

# ***Stepping Stones at St Margaret's Conditions of Attendance***

*At Stepping Stones we aim to provide a high standard of care to our children, in order to maintain this standard it is important that parents read the following conditions and adhere to them.*

## ***1. Age of Admittance.***

*Stepping Stones cares for children between the ages of 6 months to 5 years.*

## ***2. Hours of Opening.***

*Full time children cannot be accepted before 8 am and must be collected by 6pm. Part-time morning sessions start at 8am and end at 12.00 pm. Part-time afternoon sessions start at 1.30pm and end at 5.30pm.*

***Parents are asked to strictly adhere to these times.*** *If any other person other than the parents is collecting the child, we must be informed as to who that person is.*

## ***3. Absences.***

*It is important that the nursery Manager is notified if your child is to be absent. If your child is arriving late he/she must be in by 10am otherwise after 1.30pm, as the Nursery dinner is served at 11.30am and then after dinner the children are settled to rest. If a child arrives during this time, it can be disruptive to the children and very upsetting for your child arriving.*

## ***4. Holidays.***

*Full fees are charged for both full and part time children for weeks shortened by Bank/Public holidays.*

## ***5 Fees.***

*The full amount is paid on the Monday or the first day of attendance, or the first Monday of each month if paying monthly. **Fees are paid in full 47 weeks a year whether you child is present or not, (even if this is due to sickness)** as the cost of staffing and rent all still have to be paid.*

*Full fees are due for weeks shortened by Bank/Public Holidays.*

## ***6. Sickness.***

*Any child suffering from any childhood illness i.e. chickenpox, measles, mumps or whooping cough, and other contagious diseases such as vomiting, diarrhoea and conjunctivitis, must*

*be kept at home until the infectious period is over.*

*Should your child become unwell at the nursery, every effort will be made to contact the parents. Please indicate where you can be contacted if different to the information given on the enrolment form. Please note:-*

- 1. If you collect your child from nursery because they have a high temperature they must remain home for the following 24 hours ( ie one day) before returning to nursery.*
- 2. If your child has been prescribed an antibiotic, he/she must not return to nursery until 48 hours from commencement of the antibiotic.*
- 3. If your child has had a Flu vaccination he/she must remain home for 24 hours after the vaccine as we have a member of staff who is vulnerable. Alternatively, who could have the vaccine on Monday or Tuesday or 9am on Wednesday and come to nursery at 9am on Thursday.*
- 4. Please refer to our Sick Children Policy for more detailed information*

*The Nursery Manager/Proprietor reserves the right to take your child to hospital in an emergency.*

#### ***7. Immunisation.***

*All children who attend Stepping Stones should be immunised as this protects not only themselves but others with whom they come in contact.*

#### ***8. Medication***

*Please advise us if your child is taking long term medication. The nursery will not administer any un-prescribed medicines, only those prescribed by your General Practitioner. The only exception to this rule is if your child is unwell and their temperature reaches 100°f/38°c. Calpol will be given having received verbal consent from you. This is a preventative measure to control the temperature until you arrive to collect your child from nursery.*

#### ***9. Children's clothing and toys.***

*Children have their own personal hooks to hang their coats, and their nursery bag in which they keep their spare set of clothes. We request that parents label their child's clothing because sometimes children have the same clothes and these can be taken by mistake.*

***Children are not to bring toys, books or any valuable items into the nursery,*** *they have a very busy time in nursery and there is plenty to occupy them, so they do not need to bring in their own toys. Bringing toys into the nursery also causes a safety issue as we do not have the space to store them, causes friction between children and also, at the end of the day staff do not have the time to go off searching for missing toys.*

***The nursery accepts no responsibility for children's toys or books that go missing***

**10. Leaving the Nursery.**

When you decide your child is leaving Stepping Stones for whatever reason, **four weeks notice in writing** must be given..

*After reading these conditions, would you please complete and sign the enrolment form which says that you agree to abide by the condition laid down. If any details you outline in the form change, please inform the Nursery Manager immediately.*

***The Nursery Director reserves the right to remove a child from the Day Nursery for any breach of the Conditions.***

***8th January 2021***