

PARENTS' GUIDELINES & INFORMATION

PLEASE NOTE THE FOLLOWING POINTS:

1. All items of clothing/ belongings must be named;
2. Once a child has been collected from the staff; the adult is totally responsible for their child.
3. You should be prepared to give information when collecting a child about yourself and who you are collecting if you are not recognised by the staff;
4. The Nursery uses a password system in the event of someone different collecting your child; by the use of a carefully chosen password **BEFORE** the child is collected;
5. Newsletters should be read by you as they contain important information. If you are not receiving a parent newsletter by email please email our admin staff on officeadmin@trainingdepot.co.uk
6. All fees are payable in **advance**- monthly fees at the beginning of the month. Weekly fees at the beginning of the week. If you do not keep to these terms, it may result in your child being unable to attend Nursery;
7. Personal items (e.g. nappies, wipes, spare clothes, blanket etc.) required for your child must be supplied and named; if we need to supply Nappies / wipes / underwear there will be a charge.
8. If your child is toilet training 3 full sets of named clothes should be provided;
9. Training Depot Day Nursery closes at 6pm. There are no staff is employed after 6pm. The cleaners may require access to all of the building at 6pm. Please allow enough time to leave the premises with your child by 6pm, especially if you require to speak with the staff before leaving. Late fees are charged if you arrive later than 10 mins to collect your child;
10. All late fees are paid to the Staff who stay with a child collected after 6pm;
11. You are required to update information immediately- e.g. changes in telephone and mobile numbers, extensions, addresses (home and work) as we must be able to contact you when necessary;
12. You are to inform the Nursery if your child falls ill with a contagious disease, i.e. Chicken Pox, Measles, Mumps, Whooping Cough, Polio, hand and foot, Covid-19 etc.
13. Children who suffer from head lice will not be able to attend unless their hair has been treated, if this is a reoccurring incident you will be called in for a meeting with the manager to discuss any support needed.
14. You must telephone the Nursery if your child will be absent for any reason;
15. Details of your child's health are required on their return after illness- Supervisor may need to check with you and see your child before your child returns. If your child has had diarrhoea or sickness, then they will not be allowed back into Nursery until 48 hours has passed since the last bout;
16. Written authorisation must be provided, on a Nursery medication form, for nursery staff to administer medication;

Reviewed August 23 by Miss Sandhya