

**Incy Wincy Nursery
Contract**

Nursery Supervisors:

Mrs. Karen Bennett & Mrs. Glenna Harris

Nursery Details:

CIW: W030001180/1

Contact Details:

Mobile Number: 07936598139. To be used both during and after Incy Wincy opening hours.

DO NOT contact Wat's Dyke School about anything to do with Incy, please use the contact details above.

Childs' & Parents'/Carers' details:

Full name of child:	
Gender:	Date of Birth (DD/MM/YYYY):
Child's home address:	
Telephone:	Mobile:

Parent / Carer 1.

Full name:	
Relationship to child:	
Home address:	
Home Telephone:	Mobile:
Work telephone / mobile:	

Parent / Carer 2.

Full name:	
Relationship to child:	
Home address:	
Home Telephone:	Mobile:
Work telephone / mobile:	

Emergency contacts - Details of persons authorized to collect your child or who can be contacted in an emergency.

Person no. 1

Full name:	
Relationship to child:	
Home address:	
Home Telephone:	Mobile:
Work telephone / mobile:	

Person no. 2

Full name:	
Relationship to child:	
Home address:	
Home Telephone:	Mobile:
Work telephone / mobile:	

Collecting your Child

Different Collectors

If you as a parent/carer are not going to collect your child and someone different is doing so on your behalf could you please do the following:

- Inform nursery supervisors
- Introduce nursery supervisors to the person collecting your child or provide a photo or description.
- If supervisors are not made aware of the change of the collector we will be unable to let your child home until we have contacted their parent/carer for verbal permission.

We hope you understand the above details are intended for the safety of your child.

Procedures if a child is not collected

If your child is not collected the emergency contacts you provided will be called and asked to collect your child. This may result in a charge being enforced.

Should there be no response from all contact / emergency numbers and the child has not been collected after one and a half hours then the duty social worker at the social services department will be contacted and their advice will be followed.

Child's medical information / individual needs

Child's personal details: Information recorded here is kept confidential

Name of Doctor:
Name of Health Visitor:
Doctor's surgery / address:
Doctor's telephone no.
Known medical conditions, allergies, special dietary and health needs: Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details:
Details of Medication:
Any other relevant information we should be aware of please detail below:

Child's preferred language:

<input type="checkbox"/> Welsh	<input type="checkbox"/> British sign language
<input type="checkbox"/> English	<input type="checkbox"/> Makaton
<input type="checkbox"/> Bi-lingual Welsh - English	<input type="checkbox"/> Other communication please state below
<input type="checkbox"/> Other spoken language	

Child's Ethnicity:

<input type="checkbox"/> White	<input type="checkbox"/> Black/Black British
<input type="checkbox"/> Mixed/multiple ethnic groups	<input type="checkbox"/> Other ethnic group please state below
<input type="checkbox"/> Asian/Asian British	

Child Illness

Arrangements in the case of sickness and/or emergency

Incy Wincy Nursery does not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending.

If your child becomes unwell during Incy Wincy Nursery we will contact the parent/carer at the earliest opportunity.

Staff at Incy Wincy Nursery have undertaken appropriate training to deal with an emergency. While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services. Please sign below giving your consent to Incy Wincy Nursery taking such action in your absence

I give my consent to Incy Wincy Nursery administering basic first aid (of which a written record will be kept)

Signature of parent/carer: Date:

I give my consent to Incy Wincy Nursery signing any written form or consent required by hospital authorities if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.

Signature of parent/carer: Date:

Photographs

From time to time staff may take photographs of the children during activities; these may be used for display purposes within the provision. If photographs are to be used for external publicity purposes, separate consent forms are asked for.

I give permission for my child to be photographed.

Signature of parent/carer: Date:

Website Photos

I do/do not wish my child's photo to be included on the website.

Signature of parent/carer:..... Date:.....

Sun screen

I give permission for Incy Wincy staff to apply sun screen (supplied by yourself) to my child.

Signature of parent/carer: Date:

Settling in

Incy Wincy Nursery works with parents/carers to help their child settle happily.

Tell us about anything that will help us understand the needs of your child more fully, such as your child's preferred name, comfort object and daily routine.

Incy Wincy Nursery welcomes requests from parents/carers to discuss how best to introduce their child to this provision.

Fees

Fees: £14.00 per session and are paid monthly in advance on receipt of your bill.

Methods of payment:

Automated credit (Preferable): Bank details given out when asked for, please see staff. Please include your child's name with the online payment so we can tell whose payment it is.

Vouchers: (If paying by vouchers please inform us of the name of the voucher company so we can make sure we are registered with the company).

A £10.00 charge will be added to your next monthly bill if fees are not paid. A child's continued place at Incy Wincy Nursery is dependent on continued payment of fees. Failure to pay fees in advance will result in the above charge.

Charges for absence are as follows:

Sickness: Full payment unless in hospital

Occasional days off: Full payment

Parents' holiday: One week per school year only at half fees (Please inform us in advance of holidays booked by a letter please).

Provision closed due to unforeseen event: No charge.

Parents/carers are advised to speak to Mrs Bennett or Mrs Harris about payment fees in cases of prolonged absence.

Outings: No charge if child on Wat's Dyke School Trip only (NOTE: Incy Wincy does not go on trips off school premises).

****Notice. Incy Wincy Nursery requires one week notice in writing of a child leaving the provision.****

It is our policy that everyone who attends, works in or visits Incy Wincy Nursery has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.

In the event of a compliment, concern or complaint, Incy Wincy Nursery welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to Mrs Bennett or Mrs Harris and/or read the complaints policy and procedure. If you remain unhappy about the service you receive please contact the relevant Care Inspectorate Wales office via email - CIW.LlandudnoJunction@gov.wales / address - Care Inspectorate Wales, Welsh Government Office, Sarn Mynach, Llandudno Junction, LL31 9RZ / phone 0300 7900 126 / web <https://careinspectorate.wales>

Registration

I would like my child to start Incy Wincy Nursery on (date) for the following sessions per week - please tick in the boxes below to indicate which days you wish your child to attend Incy Wincy Nursery.

Days agreed	Mon	Tues	Wed	Thu	Fri

Note. Personal information contained in this contact and registration form is kept in line with the confidentiality policy for Incy Wincy Nursery.

Please regularly update your personal details (e.g. mobile numbers / addresses etc. when required) and pass on to Incy Wincy staff.

Thank you for registering (child's name) with our nursery please sign below

Signature of parent / guardian Date:

Signature of Nursery Supervisor Date:

This contract is kept by the provider and parents / carers will be provided with a copy.

Please note that all policies and procedures are available for parents to read and IncyWincy Nursery CIW Registration and public liability insurance certificates are on view in Incy Wincy Nursery.