



Introduction to Jingle Jungle Nursery

Pack 1

This policy is subject to annual review and was reviewed in September 2018. It is due for review in September 2019.

It was re- adopted by the Shelena Begum on 1st August 2018

Signed: _____

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1.0. Introduction – About Jingle Jungle Nursery

Our Vision:

Our vision is to provide a high-quality play experience where children will achieve, prosper and grow. We will create a safe and secure environment, where children will learn and develop. Most importantly, we want every child to have fun, the best experience and reach their developmental milestones.

Our Motto:

“let your imagination run wild with Jingle Jungle”

Our Aims

- To provide a high-quality nursery experience, where children are at the heart of everything that happens.
- To create a safe, appealing and inspiring nursery environment, where children thrive and learn.
- To build secure and trusting relationship with children and their families, valuing parents as their children’s first and most important educator.
- To celebrate diversity, appreciating and respecting the things that makes each child unique.

About us:

Jingle Jungle Nursery is an OFSTED registered day care provision, providing exceptional care for children aged between two to five years old within a unique and fully equipped setting which is manned by a highly skilled workforce. Places are allocated to children on a first-come first-served basis, with priority given to children who are eligible to receive funded places through either the 3-year olds’ statutory funding, or the EL2 funding for 2-year olds through the local authority.

At Jingle Jungle Nursery, we aim to offer non-discriminatory and inclusive childcare to meet the needs of each individual child and their families. We comply with the Early Years Foundation Stage (2017).

Jingle Jungle Nursery has an extensive number of policies and procedures in place to help maintain a consistently professional organisation and have the ability to provide an outstanding quality provision by making it clear to staff and parents what sort of setting we are and what actions we take to make sure that this happens. Our policies and procedures ensure all children in our care have the opportunities to develop in accordance with their interest and abilities to reach their maximum potential.

It also helps us with the induction of new staff and families as they are able to familiarise themselves with our setting's practices and provides them with information about what to expect from our Nursery thus allowing a more efficient and effective organisation.

Everything we do and hope to achieve at the Nursery is based on understanding, trust and respect for the individual. This principle dictates how we treat each child, parent, carer and member of staff, regardless of their position, personal background or circumstances, as we seek to embrace the diversity that we are blessed with in our wider community.

1.1. Admissions

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- We arrange our waiting list in birth order. In addition, our policy may take into account the following:
 - siblings already attending the setting
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Registration

If you are receiving this policies and procedure pack, you will already have completed an initial registration with Jingle Jungle Nursery. In order to complete your child's registration with our nursery you will need to fill out the following forms for each child that you have registered:

- Child registration Form
- Child record form
- EL2 form - if the child is eligible for the 2 years old funding.
- 'All About Me' booklet

You will also be required to provide proof of:

- Your address (1 utility bill dated within last 3 months)
- Photo identification for the parent(s) – Driver's license or Passport
- Child's birth certificate

Please note that we can only allow you to leave your child in the nursery with us if you have completed and returned all of these forms. This is to make sure that we have all the information needed to ensure your child's safety and wellbeing in our care.

Waiting List:

Any parent/carer who expresses an interest in their child attending Jingle Jungle Nursery is required to go on our Waiting list.

The waiting list is kept in chronological order, and places are offered on a first-come, first-served basis, with the exception of children who are prioritised by need and/ or funded status.

1.2. Paying for Childcare

Please read the paying for childcare policy carefully, in conjunction with the “Parent Contract and Terms and Conditions” before completing and signing the Registration Form and agreeing to and signing the Parent Contract. If you have any questions about Fees or you require further explanation of any part of this policy please contact us.

Nursery fees

- All fees are due, and payable, one full month in advance by standing order, Bank transfer, cheque, cash or childcare vouchers and should reference your child’s name.
- Parents will be issued with a reminder invoice, statement of fees and a letter asking payment to be made within 7 days of the date of the letter. Once payment received we will provide a receipt to confirm.
- The daily nursery fee is £7.00 per hour, so each session is 3 hours long cost £21.00 per session. The nursery is open term time only - 38 weeks a year and we do not charge for school holidays or bank holidays.
- If your child is unable to attend a scheduled session for any reason, fees are still payable.
- Please note, children are required to attend a minimum of three sessions per week in order to ensure continuity of care.
- One month’s notice or payment in lieu is required.

Nursery Closures

- In addition to the Nursery Closure over the holidays, the Nursery will be closed on the following bank holidays: Good Friday, Easter Monday, May Day, Spring Bank Holiday and Summer Bank Holiday.
- Fees will not be charged for any of the bank holidays on which your child would normally have attended the Nursery. This will be reflected in the invoice for that month.
- Please note that it is not our policy to swap sessions when the nursery is closed for one when the nursery is open.

Non-attendance, sickness & Holidays

- Fees are payable during periods of sickness, absence or family holidays.

Late Payment of Fee Charges

As per the contract payments must be made in full and in advance. Fees are paid one month in advance and must be paid by the 1st of the month. We would ask that every effort is made to ensure that all payments are received on time. If payment is received later than 7 days a charge of £20.00 will automatically be applied to the next invoice.

In the instance that payment is in arrears after receiving 2 reminder letters, the child's placement at Jingle Jungle Nursery will be terminated and the outstanding balance will be referred to a debt collection agency.

1.3. Funded Places

Jingle Jungle Nursery is an approved provider of government funded places in Tower Hamlets. This means that the quality of our Early Years provision has been rigorously audited by the local authority, and we are able to offer free childcare to families in the local community.

If your child is 3 or 4 years old:

They are entitled to 15 hours of free Early Years education per week, across 38 weeks of the year (term time only). If you are not taking up a funded place in another setting, you may claim 5 sessions per week at Jingle Jungle Nursery free of charge with this scheme.

You may request additional sessions; these will be allocated only if the space is not needed by another child, and you will be charged at the rate of £7.00 per hour. If you are already claiming your child's 15 hours elsewhere, you will have to pay for your child's sessions at Jingle Jungle Nursery, although you can choose to share the funding across two settings if you wish.

Working families may be entitled to 30 hours of free Early Years education per week. To check your eligibility please see the government website www.childcarechoices.gov.uk. In order to claim your funded place, you will need to provide us with your eligibility code, which you can obtain using this website.

If your child is 2 years old:

You may be able to claim 15 hours of free childcare per week, across 38 weeks of the year (term time only), with the EL2 funding scheme. Eligibility is determined by the Early Learning team at the local authority. We can now check eligibility through Family Information Services, if you provide us with your national insurance number, address and date of birth. You can also check your own eligibility by visiting the government website www.childcarechoices.gov.uk. In order to claim your funded place, you will need to provide us with your eligibility code, which you can obtain using this website.

You will need to complete an eligibility form (available at our office or at local children's centres) and return it either to us or to your local children's centre, along with proof of identification and address, and evidence of your eligibility.

If your child is not eligible for a funded place, you will be charged at the funded rate of £7.00 per hour.

1.4. Notification of leaving

Parents/carers are expected to give at least one month, and ideally half a term notice if they wish to take their child out of the nursery for any reason. If this is not possible due to specific circumstances, this should be discussed with the manager in person.

Notice should be given in writing, giving clear reasons for the decision. It is the manager's responsibility to ascertain the reason for leaving the nursery, and to ensure that notice conditions are adhered to as much as possible. In the case of fee-paying places, parents may be liable to pay fees for the notice period if they do not comply with this requirement.

The nursery can terminate your contract should you fail to adhere to agreements made by you to clear outstanding nursery fees. The nursery can terminate your contract should you behave unacceptably, as physical and verbal abuse towards staff or other parents will not be tolerated.

1.5. Date to be reviewed

All the Introduction section of the policy was adopted by Jingle Jungle Nursery.

On: 15th August 2018

Date to be reviewed: August 2019

Signed on behalf of the provider:

Name of Signatory: Shelena Begum & Jushna Begum,

Role of signatory (e.g. chair, director or owner): Directors

Date to be reviewed	Date reviewed	By who	Signature
September 2019			