



Playbox Nursery Terms and Conditions

Absence:	At Playbox you pay for your child's place and not for their attendance due to Nursery overheads still being incurred. There will be no reduction for sickness or occasional days off.
Additional Sessions:	Your child may be introduced to Nursery very gently with two or three sessions per week. However the term after your child's third birthday you may wish to take advantage of government funding, up to 30 hours of free childcare per week is available, please enquire for more information. Additional session can be booked at any time. Please enquire at reception.
Amendments:	Parents should inform us of any change in marital status, address or telephone number.
Arrival and Departure:	Children must be collected from the Nursery only by an authorised adult. If any person other than parents or authorised adult, please notify the manager.
Birth Certificates:	At the time of admission the child's birth certificate should be produced for verification of name and date of birth and to confirm who has parental responsibility. The birth certificate number will be recorded and the birth certificate will be handed back to you.
Break Time Drinks:	All children are provided with free milk and water which is available at all times.
Child Profiles, Unique Story and EYFS:	All children will be assigned a key person when starting Playbox. You will meet this person at the induction session. We will be using the EYFS document and use written observations and photographs on your child to inform our weekly planning and to provide new and beneficial learning experiences. Your child will have a Personal Profile and Unique Story document and we encourage all parents to become involved with these, you can have access anytime. All information is added to BabysDays.
Child Welfare:	If Playbox has any concerns about a child's welfare and is not satisfied with the parent's explanation, it is our responsibility to seek advice from Social Services.
Children with Asthma:	If the severity of your child's asthma warrants the use of an inhaler, please send it in labelled with your child's name when they attend Nursery. Staff receive training on the use of these. You will be required to complete the medication record. A record of expiry dates is kept and you will be informed when a new one is required.
Continuous Absence:	If your child is absent for two weeks or more without explanation it will be assumed that the place is no longer required. Parents should notify us by 8.30 a.m. if their child is unable to attend.
Liability:	We accept no responsibility for any loss suffered by parents arising directly or indirectly as a result of the Nursery being closed or the non-admittance of your child to the nursery for any reason, and this applies to sickness, holidays and emergency closures. We accept no responsibility for children whilst in their parents care on Nursery premises i.e. prior to arrival, after pick up, during parent's evenings etc. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind. We do not take any liability for cars parked in the car park.

Medical Conditions:	If your child has a medical condition, at induction, a care plan will need to be completely jointly by parents/carers and staff. The medication is recorded at the time of administering.
Notification if a Place is no Longer Required:	If you no longer require a place after registration please advise us by email or in writing no later than 28 days before your child's expected start date. Termination of a place after this time will be subject to a charge equivalent to one month's fees.
Parental Permission:	From time to time at organised events, days out or special occasions, photographs may be taken and used in the newspaper. If you DO NOT wish your child to be photographed please tick the box. <input type="checkbox"/>
Parking:	Parents are not permitted to park in the car park.
Payments of Fees:	Fees are payable monthly. Fees are reviewed annually normally in September or January.
Personal Property & Belongings:	We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by nursery staff to ensure belongings are not lost or damaged. We ask that all personal items, with the exception of comfort items, are left at home.
Punctuality:	Punctuality when collecting your child at times specified by you is appreciated. However if you are unavoidably delayed, a phone call advising staff of your delay is necessary as we are required by law to inform Social Services and the Police if we have not been contacted by the parent/carer within 30 minutes of the specified time. To cover our costs we reserve the right to charge £5.00 per 5 minutes for caring for children when parents/carers are late.
Representative:	Upon registration, Playbox and the staff employed will act in Loco Parentis for the duration of the time that the child is in our care, both on and off the premises, until a parent/carer or chosen representative collects the child. In the case of any illness, accident or emergency Playbox shall have the right to take such actions that are deemed necessary, including arranging medical treatment, the administering of anaesthetics and hospitalisation if necessary, even if the parents have not yet been informed.
Sickness:	Any child suffering from sickness or diarrhoea should be kept away for at least 48 hours after the symptoms stop. A child suffering from any other symptoms should be checked by your doctor. Should your child become unwell at Nursery, every effort will be made to contact you. We reserve the right to send home any child if such an action is deemed to be in the best interests of that child or other children.
Termination:	In the event of fees remaining unpaid or parents breaching any of these terms and conditions or we deem this action to be necessary in the interests of the other children or of Playbox, we reserve the right to suspend or terminate a child's place.
Withdrawal of a Child from Nursery:	One calendar months notice is required if you intend withdrawing your child from nursery. Alternatively one month's fees will be required as it is not always possible to fill a vacancy.