



DIMENSION CHILDCARE

Dimension Childcare

Early Years

Parent Handbook

3 MONTHS – 4 YEARS

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On your child's first settling in session before their start date, you will sit down with their key person to complete permission forms, discuss your child's routine and fill in a medical history form which includes allergy and special dietary information.

DIMENSION CHILDCARE FEES

Baby Room

Hourly Rate £5.05

A.M. Session (9-12) £14.52 P.M. Session (1-4) £14.52

Daily Rate £40.07 (7.30-6) over 8 hours

Weekly Rate £178.55

Toddler Room

Hourly Rate £4.53

A.M. Session (9-12) £12.31 P.M. Session (1-4) £12.31

Daily Rate £38.95 (7.30-6) over 8 hours

Weekly Rate £173.14

Sibling discount 5% (0-3years)

School Holidays

7.30am-6pm £25.00 (*additional charges may apply for offsite activities*)

A separate booking form will need to be completed with full payment of £25.00 made.

Visit our website www.htc-communitydimension.com to download your booking form and see our programme of activities

Preschool Room

Fees where funding not applicable

Sibling discount 5% (0-3years)

Hourly Rate £3.76

A.M. Session (9-12) £10.82 P.M. Session (1-4) £10.82

Daily Rate over 8 hours £32.45

Weekly rate £156.92

Fees where funding applicable

£3.76 per hour

Out of Schools

Morning session

(from 7.30am) £3.97

Afternoon session

(from school pick up until 6pm) (£6.64)

We provide 2 year old funding for up to 15 hours (if you think you may be entitled please see a senior member of staff)

HTC and Dimension Childcare staff are entitled to 10% discount.

£100 deposit is required to secure your place. (Non re- fundable if place cancelled before starting) only refundable from your final invoice.

We provide 15 hours of government funding per week, term time only, for each child from the term after their 3rd birthday, until they go to school.

If you do not require any childcare in the school holidays and wish to retain their space in Baby and Toddler room, you are able to do so with a 50% retainer fee.

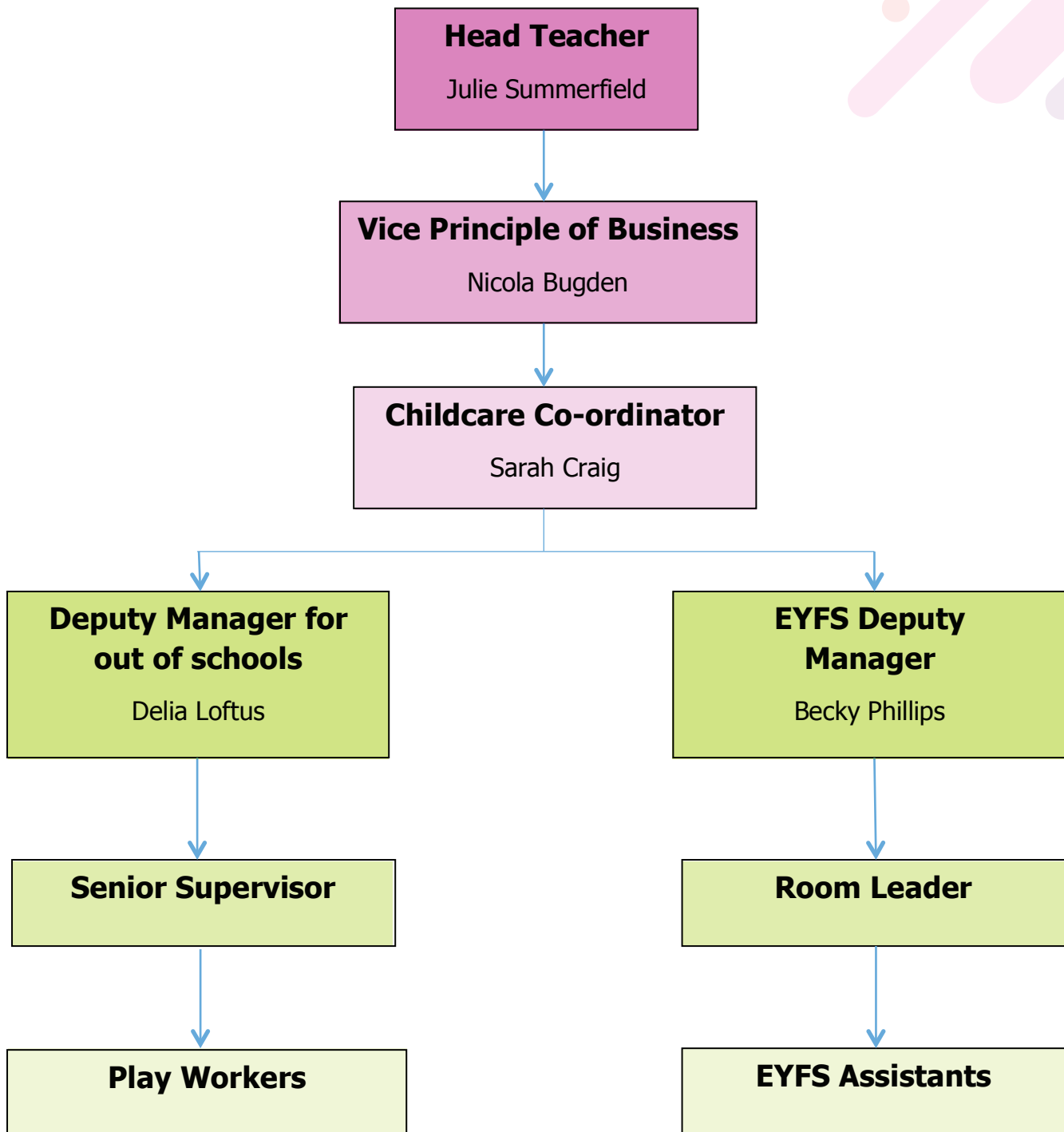
Fees are payable by the 14 of each month and paid in full for all absences due to sickness, Bank Holidays and scheduled holidays.

Payments should be made by the 14 of every month or a late charge will be levied per invoice. Suspension of your child's place could be enforced if payment is not received.

Payments can be made by cash, cheque (made payable to Horndean Technology College), childcare vouchers, or via our online payment system (information to follow in your first invoice).

If you have any queries or questions regarding fees please see Dee Loftus.

STAFFING STRUCTURE AT DIMENSION CHILDCARE



Please see our staff board at the front of the building for a full staffing list, their photos, job title and where they are based.

USEFUL INFORMATION

How do I book my child a place and what happens next?

If you would like to book your child in with us you will need to return the relevant forms, at the back of this pack, along with a £100 deposit (paid by cash or cheque made out to H.T.C). This will secure your child's place. A senior member of staff will contact you around a month before your child's start date to arrange settling in sessions for you and your child. We offer as many free 1 hour settling in sessions as your child needs and will work with you to decide how many are going to be needed, at days and times convenient for you.

When you come in for your first settling in session your child's key person will sit down with you to discuss their routine, complete a medical history form and fill in all necessary permission forms including; permission for photos, offsite activities, applying sun cream and receiving emergency medical treatment. You will also be given a welcome letter introducing you to your child's key person and the staff that work in the room. Please bring your child's birth certificate with you as we require to see this for proof of identity for funding.

What happens if the days I require are not available?

We will do our utmost to provide childcare for the days and times you require. If this is not possible we will add your name to the waiting list and if/ when a place that suits your requirements becomes available we will inform you immediately, we may be able to offer you alternative days in the meantime.

What happens if my child cries when I leave?

Your child will be settled by their key person or a member of staff in the room, they will be comforted and distracted if necessary. Each child is different and we will agree with you a strategy that works for everyone (comforters may be used, more settling in sessions may be required or a change of key person.) If your child really does not settle a member of staff will contact you to come and settle them or to discuss the next step with you. You will kept informed at all times and we will work closely with you to ensure your child has the best experience with us.

What will happen if my child has an accident whilst in your care?

Any accidents that happen will be dealt with by a First Aid qualified member of staff. They will carry out any necessary treatment and complete an accident form for you to sign when you collect your child. This will be signed by a senior member of staff and any trends or common issues will be picked up on a monthly basis. In the event of a head injury, you will usually be contacted and you will receive an advice sheet from us to explain any necessary action. If your child has had an accident at home please inform a member of staff at the start of the session and you will be given a pre-existing injury form to complete.

What happens if my child needs medication?

First aid qualified members of staff are able to give children medicine that is prescribed by a doctor only, as long as the child is well in themselves and do not have any infections or illnesses that require them to stay away from nursery (please see our 'guidance on infection control' poster on the kitchen door or speak to a member of staff for more information). We have an emergency bottle of infant paracetamol in the unit that can be used if a child has a temperature over 38.5c and you are more than 15 minutes away to collect your child. You will be contacted before this is able to be given to get verbal consent, you will then be asked to sign an emergency medication form when you arrive to collect. **If your child is prescribed medication that they have not had before e.g. antibiotics, you will need to keep them at home for the first 48 hours due to allergies or any side effects that may occur.**

If your child requires teething gel, we are happy to administer, providing we have prior written permission. Due to healthy and safety reasons, we are unable to allow any amber teething jewellery items to be worn.

If your child requires on going medication (an inhaler, insulin, epi pen etc.) you will be asked to fill in a care plan which details the condition, treatment needed and any measures we need to put in place to assist the child. We will put in place any extra measures we need to support the needs of every child. Medication needed daily needs to be left onsite or bought in with the child daily. We reserve the right to refuse childcare should the appropriate medication not be with the child.

What happens if my child is unwell before or during their session?

If your child is unwell whilst they are with us you will be contacted to come and collect them. We are able to give prescribed medication only but if we feel your child is not well enough to be with us we will ask you to collect them. We have a 48 hour sickness and diarrhoea policy that requires you keep your child away for 48 hours after the final episode. Some infections or illnesses, such as chicken pox, require you to keep your child at home so please see our 'guidance of infection control' poster on the kitchen door or speak to a member of staff for any further information. We also display any infectious illnesses that are in the setting of the main door for your information.

If your child is unwell before their session and are unable to attend please phone to let us know on 07502101409 / 0781754480.

What will happen if I am late collecting my child?

The late collection charge is £10 per 5 minutes after your child's session has finished, this will be invoiced separately. Please inform us if you are going to be late. If your child has not been collected by the end of their session and you have not contacted us, the following procedure will apply; we will check for any changes to normal collection times (any extra sessions booked), you will be contacted at home or at work on the numbers provided, if this is unsuccessful the persons named on the emergency contact list and those authorised to collect will be contacted on the numbers provided, all reasonable attempts will be made to contact parents and emergency contacts. If no-one collects the child after 30 minutes and there is no-one that can be contacted we will apply procedures for an uncollected child. Children's services will be contacted; the child will remain onsite with at least two members of staff (at least one qualified) and known to the child until they are collected by either a parent of Children's Services. Children's Services will aim to find the parent or relative; if they are unable to do this the child will become looked after by the local authority.

What happens if someone else needs to collect my child?

We have an extremely stringent safeguarding policy that requires you to inform us if anyone else is going to collect your child before we allow them to go. We work on a password system; every child has their own individual password set by you. This needs to be given to the person collecting as they will be required to give it on collection. We will only let a child go with a person named on their enrolment form and once we have received permission from you. Please ensure that you keep your child's records up to date at all times, this includes persons authorised to collect your child, contact numbers, change of address and allergy information.

What happens if I have a worry I want to discuss?

Your child will be allocated a key person who is your first port of call if you would like to discuss any issues. However if you would like to speak to a senior member of staff there will always be a room leader, Deputy Manager (Becky Phillips) or Childcare Co-ordinator (Sarah Craig) onsite for you to speak to.

How and when do I need to pay?

You will receive a monthly invoice in advance and fees need to be paid by the 14 of every month in full including absences due to sickness, Bank holidays and scheduled holidays that occur during term time. If you do not require childcare during school holidays you are able to retain your place by paying a 50% fee.

Fees can be paid to your child's room via cash or cheque, or online via childcare vouchers or our Tucasi system. If you are paying by childcare vouchers please inform Dee Loftus of the scheme you using and provide a print out as proof of payment. Please see payment of fees policy for further information.

When are you open?

We are open Monday-Friday 7.30am-6pm, 51 weeks of the year. We close for a week at Christmas and all bank holidays.

We reserve the right to close at short notice in the event of extreme severe weather conditions or any other event that affects the successful running of the setting or has an impact on health and safety for children or staff. You will be informed of any such closures via our text system on the number you provide on your enrolment form.

How do I find out if my child is eligible for 2 year old funding?

We provide two year old funding for up to 15 hours per week. Please see a senior member of staff if you think you may be entitled to two year old funding, you would like to receive more information or if you have already been approved.

When will my child receive their government funding and what happens during school holidays?

Every child is entitled to 15 hours a week government funding, term time only, the term after their third birthday. At the beginning of each term following your child's third birthday, you will receive a funding form to complete and return to us. The total funded hours will be taken off of your invoice and you will be charged the Preschool hourly rate for the remaining hours your child attends, if any.

You will not receive government funding during the school holidays, however we run a holiday club that you can book your child into. If you require holiday care for Preschool you will need to fill in a booking form for any dates required and return it along with full payment. Please visit our website www.htc-communitydimension.com to download a booking form and see our programme of activities, a copy of this will also be displayed in Preschool.

Do I need to provide outdoor clothing?

Children play outside every day, as long as weather conditions allow. Therefore every child needs to be supplied with sun cream and a sun hat during summer months; this can be left onsite in their draw or put in their bag daily. We ask that you apply sun cream to your child before their session starts and we will apply during the day.

During winter months children will need a suitable coat, hat, gloves and scarf to be able to play outside. Children will not be able to play outside if they do not have the appropriate clothing.

What food should I provide for my child?

Breakfast, lunch and tea need to be provided for your child if they are due to attend at these times. Our usual meal times are; Breakfast 7.30-9am, Lunch 12-1pm, Tea 4-5pm. If your child eats at different times to these please inform a member of staff and we will adjust as necessary. Please note due to health and safety we are unable to re-heat any rice products, shellfish or crustaceans. We do not accept frozen food into the setting; please ensure your child's meals are fully defrosted before they are brought in to us. We provide snacks for all children over 1 year at 10am and 2pm, if your child is under 1 year please provide your own snacks for them. We discourage lunch boxes that contain large amounts of fatty, sugary and processed foods. We are a nut free nursery so please adhere this. We display some policies on our parent noticeboard in the walk way, but all are available from us on request.

Please contact Childcare Coordinator sarah.craig@horndeantc.hants.sch.uk or EYFS Deputy Manager becky.phillips@horndeantc.hants.sch.uk for more information, or visit our website www.htc-communitydimension.com.

How will I receive information about my child's day and progress?

We aim to provide as much information as possible about your child's day when you collect them at the end of their session. In addition to this we provide a 'daily diary book' in the baby room and a 'daily diary sheet' in the Toddler room to provide information about what children have had for snack, how much of their lunch/tea they have eaten, any milk feeds or nappy changes/toileting they have had during the day, activities they have taken part in and any additional information we feel you may need.

Every child has their own learning journal folder where we record their progress and development. These folders are a shared document between us and you as parents, we encourage you to take them home as much as possible to look through and add any comments and developments at home. We also encourage parents to fill in 'wow moment' slips when their child has achieved a milestone they would like to add to the learning journal.

We hold regular parents evenings throughout the year, these are a great opportunity for us to discuss your child's development with you.

Do you take children offsite?

As we are based on a school campus, we are lucky enough to have access to the school facilities including, 3 large halls, a field, a library, tennis courts and an AstroTurf pitch. We sometimes take the children over to use these facilities during the day (when they are not being used by school students) and during school holidays. We ask parents to sign a permission form when they start with us to allow us to take their children. We have carried out an in depth risk assessment on all areas we take the children to, ensuring that they are safe and appropriate for each age range. Children will wear a sticker with the setting contact number on so that we can be contacted in the very unlikely event that a child goes missing whilst on the school grounds.

If we are planning to take children on an offsite trip (this usually only occurs during school holidays as ratios allow) we would seek permission first and you would also be informed in advance of the day. Children wear bright coloured sashes and wrist bands with the setting contact number on, again so that we can be contacted in the very unlikely event a child goes missing whilst offsite.

Where can I find out more information and policies?

We display some policies on our parent notice board in the walk way. If you would like any further information please do not hesitate to speak to a member of staff. All policies are kept in Becky's office. You can also visit our website www.htc-communitydimension.com or email Sarah Craig, Childcare Co-Ordinator on sarah.craig@horndeantc.hants.sch.uk or Becky Phillips, EYFS Deputy Manager on becky.phillips@horndeantc.hants.sch.uk.

THE EARLY YEARS FOUNDATION STAGE EXPLAINED

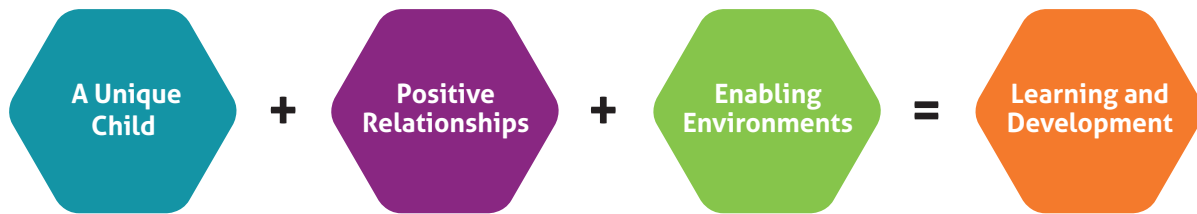
At Dimension Childcare we follow the Early Years Foundation Stage curriculum (EYFS) in order to achieve each individual child's full potential. The EYFS is a framework which sets the standards for learning, development and care. The framework applies to all children aged from birth to five years old.

The EYFS curriculum bases itself around the individual needs of children. We recognise as a setting that children are unique and will develop at different rates. We therefore carry out individual planning and provide activities suitable for each child's ability within our environment.

As a setting we believe that it is important for staff and parents to work together to support and meet the individual needs of each child.

Observations of children's spontaneous play are carried out on a daily basis by all staff and recorded in their own personal learning journals, which are accessible to parents at all times. Practitioners will use these observations to plan for children's needs.

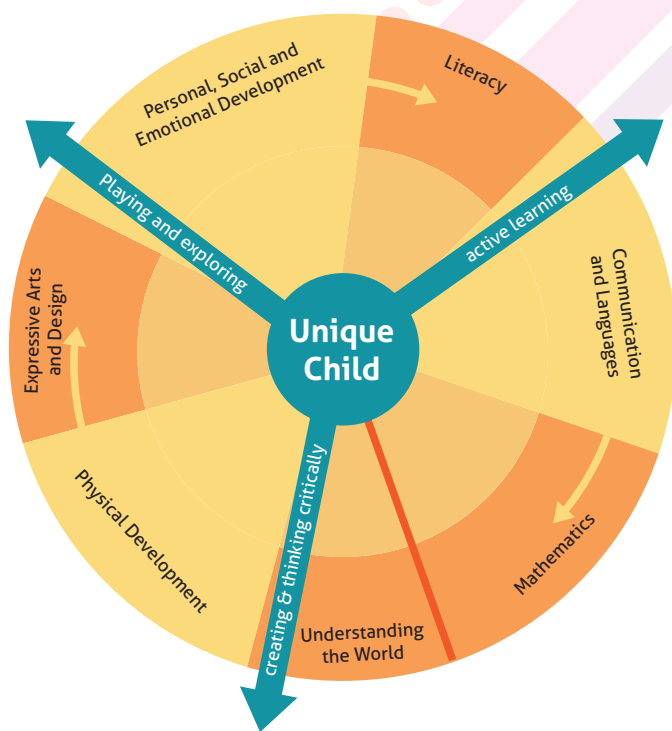
We promote a positive approach to diversity and differences within all children.



THEMES	PRINCIPALS
A Unique Child	Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured
Positive Relationships	Children learn to be strong and independent Through positive relationships.
Enabling Environments	Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.
Learning and Development	Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

There are 3 characteristics of learning- playing and exploring, active learning, and creating and thinking critically. The ways in which the child engages with other people and their environment underpin learning and development across all areas and support the child to remain an effective and motivated learner.

Characteristics of Effective Learning	
Playing and exploring - engagement	Finding out and exploring Playing with what they know Being willing to 'have a go'
Active learning - motivation	Being involved and concentrating Keeping trying Enjoying achieving what they set out to do
Creating and thinking critically - thinking	Having their own ideas Making links Choosing ways to do things



Areas of learning and development

There are 7 areas of learning and development; 3 prime areas and 4 specific areas.

Prime areas develop quickly through experiences and relationships and are fundamental throughout the EYFS to support all other areas of learning.

Specific areas include essential skills and knowledge for children to participate successfully in society, these grow from the prime areas and provide important contexts for learning.

Area of Learning and Development	Aspect
Prime Areas	
Personal, Social and Emotional Development	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
Physical Development	Moving and handling
	Health and self-care
Communication and Language	Listening and attention
	Understanding
	Speaking
Specific areas	
Literacy	Reading
	Writing
Mathematics	Numbers
	Shape, space and measure
Understanding the World	People and communities
	The word
	Technology
Expressive Arts and Design	Exploring and using media and materials
	Being imaginative

DIMENSION CHILDCARE

Payment of fees policy

The level of fees will be set by the registered person and reviewed annually in the light of Dimension Childcare's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

: Fees can be paid to your child's room via cash or cheque (made payable to Horndean Technology College), or online via childcare vouchers or our Tucasi system (details of the latter will follow in your child's first invoice).

: Payment of fees should be paid weekly or monthly, if monthly paid by the 14 of each month including those paid by voucher.

: If payment is not received by the 14 of the month the following late charge will be levied per invoice.

£0- £100	£10
£101-£200	£20
£201-£300	£30 and so on

: Any outstanding payments could result in your child's space being suspended.

: Late payment charges also apply to invoices paid by Vouchers.

: A 10% discount for all HTC and Dimension Childcare members of staff.

: A 5 % sibling discount will be given for second and subsequent children that attend Baby room, Toddler room and Preschool only. Only one discount can be applied to an invoice.

: Additional sessions will only be considered if the account is in credit and will be charged at full rate.

: Any returned cheques will incur an £8.00 standard charge which will be reviewed annually.

: Parents wishing to negotiate this, or any other alteration to the standard fee policy should arrange a meeting with the childcare centre manager at the earliest opportunity.

: If fees are not paid on time we will notify the parent in writing and request payment at the earliest possible opportunity.

: Should there be no response to the first letter in writing, a second letter will then be sent from the community facilities manager requesting that the payment be made within the next 14 days or a payment plan to be put in place and signed by the parent and a senior member of staff.

: Should there be no payments made or payment plan agreed a third letter will be sent advising that should no effort be made to resolve the matter within 10 days it will result in the relevant paperwork being sent to Hampshire County Council's legal department and suspension of the Child's place will be immediate. This will also be in place if payment plan has been defaulted.

: Any hours that are booked over and above the number of funded hours are charged at an hourly rate, no sessions or daily rates apply (this applies to Toddlers and Preschool).

- : Bank Holidays are also to be paid in full in Baby, Toddler and Preschool rooms.
- : A 50% discount will be made in the school holidays if you do not require Childcare in Baby and Toddler room if informed in advance. Absences due to sickness and holidays taken during term time are to be paid in full.
- : It is the Parent's responsibility to ask for the invoice prior to payment due date they will be available in advance.
- : Although we understand that unavoidable circumstances can occur resulting in your child being collected late, we have no alternative but to levy a late collection charge of £10 for every 5 minutes late or part thereof.
- : Funding for staff is applied at the rate paid (hourly rate) minus 10%.
- : Registered sessions cannot be swapped, although sessions can be changed permanently if requested in writing, subject to availability .
- : All extra sessions booked must be paid for in full whether they are used or not and cannot be cancelled or swapped.

HAMPSHIRE COUNTY COUNCIL PRIVACY NOTICE

Children in Early Years Education Settings Privacy Notice – Data Protection Act 1998

Hampshire County Council is the Data Controller for the purposes of the Data Protection Act. We collect information, and may receive information about your child from your child's Early Years Education setting.

We hold this personal data securely and use it to:

- Support your child's teaching and learning;
- Monitor and report on his/her progress;
- Provide appropriate pastoral care;
- Deliver our statutory duties; including financial and sufficiency planning;
- Carry out statistical analysis; and
- Assess how well your child's Early Years Education setting is doing.

This information includes your child's contact/address details, date of birth, your child's setting attendance for funding allocations, Foundation Stage Profile results and personal characteristics such as your child's gender, ethnicity, first language and special educational needs.

We will not give information about you (or your child) to anyone outside the County Council without your consent unless the law permits us to. We are required by law to pass some of your information to the Department for Education (DfE).

Early Years Checker for 2 Year Old Education and Early Years Pupil Premium

The early years checker tool is used to assess your financial eligibility for two year old funding and early years pupil premium for children aged three and four. When you log onto the early years checker tool you will be asked to provide relevant information in order that checks can be made to confirm that you are eligible for the funding. The financial information requested is for applying for both 2 Year Old Education funding and (when age appropriate) the Early Years Pupil Premium. The information is provided to Software for Data Analysis Ltdⁱⁱ and passed to the Department for Work and Pensions (DWP) for the purpose of confirming that you are in receipt of relevant benefits. Hampshire County Council will also receive confirmation of your eligibility.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please look at the following websites:

Hampshire County Council:

<http://www.hants.gov.uk/education/schools/schoolsdataprotection/fairprocessing.htm>

The Department for Education:

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites, please contact the LA or DfE as follows:

Colin Payne, Data and Information Manager

Children's Services Department,
Hampshire County Council,
Elizabeth II Court East,
The Castle,
Winchester,
Hampshire
SO23 8UQ

Website: <http://www.hants.gov.uk/>

Email: childrens.services.dp@hants.gov.uk

Telephone: 01962 845700

Public Communications Unit, Department for Education

Sanctuary Buildings,
Great Smith Street,
London,
SW1P 3BT

Website: www.education.gov.uk

Email: <http://www.education.gov.uk>

Telephone: 0370 000 2288

i Early Years Pupil Premium will not commence until 1 April 2015.

ii Software for Data Analysis Ltd are the operators of the online checker tool that has been purchased by the County Council.

THE EARLY YEARS PUPIL PREMIUM

From April 2015, nurseries, schools, childminders and other childcare providers will be able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care. To explain what the Early Years Pupil Premium is, explain who is eligible for this funding and, importantly, to see if you are eligible so that we, as a provider, can claim the extra funding, please read the following information.

National data and research shows that children of families who meet the Early Years Pupil Premium criteria may need additional help to get the most from their Early Years Education. As with the Pupil Premium available for Hampshire schools for children in Reception up to Year 11, the Early Years Pupil Premium will provide Hampshire early years education approved nurseries, pre-schools and childminders with extra funding to support children in achieving the best early years outcomes and start they can.

The Early Years Pupil Premium provides an extra 53 pence per hour for three and four year old children whose parents are in receipt of certain benefits or who were formally in local authority care but who left care because they were adopted or were subject to a special guardianship or child arrangements order. This means an extra £302 a year for each child taking up the full 570 hours funded entitlement to early years education. This additional money could make a significant difference to us.

We can use the extra funding in any way to improve the quality of the early years education that we provide for your child. This could include, for example, additional training for our staff on early language, investing in partnership working with our colleagues in the area to further our expertise or supporting our staff in working on specialised areas such as speech and language.

It is well documented that high quality early years education can influence how well a child does at both primary and secondary school and so we want to make the most of this additional funding. If you have older children, you may be aware that a Pupil Premium has been available for school age children and it has proved to have given a real boost to the children receiving the funding. We want to do the same for our early years children entitled to this funding.

Therefore, if your family meet the criteria that are detailed on the form, we ask that you see Sarah or Becky to complete a funding form. This will allow us to claim the additional Early Years Pupil Premium funding.

The information that you provide to us will be covered by our data protection policy and the Hampshire County Council privacy notice that is displayed on Preschool information board.

If you have any questions, please contact Sarah Craig or Becky Phillips.

USEFUL INFORMATION

Things we will find useful to know from you:

Any booked holiday dates

Absences (reason for absence e.g. illness)

Family changes- new baby, moving house, separation, new partner etc.

Accidents that have happened at home (complete a Pre- Existing form)

Medication (including if your child has had any before their session)

Any changes to usual routine- sleep times, eating habits etc.

Bereavements that may affect your child.

Any upcoming family birthdays

Any development milestones or 'wow moments'

Changes to contact information- phone numbers, addresses, permission forms

Any new Allergies or Intolerances

Outside agencies support your child may be receiving- speech and language, children's centres, hospitals etc.

CHECKLIST

A reminder of items you may need to bring with you when your child starts with us. Please label all belongings that you wish to be kept onsite in your child's drawer or on their peg.

Drink cup / Milk bottles (Babies and Toddlers only)	✓
Breakfast, lunch and Tea If sessions fall in these times	
Snacks- if child under 1	
Nappies / Wipes / Nappy creams	
Comforters- teddies, dummies, blankets etc.	
Medicines- prescribed by a doctor only	
Change of clothes- lots of pants and trousers for toilet training	
Waterproof coat /Wellies	
Warm hat/ gloves	
Suncream/sunhat to leave onsite	

DIMENSION CHILDCARE MEDICAL EXCLUSION POLICY

We would like to draw your attention to our exclusion policy; this is in line with the advice from the Health Protection Agency. The welfare of the children in our care is important to us and we therefore ask that you adhere to the following guidelines. We understand how difficult it is to juggle work and family commitments; however it is unfair and unnecessary to expose other children and staff to infection. There may be times when we contact you and ask you to collect your child. This will be when we feel they are too unwell to be at the setting, we are concerned they may be displaying symptoms connected to the illness/ infections as stated on the exclusion chart or they risk spreading an illness or infection within the setting.

Any notified outbreaks will be displayed on the main door.
Please see a senior member of staff if you would like discuss further.

HEALTH PROTECTION AGENCY

<i>Disease/Illness</i>	<i>Minimal Exclusion Period</i>
Antibiotics	48 hours from commencing if not had before
Conjunctivitis	Medical advice sought before returning to the setting
Steroids	5 days from start of steroid treatment
Diarrhoea and vomiting	48 hours from last episode of illness
Chickenpox	5 days from appearance of rash and spots are all dry
Measles+ German Measles	4 days from appearance of rash
Mumps	5 days after onset of swelling
Glandular Fever/ Tonsillitis	No Exclusion providing child is well in themself
Hand, Foot and mouth	No Exclusion
Slapped cheek	No exclusion
Scarlet Fever	24 hours after starting appropriate antibiotic treatment
Whooping cough	5 days from commencing antibiotic treatment or 21 days from onset of illness
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
Headlice	Until appropriate treatment has been given
Ringworm	Seldom necessary to exclude provided treatment is being given
Scabies	Child can return after 1st treatment is received

DIMENSION CHILDCARE REGISTRATION FORM

Child's Name:	Date of Birth:
Sex:	Religion:
Ethnic Origin:	Child's First Language:
Position in Family:	Specific Access Requirements:

Name of person(s) holding parental responsibility	
Name of Mother:	Name of Father:
Home Address:	Home Address (if different):
Telephone No:	Telephone No:
Mobile No:	Mobile No:
Email Address:	Email Address:
Work Address:	Work Address:
Telephone No:	Telephone No:

Start Date Required:

Monday	Tuesday	Wednesday	Thursday	Friday

Emergency Contact Name (Other than parent):	Relationship to child:	Telephone No:	Password:

Authorised Collection Name (other than parent)	Relationship to child:	Telephone No:	Password:

DIMENSION CHILDCARE REGISTRATION FORM

Medical Information:	
Important medical conditions (e.g. Allergies): <i>I understand my child's image will be displayed, along with their allergy/medical condition, in the room for Health and Safety purposes.</i>	
Injections received: Immunisation record:	
CHILD'S DOCTOR Name: Address: Telephone No:	
CHILD'S HEALTH VISITOR Name: Address: Telephone No:	
CHILD'S DENTIST Name: Address: Telephone No:	
Toilet requirements:	
Special dietary requirements:	

DIMENSION CHILDCARE PARENT SETTING CONTRACT

Parents/Carers	Dimension Childcare
<p>As the child's parent/carer I/we will:</p> <ul style="list-style-type: none"> ✓ Work closely with staff to support my child's learning at home ✓ Label all my child's personal belongings ✓ Provide healthy balanced food for breakfast, lunch and tea ✓ Inform the setting of any changes to circumstances i.e. change of address, people authorised to collect ✓ Follow the sickness guidelines provided by the setting ✓ Ensure wherever possible that I/we inform the setting if my child will not be attending ✓ Communicate any concerns/worries that I/we may have ✓ Agree to abide and adhered to the rules/polices set out by Dimension Childcare ✓ Not send my child in if they are clearly unwell ✓ Buzz the door individually and not allow other parents into the setting, so that staff know who is entering the building and not before the booked in time. <p>Signed (parent/carer)</p> <p>..... (parent/carer)</p> <p>Date</p>	<p>Dimension Childcare and staff will:</p> <ul style="list-style-type: none"> ✓ Provide a safe and stimulating environment for children ✓ Encourage children to look after themselves and others ✓ Provide high quality and consistent care ✓ Be approachable and understanding ✓ Respect confidentiality wherever possible ✓ Supply children with healthy and balanced snacks ✓ Follow individual needs of children ✓ Help children to do their best at all times and achieve their full potential ✓ Record accurate observations of children and plan for their individual needs ✓ Inform parents of any concerns/worries about their children and pass on any safeguarding concerns to services for young children if needed ✓ Keep parents informed of general matters by communicating regularly <p>Signed (staff)</p> <p>..... (manager)</p> <p>Date</p>

Childs name:

DIMENSION CHILDCARE

Attendance Agreement Form

Childs name:

DOB:

The terms and conditions of this contract are those set out in the Payment of fees Policy and will run for the duration of your child's stay at Dimension Childcare.

Fees will be reviewed annually.

Length of notice required:

- One month's written or payment in lieu of notice is required from Parents/Carers if the child is to stop attending.
- One month's notice will be given Dimension Childcare if the setting wishes for the child to stop attending.
- This contract is subject to the terms and conditions issued by Dimension Childcare and the policies and procedures within the setting, which I/We agree to abide by.
- I/We understand that it is our responsibility to update the setting of any changes to our child's details for example home address, contact number.
- I/We understand that these terms and conditions are not intended to be exhaustive and accept that the policies and procedures in the setting support those terms and conditions.
- I am aware that any additional sessions will be invoiced separately, and a month later.
- I understand that fees are to be paid on a monthly basis. Sessions must be paid regardless of whether the child only attends part of the session or is absent due to holidays, sickness or bank holidays.
- If I default in payment I understand that Dimension Childcare have the right to protect their interests by considering legal action as advised by Hampshire County Council.

I have read and understood the conditions of the Payment of fees policy:

Signed Staff

Signed Parent/Carer Date