an accident no matter how big or small an accident form will be completed and you will be asked to sign it. All staff are pediatric first aid trained for your peace of mind.

All staff have a vigorous induction to complete upon starting the nursery. All staff has at least 2 references (one from a previous employer) an enhanced DBS check is carried out, a full induction of the nursery and its procedures, as well as completing a Food Hygiene course and Safeguarding Children.

We believe at Feversham First Steps it is essential to acknowledge the Children's Act and Every Child Matters. Any staff who suspects a child is being abused or neglected has a duty to report it to the relevant bodies and work with them to safeguard and promote the child's welfare.

Payment

Invoices are issued 2 weeks before payment is due, any deposit or Nursery Education Fund (NEF) / Early Education payments will be deducted already for you and we ask that all payments are made by the 26th of that month by standing order we will issue you our bank details on registration

We accept all childcare vouchers through your employment paid directly into our bank or paper form for us to redeem.

Frequently asked questions.....

What do I need to bring when my child starts?

A spare change of clothing, nappies and wipes if needed, a coat, sun cream, sunhat, hat & gloves, comforter, bag – All clearly labeled of course!!!!

Do I stay with my child or go?

You will be invited in for settling in sessions with your child before they start. This will be short to start with and build up over time in this period you time will become less whilst your child's become more. You know your child best as to how they are going to settle you are always welcome in nursery.

Are there provisions for naps?

We have beds for children as well as cushions so we can make a nice comfortable area for them to rest and be closely monitored.

Will you still take my child if they are in nappies?

Of course we will. We understand children develop at different rates and they will go when they are ready. We have low level toilets, potties and a changing unit so matter at what stage they are at we can cater for their needs. When you decide to potty train we will be there to support you and provide consistency.

Do you have a behaviour policy?

We do and please feel free to have a read along with our other policies when you have time. We will always get down to your child's level and talk to them about undesirable behaviour, we do not have a 'naughty area' we use distraction and positive reinforcement. We will work in partnership with you at the end of the session so you can also reinforce if necessary. In the event of extreme behaviour we will work closely with you to devise a Behaviour Modification Plan that we can all work to.

Can you give my child medicine?

Yes but you need to fill out a medication form and sign it to give permission. All medicines need to be handed in to staff they are not to be left in children's bags. If your child should become ill whilst here we will contact you or your emergency contact to come and collect them.

If your child is poorly they should remain at home where they will be more comfortable and please let us know in the event of sickness and diahorrea, children are not allowed in nursery for 48 hours after the last bout.

Will someone cuddle my child if they become upset?

Of course we will everyone needs a cuddle sometimes, we will try to comfort your child and re-assure them you will return if your child becomes too distressed we will phone you and follow your advice.

What if I am late to pick up my child?

We appreciate things can happen just try and contact us as soon as possible. We take into account circumstances that lead to late pick ups and reserve the right to charge persistent offenders (as stated in our t & c's)

How flexible are you with childcare?

As flexible as possible. We can offer you full days or part sessions, term time or all year round. If you need any extra sessions and we have space that's fine at the daily rate.

I want to register how do I go about it?

That's the easy part, just fill in a registration form in the back of this brochure and return it to us with the deposit and we will put your child's name on our registers. We will then invite you in nearer to the time of your child's start date to start settling in sessions. We will keep in touch with you in the meantime to let you know of any special events taking place.

