



32 Thynne Road, Billericay, Essex CM11 2HH
Telephone: 01277 651168
www.Carousedaynursery-billericay.co.uk

Terms & Conditions

Admissions

All children are welcome at Carousel from the age of 3 months to 5 years (children will not be admitted beyond the age of 5 years). Parents are advised to complete the Application Form as early as possible, to place their child's name on our waiting list. The Registration Fee of £15 is non-refundable. Parents will be contacted at least six weeks before their desired start date to confirm whether their child has a place at Carousel and settling-in sessions will then be planned for them to suit parent's schedules. Priority is given to siblings of children already attending Carousel Day Nursery.

Fees

Fees are payable for 52 weeks of the year regardless of children's absences. Nursery fees are due on the first working day of each month, in advance. Payments can be made in a variety of ways; by cheque, cash, standing order, direct credit or via one of the many salary sacrifice schemes that are available through most employers and via an account with HMRC Tax Free Childcare (apply online). Parents of children who are eligible to receive the Free Entitlement to Early Education Grant from Essex County Council will be informed by us at the beginning of the term following their child's second / third birthday of the discounts available to them.

A 10% discount is available to siblings.

Minimum Attendance Requirements

Ducklings: full days only (minimum one day each week)

Hedgehogs, Rabbits & Squirrels: full days and sessions available (minimum one day or two sessions each week).

Notification of Absence

In the event of your child not being able to attend their regular sessions / days due to illness or other unforeseen circumstances, it is your responsibility to inform Carousel Day Nursery staff. We also wish to be informed of holiday absences.

Notice to Leave Nursery

We ask for one month's notice in writing / email for leaving nursery.

Request for change of days/sessions

This can be made at any time and if available, changes will be implemented immediately.



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Collection of Your Child

In the event of someone other than those specified on your child's Registration Form, collecting your child from nursery, we will require your personal confirmation either written or verbal and an agreed password will be needed on the day.

Non-Collection of Your Child

If a child is not collected from nursery at the end of the day and all emergency contacts are unobtainable, the police and local social services department will be contacted to collect the child from nursery.

Complaints Procedure

If you have a complaint that cannot be resolved satisfactorily by the Principals at Carousel, you will be given the details of our regulator (Ofsted) to follow their complaints procedure.

Uniform

We like the children in our Upper Nursery (Rabbits Room and Pre-School Squirrels Room) to wear our uniform. We have red polo shirts and sweatshirts printed with our logo in yellow which are priced at £6 and £8 respectively and can be purchased through your child's Key Person at nursery.

Safeguarding Children

The welfare and safety of each child in our care is of the utmost importance. At Carousel we have designated members of staff who have responsibility for Safeguarding Children / Looked After Children and they have received training to support them in their role. Both the Management Team and all the nursery care team, have a responsibility to report any incident which gives cause for concern, to the appropriate outside agencies and parents will be kept fully informed of any referral being made. It is equally important that parents inform us of any reasons for concern they may have regarding their child. Confidentiality will be maintained at all times. No unauthorised person may collect a child without parental consent or proof of identity, and at no time may a person under the age of 16 collect a child from nursery.

Equal Opportunities

At Carousel we undertake to welcome and care for all children equally. To value and respect their individual needs, and to share in their experiences equally, regardless of gender, race, religious or cultural background. We will work towards the development of each individual child and, by providing a happy and caring environment, promote their well-being and self-esteem. Similarly, all staff will have respect for each others values, working together as a team for the benefit of all the children in our care. We have a designated person (ENCO) at Carousel who has received training to support her in this role.



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SEND Special Educational Needs and Disabilities

Through careful observation and record keeping by our long established Key Person Approach system, we aim to identify, at an early stage, any special educational needs or areas of concern. Key Persons report to our SENCO's and the Management Team, so that full discussions may take place with parents, carers, external agencies and professionals, as necessary. Individual plans (EHCP / One Plans) are drawn up to meet the needs of the child and will be reviewed at set intervals. We have two designated persons (SENCO's) at Carousel who have received training to support them in their roles and they are further fully supported by our Area SENCO.

Behaviour

The variety of the activities on offer provide good stimulation for the children at Carousel, such that they are usually so busy enjoying new experiences, that they have little time or inclination to behave in an anti-social manner. However, if a situation arises, a short spell at another activity will usually allay the frustration. Persistent anti-social behaviour will be discussed with parents, in line with our Behaviour Management Policy, and we will seek your support in working towards a solution. At Carousel we have a designated Behaviour Manager and she has received training to support her in this role.

Parental Involvement

Children thrive on consistency and we ask parents and staff to work together to provide this both at home and in nursery. By regular discussions and awareness of your child's development, we aim to help your child to reach their full potential in all areas.