



PHOENIX MONTESSORI NURSERY AND PLAYGROUP

27 Stamford Hill, London N16 5TU

Telephone 0208 880 2550

Email: phoenixn16@yahoo.co.uk

Quality Day-Care & Pre-School Education for 6 months -5 year old

Terms and conditions- Playgroup & NEF

1. Admissions: Playgroup

A child's name will be entered on the waiting list when a completed registration form is received, together with a registration fee of £20.00 for all playgroup children. You will then be required to pay some deposit in order to hold your child on the waiting list. The deposit requirement varies according to sessions.

For attendance of 5 hour sessions we require a £50.00 {Non-refundable} upfront deposit to secure a place, then a further £100 when your child starts the nursery.

£150 deposit will be refunded when the child leaves the nursery with **4 weeks written notice**.

For attendance of 3 hour sessions we require a £25.00 {Non-refundable} upfront deposit to secure a place, then a further £75 when your child starts the nursery.

£100 deposit will be refunded when the child leaves the nursery with **4 weeks written notice**.

Places will be offered on a first come first serve basis upon payment of deposit; however, we reserve the right to give priority to applicants who require a full-time place.

One month deposit in full is required and must be paid before your child starts their first official day at the nursery, the deposit will be refunded once we have received 4 weeks written notice stating you wish to withdraw your child from the setting, however if there are any outstanding fees when your child leaves we will deduct this from your deposit.

A copy of your child's Birth certificate is required, the Birth certificate will remain on file.

2. Fees and deposits:

Fees are calculated on a monthly basis and are payable in full on the first working day by standing order or in the event that fees will be paid weekly, they are to be paid on the first day of attendance of the week.

Fees must be paid regardless of absences due to illness, holidays, bank holidays and training days.

This includes any days where the playgroup has had to close due to unforeseen circumstance, e.g.; no heating.
Refunds cannot be arranged for non-attendance for whatever reason.

If you fall behind on payment of fees you will be asked to withdraw your child until fees are settled in full.

Fees are payable for the 38 weeks a year that the playgroup is open for.

Please note that Nursery fees are subject to annual increases. We will inform you by email or by writing.

Nursery Educational Funding:
Free Entitlement for 3 and 4-year-old / 2-year pilot scheme:

The playgroup operates 38 weeks per annum; the NEF is for 38 weeks per annum.

	Free Entitlement for 2, 3 and 4-year-old for 38 weeks		Free Entitlement for 2, 3 and 4-year-old 10.96 hours per week for 52 weeks	
Hours per annum	570	1140	570	1140
Hours per week	15	30	10.96	21.92

3. Opening times and holidays.

The opening times are from 9:15am to 3:15pm Monday to Friday, excluding bank holidays.

You will be notified of the term dates by email or in writing.

As a requirement for the Nursery Educational Funding the playgroup closes for 4 days per a year for training. As much notice as possible will be given informing of the dates of closure.

Please note that we close at 1pm during the Christmas and Easter closure to prepare for the academic year.

4. Removal of children from the Nursery

By Parent

Four weeks' notice in writing must be given by the parent or carer, when the child leaves the Playgroup, if you fail to give 4 weeks' notice in writing your deposit will not be refunded. The notice period can either be emailed or written.

In the event of fees or any other sum payable to Phoenix Playgroup not being settled then the difference will be deducted from the deposit. If at any time the fees are left outstanding at more than the value of the deposit parents will be asked to either pay all the arrears in full or remove their child from the Playgroup

Children who receive the NEF will be required to provide us with 4 weeks written notice, inline with the term dates. E.g. January / April /July.

By Playgroup Management

Management may at any time request the removal of a child if in the Playgroup opinion the interests of the child or playgroup dictate such an action. Some children do not settle well into the playgroup environment.

Unacceptable behaviour such as constant hitting, biting, swearing and inappropriate behaviour may constitute that a child will be asked to be removed from the playgroup. Should such a case or event arise, the parents may be asked to remove their child immediately from Phoenix Playgroup, with no notice given.

5. Collection.

We must be informed if your child is being collected by someone else other than yourself, there will be no exception to this rule, and a password must be given to the staff with a description of the person.

Parents/Guardians are to collect their children promptly on time, in accordance with their schedule. Children must be collected by their designated time; you will be charged £1.00 per minute, until your child is collected, if your child is collected late. If this occurs frequently then we will have no alternative but to inform Children and Families Services as this is unacceptable.

The Playgroup will not under any circumstances release your child to anyone under the age of 17 years old.

6. Attendance.

Please notify the setting before 10:00am if your child is going to be late or unable to attend. Please ensure your child is in the playgroup by 10:30am, as late arrivals can be disruptive. Due to sleep/ rest periods we ask that early collection are after 2:15pm, so that there is no disruption.

The playgroup contact number is 0208 880 2550; please leave a message if you are unable to speak to a member of the team.

7. Clothing.

The playgroup will request up to three sets of spare clothing for your child in case of an emergency; please clearly label your child's clothing.

We will require Nappies for children not yet potty trained and a pack of wipes.

Children who are starting the potty-training process {2 years of age} we will require pull ups to support the transition before asking for underwear.

We also require two aprons {cooking / messy play}, four photographs for your child's peg, birthday board, key worker board and profile book.

A pair of slippers and we will require you to purchase a Phoenix Logo bag, which costs £6.00, this is for identification when on outings. Each clearly labeled with their name on them.

During the summer period, you will need to provide a sun hat and sun cream.

We will require suitable footwear for the children, with a rain coat during the warmer periods and a padded coat for the winter period, with a hat, scarf and pair of gloves.

8. Excursions.

Children will be taken on excursions to local parks, libraries and to other local amenities. Parent's written permission will be obtained in advance prior to any other trips outside the playgroup, please note that your child's class will be closed on the day of the outing. Blanket permission may also be obtained i.e. permission slip covering all trips to local amenities for a period of 6 months. Please note we take photographs of the children and place them around the setting; if you do not wish this to happen please inform us.

On large excursion days the nursery will need all staff to attend due to staff to child ratio, it will not be feasible for staff to stay behind with children in the setting, and therefore classrooms will not be in use during planned trips.

9. Loss or damage.

Every effort will be made to take care of children's and parents' property; however, we cannot be held liable for any loss or damage of property or clothing which may occur.

Please clearly label your child's belongings. Jewelry is acceptable although we do prefer small hoops or studs, although staff members will make recommendations if they feel the item of jewelry may cause harm or be hazardous to other children. Sweets, chocolates and other treats are not to be given to children to keep in their pockets whilst in the nursery. Please do not give your child toys to bring into the playgroup.

HEALTH & ILLNESS

Rashes and skin infections

Children with rashes should be considered infectious and assessed by their doctor.

Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox	Until all vesicles have crusted over	See: Vulnerable Children and Female Staff – Pregnancy
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Four days from onset of rash (as per "Green Book")	Preventable by immunisation (MMR x2 doses). See: Female Staff – Pregnancy
Hand, foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x2). See: Vulnerable Children and Female Staff – Pregnancy
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child
Slapped cheek/fifth disease. Parvovirus B19	None (once rash has developed)	See: Vulnerable Children and Female Staff – Pregnancy
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, ie have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. See: Vulnerable Children and Female Staff – Pregnancy
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

Respiratory infections

Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Flu (influenza) Temperature	Until recovered 24hours	See: Vulnerable Children
Tuberculosis*	Always consult your local PHE centre	Requires prolonged close contact for spread

<p>Whooping cough* (pertussis)</p>	<p>Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment</p>	<p>Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary</p>
<p>Covid-19 symptoms: a high temperature – this means you feel hot to touch on your chest or back. cough – this means coughing a lot for more than an hour, or 3 more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p>	<p>Stay at home (self-isolate) – do not leave your home For 7 days or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate for 14 days if you test positive. Everyone in the group at nursery must also isolate for 14 days</p> <p>Get a test – get a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms. Staff and children will be separated, staff will be sent home and children will be placed in a designated room until they can be collected. The staff member will wear the necessary PPE to protect themselves. The designated room will be deep cleaned once the child has gone home.</p> <p><u>check Caroline’s links to the official guidance in her Wednesday emails, or on the Happy Healthy and Ready to Learn website.</u></p> <p>All staff and families are required to sign a declaration form declaring they are symptom free when starting nursery, and that they will notify management if they, or anyone in their household develops symptoms. Families and staff are also required to complete a health declaration form prior to returning or starting the nursery.</p> <p>We will require evidence of any tests that are carried out when returning to the nursery environment.</p> <p>Then you should check with your insurer about getting evidence of test results when someone is returning.</p> <p>The setting will also contact our public health team for guidance on how many people might also need to be sent home to isolate and also what constitutes an “outbreak” (where the whole nursery may need to isolate.)</p>	<p>Use the NHS 111 online coronavirus service if:</p> <ul style="list-style-type: none"> • you're worried about your symptoms • you're not sure what to do <p>Nursery Risk assessment and operational plan outlines safety precautions.</p>

Diarrhoea and vomiting illness

Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged five years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Other infections

Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Conjunctivitis	None,	However, you will required to provide fresh daily bedding and cotton wool to clean the eye. If an outbreak/cluster occurs, consult your local PHE centre
Diphtheria *	Exclusion is essential	Always consult with your local HPT Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary
Glandular fever	None,	If on antibiotics, 48 hours exclusion.
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis, A, your local PHE centre will advise on control measures
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. For cleaning of body fluid spills see: Good Hygiene Practice
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required

MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x2 doses}
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Office for Standards in Education (OFSTED)/Commission for Social Care Inspection (CSCI)) may wish to be informed – please refer to local policy.

Outbreaks: if an outbreak of infectious disease is suspected, please contact your local PHE centre.

Female staff – pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated according to PHE guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace. Some specific risks are:

- Chickenpox** can affect the pregnancy if a woman has not already had the infection. Report exposure to midwife and GP at any stage of exposure. The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- German measles (rubella)**. If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy
- Slapped cheek disease (parvovirus B19)** can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly
- Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation

Medication

The setting will require permission before administering any form of medication, you will be required to complete a medication form, please ensure all sections on the form is fully completed, we will require all medication to be in the correct packaging. We will not administrate medication that has not been prescribe for your child. The staff have a duty to check the name and date on the medication before accepting authorisation to administrate this to your child.

The setting can administrate medication which has been bought over the counter, however the same protocols will be in place in regards to the incubation period. Medication must be age appropriate.

Name of medication	Incubation period
Antibiotics	First 48hours.
Cough mixture	24 hours
Creams and ointments	24 hours
Eye drops	24 hours

The nursery will not accept any children who have been given Calpol or any form of Paracetamol in the last 24hours. We have a clear policy and will not accept or administrate either medication.

The staff have a right to refuse a child entry if they feel that they are not well enough to attend the setting. The staff also have authority to refuse a child who has been given Calpol or any form of Paracetamol the night before. Staff at Phoenix are fully aware of the nursery policies and will reinforce these at any time. Please accept what the staff are enforcing as management will support staff in line with our written policies.

Immunisations

Immunisation status should always be checked at school entry and at the time of any vaccination. Parents should be encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP. For the most up-to-date immunisation advice see the NHS Choices website at www.nhs.uk or the school health service can advise on the latest national immunisation schedule.

Immunisation schedule

Two months old	Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib) Pneumococcal (PCV13) Rotavirus vaccine	One injection One injection Given orally
Three months old	Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib) Meningitis C (Men C) Rotavirus vaccine	One injection One injection Given orally
Four months old	Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib) Pneumococcal (PCV13)	One injection One injection
Between 12-13 months old	Hib/meningitis C Measles, mumps and rubella (MMR) Pneumococcal (PCV13) 24 hours incubation period- due to recommendation of administrating Calpol after injection.	One injection One injection One injection
Two, three and four years old	Influenza (from September)	Nasal spray or one injection
Three years and four months old or soon after	Diphtheria, tetanus, pertussis, polio (DTaP/IPV or dTaP/IPV) Measles, mumps and rubella (MMR)	One injection One injection
Girls aged 12 to 13 years	Cervical cancer caused by human papilloma virus types 16 and 18. HPV vaccine	Two injections given 6-24 months apart
Around 14 years old	Tetanus, diphtheria, and polio (Td/IPV) One injection Meningococcal C (Men C)	One injection One injection

Your health visitor / Doctor will recommend you administrate Calpol to your baby after their MMR. Please note that we do not accept children who have been given Calpol therefore you will need to keep your child at home for 24 hours after their injection.

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PHOENIX MONTESSORI NURSERY AND PLAYGROUP

IMPORTANT INFORMATION:

Please note that from time to time the playgroup may change some information on our policies; the setting will display any changes to these policies on our Parent notice board in reception.

The setting also has a policy folder which is located in the reception area for parents to read and become familiar with our regulations and requirements.

I have read and fully understood the above terms and conditions outlined by the playgroup.

I agree to abide by these and hereby sign to state that I have read and received these terms and conditions.

Name of parent:

Signature:

Date:

Name of manager:

Signature:

Date:



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Permission to seek Emergency Medical Treatment.

I/we authorise Phoenix Montessori Playgroup to administer first aid assistance to my/our child named below as and when necessary, or in the event of an emergency to seek medical/hospital assistance in our absence as appropriate. I/we will provide her/him with up to date details of contact numbers.

I/we understand that you will not be able to authorise any treatment and that I/we as the child's next of kin will be contacted by the medics in the event of an emergency to give permission, or in a life-threatening situation the medics will act in their professional capacity.

Name of child

Name of parent

Signature

Date

Name of parent

Signature

Date