



Dear Parent/Carers,

Thank you for your enquiry about chosen treasures early years.

Attached is our registration form, terms and conditions nursery fee information a brief introduction of the EYFS curriculum.

At Chosen Treasures Early Years, our aim is to provide high quality care to all children as well as build a strong positive relationship with parents/carers.

We offer a safe, secure and stimulating environment to meet individual needs and interest motivating them to grow, develop and achieve their potentials.

We follow the Early Years Foundation Stage framework to make sure that each and every individual is able to develop in confidence and to be the best that they can be.

For further enquiries, please do not hesitate to contact us on 07398757569 / 02087717230 or Email: info@chosentreasures.co.uk

Yours sincerely,

Chosen Treasures

Beulah Crescent, Thornton Heath, CR7 8JL Tel: 07398757569 / 02087717230
Email: info@chosentreasures.co.uk .Breakfast Club .Pre-school .After-school Club.

Admission Policy

All children will be admitted on a first comes, first served basis.

If specific days are required and they are not available at that time the parent may have to arrange alternative care until the places become available.

The parents will be given a rough idea of when their child could start and be encouraged to phone a month in advance to arrange a definite date.

A £20 Admin fee is asked for when booking to secure your place. (this comes with terms and conditions)

If your child is on a waiting list and a date becomes available before the arranged start date the manager will ring the parent. If the place has not been confirmed and a deposit paid within a week, the place will go to the next child on the list.

Chosen Treasures Early Years provides opportunities for children with special needs. The manager will liaise closely with families/carers/professionals to assess their ability to meet the needs of a child with additional requirements.

Chosen Treasures is open to all families in the community. It does not discriminate on the grounds of gender, race, religion, colour, national origin, or disability.

Adapted 15 January 2021

Review Date 2022



Parent Contract and Terms and Conditions

This contract is between:
Chosen Treasures Early Years limited company and

Parents Name.....**Address**.....

Child or Children					
Hours of attendance (tick as appropriate)	Mon	Tues	Wed	Thurs	Fri
	am pm	am pm	am pm	am pm	am pm
Current fees	£..... per calendar month, payable by the [1st] day of the month to which they relate				
Charges for late collection of the Child	£3 for the first 5 minutes of late collection. Thereafter until the first 30 min it will be £1 per minute. (Unless prior arrangements have been made). You will be made to sign a late collection book.				
Notice required to terminate this contract	One month (whether it is you or us who wishes the Child to stop attending, one month's written notice is required to be given)				
Do you consent to our calling an ambulance in the event of an emergency?	Yes / No				

Signed By **Chosen Treasures:**Position in. nursery:.....Date:.....

Both Parents/Carers to sign below:

Mother/carer:, Father/carer:.....

Date:

Agreement for payment of fees

Child's name.....

Parent's name.....

Person responsible for payment of fees

Name.....

Address.....

.....

.....postcode.....

Preferred payment method (*circle*):

Cheque: Parent wishing to pay by cheque should allow a minimum of 5 clear working days to ensure the funds are cleared in our accounts by the 1st of the month. Monthly invoices will be issued by the 25th of the month should the need arise.

Childcare vouchers.

Tax Free Childcare.

Direct Debit.

Cash: We prefer not to accept cash

I hereby agree to pay the fees for the above child on the date they fall due

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



Chosen Treasures Terms and Conditions

Fee Paying

Opening Times

Our opening times are 8am-6pm Mondays to Friday term time only, 38 weeks per year excluding bank holidays.

Please ensure that if your child will not be attending on a particular day you let the manager know at the latest by 9:30am on that day.

Fees Paying Policy

Include in your child's fees are healthy snacks and drinks offered throughout the day.

A non-refundable registration fee of £20 is payable upon registering your child with Chosen Treasures.

You will be required to pay full fees for any holiday absences including sickness. For any long absences or hospitalisation/illness, an arrangement or termination of fees will be under the discretion of the manager.

A deposit fee of two weeks fees as at registration is required to secure your child's place with the nursery. This is refunded to you when your child leaves prior to four weeks' notice, and provided your child has attended the nursery for a minimum of 3 months, where we are able to fill the space being vacated, the 3 months minimum will not apply.

One month's fees are due before your child's first day in nursery, or where your child begins part way through a months. Payment in this instance should be made weekly by online transfer until the next month when monthly payment will be required in

advance. If parents are finding it difficult in payment, the manager will under their discretion, come to some agreement over payment of fees. Confidentiality will be maintained throughout.

We require a month's notice in writing should you wish to reduce the sessions/days at the nursery.

Where the one-off additional day/session is unexpectedly required in the month for a child, please speak to the Nursery Manager who may be able to assist. You will be invoiced the extra day/session accordingly.

In the event of non-payment of fees, Chosen Treasures reserves the right to terminate your child's place at the nursery, or where there is any breach of our terms and conditions.

A late payment charge of £5.00 per day will be added to overdue accounts.

A fee of £15 will be payable for returned cheques by your bank

Chosen Treasures will give a month's notice of any fee increases.

Refunds

All holidays, absences, due to time taken off for sickness is non-exchangeable for other days and non-refundable. You are to keep to the days on offer by the nursery.

Discounts

A discount will apply for siblings who join the nursery full time. The eldest child gets a 5% reduction of fees.

Settling in Period

We offer two free settling in sessions for two hours. This is for you and your child to come in for a play session at the nursery. We do recommend a gradual settling-in period for your child in the nursery so we ask parents to stay for the first visit as we do parents

induction. During this period, your child needs, likes, dislikes and much more can be made known to your child's key person and a relationship between you/your child and the key person can be built. You may wish to stay on further for the second day of settling. Due to Covid-19 restrictions, settling in alongside parent/carer is on hold.

Meals

Parents /Carer's are to provide your child with a healthy packed lunch to eat at the nursery. This should be enough to last your child if staying for longer hours.

Lunch box are to be labelled including water bottles with your child's name so please do not bring food in carrier bags. We are a nut free nursery therefore, no foods containing nuts should be brought into the nursery. See parents notice board for ideas in providing packed lunches.

Your child will have semi-skimmed milk and a variety of healthy snacks such as fruits and vegetables at certain times of the day at no cost. However, if you wish for your child to have our nursery light tea served at 4:00, a charge of £2.00 needs to be paid per day.

Pre-School Uniform

It is not compulsory for your child to wear nursery uniform ,but if by choice you would like your child to come into the nursery in uniform as his/her peers in pre-school, the costs is £25.00 for a set of T shirt, trouser and jumper. This can be purchased at the nursery (Please speak with the Manager).

Notice

We reserve the right to terminate your child's place without notice if this is considered by the manager/proprietor to be in the best interests of the nursery or the other children attending the nursery. Otherwise the nursery will give 1 month notice of termination of your child's place.

Arrival and Collections of Children

You should take care when dropping your child at the nursery to give consideration to our neighbours, by not blocking /parking in front of their driveways. There are free parking spaces around which is a walking distance from the nursery.

Security

When arriving at the nursery we ask that you hand over your child to a member of staff on duty. For security reasons your child may only be picked up by those persons indicated on the registration form. If you wish your child to be collected by another person, written notification must be given and the person must be introduced to members of staff who will be on duty. If you are unable to collect your child and none of the nominated persons are available you may confirm by telephone another nominated person. We will ask for name, address, brief description and password. Additionally, on collection at the nursery we will ask for identification and confirm password from the one collecting before handing over the child.

Late Collection

Please note that if you do not collect your child on time, a late collection fee of £1:00 per minute will apply which will have to be paid upon collection.

Behaviour Management

Chosen Treasures Early Years aims to create an environment in which the children are sensitive to the needs and feelings of others. Show respect for people of other cultures and beliefs, learn to play and co-operatively take turns and share. Express their feelings and behave appropriately as well as develop understanding of what is right and wrong. Most importantly, to treat resources, property and the environment with care and concern.

Corporal punishment or punishment by humiliation are not permitted. Explanation for the consequences of behaviour, distraction and moving a child away if another child is at risk of danger are used to diffuse confrontational situations.

We will not tolerate staff being spoken to in an abusive or threatening manner by parents/carers or children. Such behaviour may result in the termination of a nursery place.

Accident and Illness

At least two members of staff on site have first aid certificates. It is our policy not to admit children onto the premises who have contracted a contagious illness such as conjunctivitis, ear infection, diarrhoea and vomiting, or have an unspecified rash.

If children have been prescribed antibiotics we ask parents that they do not attend the nursery for 24 hours.

We administer prescribed medication after the first dose and parent's complete a medication form. All medication must be taken home at the end of each day.

Should your child be taken ill/suffer an accident while at the nursery, every effort will be made to contact you as soon as possible.

An accident book is kept on the nursery premises at all times and all injuries, however, small will be recorded. In case of minor injuries you will be informed of them on the day it happens upon collection of your child from the nursery. You will be asked to counter sign the accident sheet to confirm information has been shared. In the event of a more serious accident such as bump to the head, we will contact you and may advise to collect your child and seek medical care.

In the event of sickness or accident which requires hospital treatment, a senior member of staff will take your child to the hospital. Every effort will be made to contact you with minimum delay and you will be asked to meet them at the hospital. You will be asked to sign a consent form allowing the nursery staff to seek emergency treatment but they will not be permitted to consent to treatment being given. If you are absent, such decision will be a matter for the hospital staff. If your child becomes unwell at nursery

you will be obliged to come and collect your child from nursery as soon as possible after being contacted. Please refer to our communicable disease policy regarding incubation and exclusion periods.

Parental Involvement

At Chosen Treasures Early Years we aim to work in partnership with parents.

We believe that parents and staff need to work together in a close partnership in order for children to receive the quality of care and early learning to meet their individual needs. We welcome parents as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents in an open and sensitive manner to include them as an integral part of the care and early learning team within the nursery.

It is important that we are made aware of any circumstances which may affect your child's behaviour. Day to day matters can be discussed at the beginning and end of the day. If a more detailed discussion is needed; you are welcome to make an appointment with the nursery manager.

Parent will be provided with up to date information that might be of interest through newsletters, websites, progress reports and notice boards displaying curriculum's and activities relating to their child's room.

If you feel that you are unable to obtain a satisfactory response to an issue that you have risen with our child's key person, or the manage/provider, then you should contact Ofsted on 03001231232 that they may be able to help you.

We value your comments, these help us to know what you think of us, enabling us to continue to improve the service we offer.

Waiting List

Chosen Treasures Early Years offers a waiting list and your child's name will be placed on it the day we receive your application form and non-refundable registration fee.

As far as possible places are allocated on a first come first served basis, but as the rooms are aged related, places are allocated to the child nearest to the top of the waiting list who's age corresponds to the vacancy arising.

We do require a deposit of two weeks fees as at the time of registration to secure your child's place on **acceptance**. This is refundable when your child leaves the nursery with four weeks given and provided your child has attended the Nursery for at least 3 months.

Items to be supplied by parent

Parents are advised to provide beakers/water bottles containing fresh water daily. Where applicable, nappies, wipes, creams should also be provided. We advise that if your child is in nappy and in the process of potty training, you provide sufficient underwear and spare clothes as accidents may happen.

Older children will also need change of clothes if the need arises. Please label all of your child's belongings clearly.

For safety reasons and because we cannot be held responsible for any loss or damage, children should not wear or bring in jewellery, watches, money or other valuable items to nursery.

Pushchairs and buggies

Collapsible buggies, clearly labelled, may be left at the main entrance. However, the nursery cannot take responsibility of it getting wet due to bad weather conditions.

Equal Opportunities

Chosen Treasures Early Years is committed to promoting equal opportunities throughout its activities. We will endeavour to meet the individual needs of every child irrespective of class, ethnic origin, gender, race or religion.

Childcare Vouchers

Please speak with the manager for further details on the various childcare vouchers we accept.

Birthdays

On your child’s birthday we will hold a birthday party if you wish us to do so. Parents are invited to join in with celebrations. This is on hold due to Covid-19 restrictions.

GDPR – Privacy Notice

Chosen Treasures privacy policy explains how we use any personal information we collect about you and our child. By submitting your information to us you agree to the terms and conditions as detailed in our privacy notice document.

I,Parent/Guardian of

.....Child’s Name

Hereby accept the policies and procedures, terms and conditions set out above and agree to be bound by them.

Signature

Date:

All About Me

Date of Birth: **Start date:**

Please answer these questions in much details as possible as this will help us to get to know your child.

Key person

.....

Family and other special people

(Please bring in some photos of your family)

- Tell us about your family, friends, pets etc.

- Are there any other carers involved with your child e.g. childminder?

- Have there been any important events recently e.g. new baby, moving etc?

- Do they know any other children/families in the setting?

Caring for

- What is your child's detailed daily routine?
- How do they manage eating, drinking and personal needs, e.g. toileting
- Do they have a special toy/comforter; does anything affect their behaviour e.g. being tired?
- How do they communicate – are there any special words they use?
- Is there anything that frightens, worries or makes your child anxious?
- Do they have any physical or medical needs, allergies or special dietary requirements?
- Is there any care plan?

Interests, Likes and Dislikes

- What do they like to do, do they have any particular interests, toys or activities?
- Is there anything they really don't enjoy or like doing?
- Is there anything else you would like to tell me about your child?
- What does your child like to be called?
- What is your child's favourite food?

Background Information

- Country of origin....., Religion:
- Languages spoken at home:
- Has child already had their 2 year old progress check?

 Permission to share 2 year old progress check with Health Visitor? Yes. No.
- Parent shared 'Red Book' :
- Is your child potty trained?:
- What do you do as a family e.g watching movies, trips, park etc?

- Pre-nursery/ Childcare Experience? If yes please give details of previous setting

<p>During your child's time with us it may be necessary to share information with other professionals. In those instances we will always discuss this with you and seek permission from you.</p>	<p>I understand that my permission and agreement will be required in the event that referrals to outside agencies are identified. Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>
<p>Date:</p>	<p>Signature:</p>

Medicine Policy

Medicines will only be administered when written permission and details have been given by parents/career. Medicines will only be given if prescribed by a G.P

If a parents/career provide prescribed medicine for a child, the child's name and correct dosage must be clearly labelled on the container, and the medicine must not be out to date.

On each administration of medicine, the instruction must be carefully read and followed. Before giving medicine, checks should be made on the name on the bottle, date prescribed, expiry date, dosage and time last given.

Parents are to fill in a medicine slip, giving their consent for medicine to be administered. Medicine must be recorded in the medicine book, recording dose and time given, name of medicine, child's name, signature of staff who administered medicine, time of last dose of medication and countersigned by a witness.

Sickness

Should your child become sick/ill while at nursery we will keep him/her calm and settled in a quite area where they can rest. There will be provision of drink, temperature checking observation and re assurance by a familiar staff, while waiting for the parents/career to pick the child up from nursery.

If a child has diorrhea, such a child will be sent home after two loose nappies. The exclusion period is 48 hours from last episode of diorrhea. Regarding vomiting, the same rule applies which is also 48 hours exclusion from last episode of vomiting.

If a child have been prescribed an antibiotics it is advisable that the medicine have been administered by the parents/career (in order to check for any form of reaction) before the medicine (antibiotics) is brought into the nursery. The nursery will not administer the first course of a new antibiotics for a child.

The child should be informed if a chil have just been given a vaccination, so that we can observe the child for any reaction. Parents. Will be called to pick a child from nursery if the need should arise.

Parents/Career's Name:.....Signature:.....Date:.....

Birthday Policy

At Chosen Treasures Early Years, we celebrate children's birthday with parental involvement by asking for a birthday cake for the occasion. Birthdays are usually celebrated during Tea time at 4:00pm 'Depending if the child's hours ends at 6pm' If not it can be celebrated during lunch time.

For health and safety reasons, especially with food allergies, all parents are advised to ensure that birthday cakes brought into the nursery are purchased from either Sainsbury's, Tesco's, Asda or Marks and Spencer's.

Please be aware that, cakes from any other store apart from those mentioned above or baked at home will not be accepted. A proof of purchase will be appreciated.

I have read the content of Chosen Treasures Early Years birthday cake policy and agree to adhere to it.

Parents/Career's Name:Date:

Signature:

Reviewed January, 2021

Chosen Treasures Parental Consent Form

Food: I agree for my child to take part in food preparation and tasting activities.

YES NO

Nursery Computer Use: I give permission for my child to access the internet in nursery via appropriate websites in accordance with the nursery e safety policy.

Electronic Communication: I am happy for my contact details to be used in order to communicate nursery news and information.

- Text
- Email
- WhatsApp.

Consent and Personal details: I agree to update the nursery with any changes to the information above. Sign

Name of Child:

Name of Parent/Carer:

Name of Second Parent/Career (Optional)

Parent's/Career's telephone number:

Parent's/Career's email address:.....

Parent's/Career's signature:

Policy regarding e-safety will be uploaded on the nursery's website shortly. There is also a hard copy available in the nursery. Speak with the manager

Parents' Consent Form

Name of cream/ointment:

Frequency:

How to use it:

Name of Child:

I give my consent to Chosen Treasures Early Years to apply the above external cream

Parent/carer's Name:

Signature/Date:



Please supply the following items on your child's first day in where applicable.

- Pack of nappies and wipes
- Barrier cream if any
- Sets of spare clothes clearly labelled
- Underwear
- Children's shoe should be clearly labelled inside with a permanent marker
- Small comforter if any
- Water bottle
- Labelled bedding 2year olds
- Indoor slippers