

Mad Hatters

Conditions and General Guidelines of the Nursery

At Mad Hatters your child is cared for by qualified and experienced staff.

Please read the following conditions to help us maintain high standards of care for your child.

Age of Admittance for Nursery Care

Mad Hatters accepts babies and children from 3 months up to five years.

Hours of Opening

We are open Monday to Friday 07.00 to 19.00. We close for Bank Holidays and a few days at Christmas.

Fees

Fees must be paid on the first day of the week your child/children start Nursery. Payments in arrears will not be accepted. We reserve the right not to accept children unless accounts are paid promptly. Late payments will incur interest No concession is made for holidays or sickness.

Absences

Please inform the Nursery if your child will not be attending the Nursery for any reason.

Sickness

Children with a contagious disease e.g. Measles etc. Cannot be accepted in Nursery, until all infection has cleared up. If your child becomes unwell at Nursery we will contact you .To enable you to make arrangements to collect your child.

Meals

All meals are nutritious and vegetarian. If your child has a special dietary requirement please inform the Manager or Deputy Manager. Most brands of formula milk is provided, however Parents/Guardians of babies must provide formula powder milk in named suitable containers, for each feed if formula milk is not provided. Sterilized bottles will need to be provided, however please do not pre make formula milk. Once the bottles have been used they will be rinsed and put into the baby's bag.

Toys and Jewellery

The Nursery does not accept responsibility for any toys or jewellery, which are brought into the Nursery.

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Personal Items

All coats, hats, bottles, dummies, gloves, sun cream etc must be clearly named.

Medicine

No medicines will be given unless the Nursery has written authorisation and the medicines are prescribed by the GP.

Nappies

The Nursery provides Sainsbury little ones nappies for all children whilst they attend nursery, however if you require an alternative brand then parents/guardians must provide nappies. Nursery does not provide baby creams. If your child begins potty training please inform Nursery staff to enable the routine to continue.

Reservation of places

A place will only be reserved on receipt of a deposit and a completed application form. The deposit will be returned on the child's last invoice at Nursery.

Safeguarding

If a child shows any signs of physical, sexual or emotional abuse or neglect we will report it immediately to the Local Safeguarding Childrens Board.

Child's Personal Record Card

Before we accept a child into the Nursery we must have your child's personal record card duly signed and completed. It is the parents/guardians responsibility to inform the Nursery of any changes i.e. Emergency Numbers etc.

Notification of Leaving

A full four weeks written notice or four weeks fees in lieu of notice will be required when your children/child leave the Nursery

Security

All doors must be kept closed on arriving at and leaving the Nursery. Please do not open the Nursery front door to anyone this remains the responsibility of the Nursery Manager, Deputy Manager or Third in Charge.

Parents are welcome at any time so please feel welcome to visit the Nursery.