



Hollinswood Infant & Nursery School, Dale Acre Way, Telford, TF3 2EP  
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## REGULATIONS

It is important that all parents read these regulations and adhere to them, so that we can provide the best care for the children in our nursery.

### REGULATIONS

Full time children or children coming for just the morning cannot be accepted before 7.45a.m. The latest children can be collected from the nursery is 6.00p.m.

Parents are asked to adhere to their times. If you arrive late or start arriving early you will be charged £5.00 per 15 minutes for this time.

### COLLECTION OF CHILDREN

If any person other than the Parent / Guardian is collecting a child from the nursery, you must inform the nursery staff who that will be. A telephone call from you or a note handed to a member of staff, giving the person's name and a brief description of the collector is probably the best method or we may ask you for a password. It is in the interest of your child that we make this request. If a person turns up to collect your child and we have not been informed, we will refuse to allow the child to leave the nursery with that person.

### HOLIDAYS

The nursery is open throughout the year except for statutory (Bank) holidays and approximately seven days at Christmas, depending on which day Christmas Day falls.

These dates will be displayed on the nursery notice board.

Full fees are charged for both full and part-time pupils for weeks shortened by Bank Holidays.

For one week at Christmas, fees will not be charged.

### SICKNESS

It is in the interest of all the children in the nursery we keep the spread of infection down to a minimum. This means that any child suffering from a virus, sore throat, rash etc. needs to be kept of nursery until they are well enough to attend. For cases of sickness and diarrhoea, in line with nursery policy you will need to keep your child off nursery for 48hrs after their last bout. If a child becomes ill at nursery, every effort will be made to contact you or the emergency contact number, so that arrangements can be made for the child to be collected, if this is at all possible.

Note: The managers of the nursery reserve the right to take a child to the doctors or the hospital in an emergency. You will be required to fill in an emergency treatment form on starting at ABC.

### MEDICATION

The only medication we will administer here at ABC Day Nursery is that prescribed by a doctor or pain relief. We will not administer any other form of medication, e.g. cough mixture.

Pain relief - A liquid preparation of paracetamol 120mg in 5ml. We will only use this when a child's temperature rises. Your permission will be needed first; this will be done by you filling in a consent form giving the senior members of nursery staff permission to give the above when they feel it necessary. You will be informed of all such doses given.

If we have not had your permission every effort will be made to contact you first if your child should warrant any.

#### PRESCRIBED MEDICATION

If your child is on medication and it needs to be given during the nursery hours, specific instructions must be written down on the correct medication form.

#### CONTINUAL MEDICATION

This form is for a child who required medication on a regular basis, e.g. inhaler, nose drops etc. This form must be renewed every three months or if the stated times or dosage changes.

#### COURSE OF MEDICATION

This form is for a child who has been prescribed course of antibiotics, eye drops etc. This form is filled in stating the times, dosage and the length of the course. We ask parents not to leave the child's medication in their day bag; it must be handed over to a member of staff making sure it is clearly labelled and the correct medicine form has been filled in and it is stored in the correct place.

#### CLOTHING AND PERSONAL PROPERTY

All clothing etc. should be clearly labelled or marked with the child's name. All children should be provided with a change of clothes and a pair of soft shoes or pumps for indoor use in a bag. Please provide suitable clothing for outdoor play, e.g. sunhats in the summer and wellies for the winter etc

Any article that is left at the nursery is done so at the owner's risk and we cannot accept any responsibility for mislaid items of clothing. If you find you have mislaid anything please speak to a member of staff.

#### ADMINISTRATION

Once all paperwork has been submitted, any alterations to your sessions or standing order will incur a small administration charge.

#### VALUABLES

Children should not bring money, jewellery or any other valuables to the nursery; nor are they to bring sweets, chocolate, pop or chewing gum to the nursery;

We would also prefer the children not to bring toys, but we do understand if the child has a comforter or wants to bring in a special toy to show us, this is acceptable but we cannot accept responsibility for these toys.

#### NOTICE

If you would like to change your session times, one month's notice in writing is required. Parents are required to give at least one calendar month's notice of their child-leaving nursery. If one month's notice is not given, full fees will be charged.

#### PARKING

ABC Day Nursery parents are able to use the car park, which is situated alongside the row of trees, along the path towards the junior school. Access is prohibited at any time during the school day (8.45am – 3.15pm). Please consider other parents when parking your car. Parking is quite restricted so please be sensible and patient. Also please be careful when walking from your car to nursery, as other cars will be pulling in and out of the car park. So please keep your child under close supervision at all times.

#### SECURITY

All nursery entrances are accessible by Biometrics. When you have registered with the nursery you will be

asked to go to the main office, where the Nursery Manager will scan your finger or thumb. Only staff parents/carers have access to the nursery. All other visitors will be required to ring the bell and will be escorted around the nursery.

Within the nursery we have a no violence policy and would request that you do not allow the children to bring in guns, swords etc.

If your child does not seem to settle in the nursery after a period of time we may feel the need to discuss this with you, so we can come to some arrangement.

After reading these Regulations, would you please fill in the Enrolment Form.

If your details change please could you let us know immediately, so that we can change the Enrolment Form.

The managers reserve the right to remove a child from the nursery for any breach of regulations.



