



West London YMCA Jumpers nursery Terms and Conditions

Ofsted registration No: 160175

General

Welcome to Jumpers Nursery at West London YMCA.

West London YMCA Jumpers Nursery cares for children from 6 months to 5 years of age. Jumpers Nursery is open Monday – Friday all the year round. Jumpers Nursery is closed only on bank holidays and two days each year for staff training. There is no charge for the training days. The hours of opening are:

Baby Unit	8am – 6pm
Main Unit	Morning 8am – 1pm Afternoon 1pm – 6pm All day 8am – 6pm

Children are provided with:	8 – 9am Breakfast 10am Fresh fruit and drink 12pm Cooked lunch and dessert 3.30pm Tea
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At West London YMCA Jumpers Nursery, the staff team realise that your child is the most important person in your life. This forms the basis for the childcare that we provide.

Booking and Fees

- Children can be booked in for any number of days (minimum of 2 sessions) providing these days are available.
- If you wish to change or increase the days your child attends please discuss this with the Nursery Manager.
- If you no longer require a place, West London YMCA requires one month's written notice. Full fees are payable during this time.
- Once set days are booked it is not possible to change these days unless a place is available.

- **Fees must be paid in full, monthly in advance.**
- There are no refunds given for absence.
- When booking a place, a £150 deposit is required, this is refundable when your child leaves the setting.
- We reserve the right to withdraw a place due to unpaid or late payment of fees. West London YMCA review fees annually and any increase is effective from 1st April.
- Every effort will be made to move your child from the Baby room to the Main unit on, or close to, your child's 2nd birthday. However, If in the event that there is not a place available in the Main Unit to move a 2 year old from the Baby Room, the fee rate will stay at the Baby Room rate.

Arrival, Collection And Illness

- Please arrive and collect your child at the set times. If you are late collecting you child, an extra charge of £5 for the first 15 minutes £20 for every 30 minutes after that this will be used to pay the two staff members who stayed behind.
- If someone other than the named person on your registration form is going to collect your child, please let us know in writing who it will be. STAFF WILL NOT LET ANY CHILD GO WITH SOMEONE WHOM WE HAVE NOT BEEN PREVIOUSLY INFORMED.
- Children who are unwell should not be brought to the Nursery. Should your child become unwell at the Nursery every effort will be made to contact you, so that you may come and collect her/him.
- The Nursery must be notified of any contagious or infectious disease. Your child must be withdrawn until your child has recovered. On return to the Nursery a clearance note from your G.P is required.
- A list of illnesses and their incubation periods and exclusion times is displayed on the notice board.
- Staff will only administer prescribed medication only if specific written consent has been obtained.
- We must keep emergency information on each child and it is vitally important that this information is kept up to date. Please inform the Nursery Manager in writing as soon as you make any changes to your emergency contact information.
- The Nursery reserves the right to administer first aid treatment to any minor injuries as and when necessary. Parents will be informed of any accidents/incidents which are recorded on an accident form along with treatment given. In the event of a major injury/illness emergency treatment will be sought at Ealing Hospital Accident and Emergency Department. Every effort will be made to contact you.
- A member of staff will stay with the child until his/her parent/carer arrives. The West London YMCA is not responsible for any illness caused to any child due to his or her attendance at the Nursery.

- If your child injures him/herself at home then please inform the Nursery staff.

Organising Your Child

- All children should have a complete change of clothes with them at the Nursery. could you please label all items of clothing. Please keep these on your child's peg in a named bag. Please ensure an adequate supply of nappies/wipes is available for use, if appropriate.
- Ensure other items such as dummies/comforters are available and staff are aware of these and where they are kept should your child need them.
- Any items of food or drink should be handed to staff for safe storage. Personal items are left at the Nursery entirely at parents' risk and we accept no responsibility for any loss or damage that may occur. Every effort will be made to ensure personal belongings are not lost or damaged.
- Labelling all items of your Childs clothing.

All information contained in these terms and conditions is given in good faith and is up to date and accurate. We reserve the right to amend or vary the terms and conditions offered here at any time.

Please sign below; one copy of these terms and conditions will be kept in your child's file, and one copy is for you to keep.

I agree to abide by these terms and conditions

Signed:

Date:

Print name:

Child's name: