

FRIZINGTON'S CHILDREN'S CENTRE
APPLICATION FOR CHILDCARE

Child's name _____

Wk beginning _____

Day	Mon	Tues	Wed	Thurs	Fri
Time					

Please indicate the day(s) and time(s) you require.
Confirmation of a place will be given as filling in an application form does not automatically ensure your child's place.

If you would like to make a regular booking please speak to a member of staff.

Booking in advance is advisable.

I agree to pay the charges in advance and understand they are not re-fundable.

_____ Parent/Carer.

Please tear off and return to the office.

Frizington Children's Centre
Parent Information for 0-3 years

- Childcare is charged at £3.50 per hour. If you have a second child attending our child-care facilities, this will be charged at £2.50 per hour.
- Lunch is provided on site at a cost of £1.00 per day. Breakfast and tea are charged at 50p per meal.
- Packed lunches are not accepted.
- Invoices will be prepared on the Friday of the week that your child attends. Payments are required on receipt of an invoice.
- Bookings should be made in advance whenever possible.
- Fees will be reviewed on a regular basis.
- Parents will be informed as soon as possible of any price changes.
- Please keep booking in and out times when attending the Children's Centre as staffing is according to numbers. Late pick-ups and early drop-offs can affect our staffing ratios, this may incur charges.
- All missed sessions must be paid for, including illness (see pricing policy).
- To ensure your child feels settled in their new environment, our Children's Centre has a settling in policy.
- As children come to Nursery to experiment, it is widely accepted that children learn through play, some activities may be messy, therefore we



I/We _____
have read and agree with the
policies and procedures of
Frizington Children's Centre.

Signed _____
Date _____

- request that you dress your child appropriately.
- If your child has an infectious condition (please see policy on infectious conditions) please do not bring them to their childcare session.
 - If your child has suffered from sickness and diarrhoea we would ask you to keep them off for 48 hours after their last bout. This is to ensure the infection is not passed onto others.
 - If for some reason your child cannot attend their booked session, please let us know wherever possible, however we do understand this is not always possible.
 - Each child will have a named key worker.
 - We accept childcare vouchers.
 - The children's centre is open from 7.30am to 5.30pm daily for 48 weeks of the year.
 - Staff are able to administer medication to children, this must be pre-arranged and a consent form must be filled in giving correct dosage of medicine.



Frizington Pricing and Payments Policy

Our hourly rate is £3.50 per hour plus an additional £1.00 per day for lunch. Breakfast and tea are charged at 50p each.

We ask that these bookings are made in advance.

An invoice will be prepared on the Friday after that that your child attends. We ask that you pay on receipt of the invoice. **All** missed sessions must be paid for including illness. If 48 hours notice is given of a child's illness, no charge will be made, i.e. if your child is booked into the centre on a Friday and you know on the Tuesday your child is ill and will not be attending, please inform the Centre.

Fees will be reviewed on a regular basis; parent/ carers will be advised of any price change as soon as possible.

Non payment of Fees could result in late payment charges or your child losing their childcare place.

Frizington



Children's Centre

Policy for Sick Children



If a child appears unwell during a session, the following procedures would be followed:

- If a child has been physically sick, a parent/carer would be contacted immediately.
- The child will be made as comfortable as possible, in a quiet area of the setting.
- In all other cases, a member of staff would monitor the child for a short period.
- After 10 minutes of monitoring the child, depending on improvement or deterioration of the child's condition, the person in charge would take responsibility for contacting the parents if necessary.

As a childcare provider we are required to have policies and procedures in place, these policies and procedures are on display in a parent's handbook in the main school entrance for your reference. We have attached some policies to this information, we ask that you read these and sign the slip and return it to us to say that you agree with the centre policies.



- We handle children's unacceptable behaviour in ways which are appropriate to their ages and stages of development - for example by distraction, discussion or withdrawing the child from the situation.
- We work in partnership with children's parents. Parents are regularly informed about their child's behaviour by their key person. We work with parents to address recurring unacceptable behaviour, using objective observation records to help us to understand the cause and to decide jointly how to respond appropriately.

Bullying

Bullying involves the persistent physical or verbal abuse of another child or children. We take bullying very seriously.

If a child bullies another child or children:

- We intervene to stop the child harming the other child or children
- We explain to the child doing the bullying, why his/her behaviour is inappropriate;
- We give reassurance to the child who has been bullied;
- We help the child who has done the bullying to say sorry for his/her actions;
- We make sure that children who bully receive praise when they display acceptable behaviour;
- We do not label children who bully;
- When children bully, we discuss what has happened with their parents, and work out with them a plan for handling the child's behaviour; and
- When children have been bullied, we share what has happened with their parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

Policy

stages of development—for example, distraction, praise and reward.

- We familiarise new staff and volunteers with the pre-school's behaviour policy and its rules for behaviour.
- We expect all members of the pre-school - children, parents, staff and volunteers - to keep to the rules, requiring these to be applied consistently.
- We praise and endorse desirable behaviour such as kindness and willingness to share.
- We avoid creating situations in which children receive adult attention only in return for undesirable behaviour.
- We recognise that codes for interacting with other people vary between cultures and require staff to be aware of - and respect - those used by members of the pre-school.
- When children behave in unacceptable ways, we help them to see what was wrong and how to cope more appropriately.
- We never send children out of the room by themselves.
- We never use physical punishment, such as smacking or shaking. Children are never threatened with these.
- We do not use techniques used to single out and humiliate individual children.
- We only use physical restraint, such as holding, to prevent physical injury to children or adults and/or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of the witnesses) are brought to the attention of our pre-school leader and are recorded in our Incident Book. A parent is informed on the same day and signs the Incident Book to indicate that he/she has been informed.
- In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame.
- We do not shout or raise our voices in a threatening way to respond to children's behaviour.

Infectious Conditions

Children can get many infections, most are not serious, but can become uncomfortable and infectious.

Therefore, they can be easily transmitted by close physical contact.

It is important to be aware of the signs and symptoms and report to any child's parents so that the condition can be cleared up quickly.

Any child within the Children's Centre found to have/ suspected of having an infectious condition will be sent home until free from infection.

Some infectious conditions may include:

Impetigo, Ringworm, Scabies, Conjunctivitis, Chicken Pox, Measles, Mumps, Meningitis, Whooping Cough, Hand, Foot and Mouth Disease, Erythema infection (slapped face syndrome) and Gastroenteritis/ food poisoning.

All babies and young children should be up to date with their immunisation programme before they attend childcare.

Exclusion Policy

At Frizington Children's Centre, we promote equal opportunities. On a rare occasion it may be necessary for the child to be excluded from the Centre if it is in the best interest of that child or the other children attending the Centre.

If there are any concerns about a child's behaviour, how the behaviour was dealt with and any discussions about the behaviour will be with the parent/carer of the child. Parents will be kept informed at all times and will have access to any records about their child's behaviour. We will try to agree the best course of action with parent/carers. Exclusion will only be used as a last resort, wherever possible we would try to resolve the situation. If the Centre feels there is no other alternative other than exclusion the parent/carers will be informed of this and the reasons why. Parent/carers will be given a period of notice to allow the family to make alternative arrangements.

Behaviour Management

Statement of Intent

Our pre-school believes that children flourish best when they know how they are expected to behave and should be free to play and learn without being hurt or unfairly restricted by anyone else.

Aim

We aim to provide an environment in which there is acceptable behaviour, and where children learn to respect themselves, other people and their environment.

Methods

- We have a named person who has overall responsibility for issues concerning behaviour.
- We require the named person to:
 - keep her/himself up to date with legislation and research and thinking on handling children's behaviour.
 - access relevant sources of expertise on handling children's behaviour; and
 - check all staff have relevant in-service training on handling children's behaviour. We keep a record of staff attendance at this training.
- We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.
- We require all staff, volunteers and students to use positive strategies for handling any conflict by helping children find solutions in ways which are appropriate for the children's ages and

Late Pick-Ups and Early Drop-Offs

Parent/Carers Please Note

Our childcare staffing is based on the amount of children attending. We follow the legal staff to children ratios. In order to maintain these ratios we request that where possible, if you are going to be late picking up your child, could you please inform us, as this could affect our staff/child ratio and extra staffing may need to be brought in. Alternatively any early drop-offs could cause a similar problem of under staffing. We would ask that you give prior notice if you want to change your child's arrival or departure times. All late pick-ups and early drop-offs must be paid for.

Picking up your child early

If your child is picked up before the booked departure time, you will still be charged for the full hours, as the crèche is staffed in accordance with booking made.

All services at Frizington Children's Centre are registered with OFSTED (Office for Standards in Education) Early Years.

If you have any enquiries, concerns or complaints about the services/care your child is being offered, please speak to the appropriate member of staff in the first instance or the Head of Centre. All enquiries, concerns and complaints will be dealt with in confidence.

If you feel this is inappropriate you can put your complaints in writing and send them to:

The Complaints Team
3rd Floor Royal Exchange Building,
St. Anne's Square,
Manchester

Or telephone 0845 6014772