

PARENTAL CONSENTS/AGREEMENTS

Policies

1. Gingerbread Corner has a variety of policies and guidelines, from Safeguarding Children to Equal Opportunities and Health & Safety

Additional Needs

2. Carers agree to inform Gingerbread Corner of any additional or special needs that carers' child/ren may have, including dietary, physical, emotional, behavioural and sensory.

Children's Health, Safety & Wellbeing

3. Urgent medical and/or hospital treatment: Carers give consent for the staff to act as necessary in the event of their child requiring urgent medical treatment if we have been unable to contact them.
4. Children who are ill or infectious: While we can provide care in some cases for children who are ill/infectious, children may be temporarily excluded on the grounds of infection, in keeping with our Infection Control Policy, which is based on the Health Protection Agency's "Guidance on Infection Control in Schools and other Child Care Settings". With regard to Ringworm and Conjunctivitis, children will be excluded until carers have obtained appropriate medication; in the case of Ringworm, the infected area must be covered at all times while in our care.
5. If a child is taken ill while at Gingerbread Corner, carers may need to collect them immediately.
6. Carers must inform us immediately of any changes to their contact details or their emergency contacts, or of any changes in the child's health or home circumstances which may affect their behaviour, as well as of any medicines they are taking.

Opening Hours, Drop Off and Collection

7. Once a year, Gingerbread Corner will be closed to children for one day for in-service training. All other in-service training is carried out on weekends and evenings to minimise inconvenience to clients.
8. Children must be collected from Gingerbread Corner by 6.30 p.m. (or 12.30 p.m. for Robin Pre-School). If carers are going to be unavoidably detained, they should telephone to let us know. Otherwise, we will attempt first to get in touch with one of the emergency contacts. If no-one can be reached to collect a child by 7.30 p.m., we will telephone the duty social worker to arrange care.
9. Any late collections will be charged in line with our Policy on Late Collection; repeated late collections may result in the withdrawal of a child's place - see the Policy for full details.
10. For Breakfast Club, children must arrive at Gingerbread Corner before 8.30 a.m. Breakfast is only served until 8.20 a.m. so that we get the children to school on time.
11. For Out of School: if there is any doubt as to whether we should collect a child from school, we will bring them to the safety of Gingerbread Corner rather than leave them. Carers should inform us before 2.00 p.m. if they do not wish their child to be collected from school. We reserve the right to make a £5 charge if we are not informed.
12. Carers give consent for us to deliver their child to, and/or collect them from school and they understand that we may use other forms of transport in addition to minibuses.
13. We have CCTV except in the toilets, offices, kitchen and staff room.

Settling In

14. Early Years' and Robins' Pre-School children need to be settled in by their carer over three or more days, and some older children may need their parents to spend a few hours in Out of School. (The settling in process is as flexible as possible, depending on the age of the child, and the normal fee is charged during settling in.)
15. Children in Early Years who are starting Primary School in September may, at our discretion, spend time settling into Out of School, during which time the normal Early Years' fees apply.
16. Carers agree that their child can take part in all activities provided by us (unless we are provided with medical evidence to say otherwise) because we work in an anti-bias way.

Diet and Meals

17. Whilst we make every effort to provide for special diets, this may not always be possible, and we are not able to guarantee providing a totally nut-free diet.
18. In Early Years, breakfast is served until 8.30 a.m.
19. Also in Early Years, if a child has a special dietary requirement, carers must let us know by 9 a.m. that their child won't be in that day
20. During the school holidays, Out of School children need to bring a packed lunch, comprising a

sandwich, bag of crisps and a piece of fruit, or similar. Sweets or chocolates will be confiscated. The packed lunches are stored in the Out of School corridor, so lunch boxes must be labelled with the child's name. We will make a £5 charge if we have to make a child's lunch.

21. Carers are welcome to bring in a cake for their child's birthday party (but no other food).

Subsidised Fees

22. For fees payable are in three bands, according to the carers' total annual HOUSEHOLD income. To pay one of the lower bands, carers must provide evidence of their income, otherwise the highest band is charged. This evidence would normally be the previous year's P60/s or the last three months' pay slips, or the most recent annual accounts if carers are self-employed, or a benefits decision notice if carers are unemployed.

A copy of the most recent last Council Tax bill showing the 25% Single Adult Occupancy Discount is taken as evidence that only one income should be taken into account.

In advance of the annual fee increase each July, carers will be asked to prove their annual household income by providing current documentation along the lines indicated above before the end of May.

Carers agree to inform the Finance Director if their salary increases or decreases during the year or if there is any other change in circumstances. If the household income moves from one level to another, any fee changes will be backdated.

Fee Payments

23. Fees are payable whether or not children attend.

24. If parents build up fee arrears, we may have no alternative but to withdraw the child's place. If carers experience temporary financial difficulties, they should speak to a senior member of staff, as we may be able to offer limited help.

25. Carers are responsible for the fees, even if an agency like a local authority or college has agreed to pay part or all of the costs, or there may be an entitlement to tax credit payments, etc.

26. Cash/cheque/card payments may be made direct to Reception on Fridays between 4.30-6.30 p.m. At other times, for cash or cheque payments, carers should use the locked fee box in the lobby (which is emptied and counted daily by two staff). Card payments can be taken over the phone or at reception, if staff are available. Fee receipts are held for three months.

27. We reserve the right to make an admin charge each time that we have to send a reminder letter or email regarding fees.

28. For *Early Years, Breakfast Club and After School*, a deposit of two weeks' fees is required in order to guarantee a child's place. The deposit is in two halves: one forms the first week's fee payment and the other will be held until the child leaves, when it will be refunded as long as carers have a nil or a credit balance and have given the required written notice. If a child does not start as agreed, the deposit is non-refundable.

29. Fees are payable in advance weekly on a Friday or monthly by standing order/card/bank transfer which saves the equivalent of around two weeks' fees per year, as long as the monthly payment is on the first of each month for which the fee is due.

30. For children who attend only in the *holidays*, carers are required to pay in advance for all days/weeks booked.

31. Carers must give at least two weeks' *written* notice of their child leaving Gingerbread Corner. We will acknowledge this notice in writing. Should carers have fee arrears when they give notice, Gingerbread Corner may decide to terminate the child's place immediately.

32. *Early Years Funding*: We are registered to receive Two Year Old Funding, Early Years Funding and the Pupil Premium for eligible two-five year olds which is paid directly to us. For Robin Pre-School children, this will cover the whole cost of the provision. For Early Years children the subsidy only applies during Term Time. If carers would like to receive these subsidies, they must give permission to Gingerbread Corner to provide information to the government/local authority in order to access these and any future government/local authority funding. So, Early Years and Robin Pre-School parents need to provide a copy of their child's Passport or Birth Certificate so that we can access the subsidy. Carers who receive Early Years or Two Year Old Funding are required by government to give four weeks' notice.

Inappropriate Behaviour

33. Should a child be involved in wilful or malicious damage, the carer agrees to contribute some or all of

the costs, depending on the nature of the incident and at Gingerbread Corner's discretion.

34. Although it is extremely unusual, we may need to suspend a child on behavioural grounds for the good of the rest of the scheme, and, rarely, it may be necessary to withdraw a child's place on behavioural grounds.
35. Although we do not advocate the use of physical restraint with our children, we recognise that there are circumstances where its use may be necessary. Physical intervention is never used as a punishment, and will only be a last resort when any other reasonable strategies prove ineffective or impractical.
36. Gingerbread Corner allows no physical nor verbal abuse of the children in their care or of their staff. Any concerns about the behaviour of another child, or that of a staff member or another parent, must be brought to the attention of one of the Child Care Managers or the Child Care Director, who will be able to fully discuss any concerns, and to take any action they deem necessary.
37. Any abusive behaviour by a parent, or someone acting on their behalf, may result in a child's place being immediately withdrawn. Any threatening behaviour or physical abuse will result in the immediate withdrawal of the child's place and will be reported to the Police.

Children's Property

38. Gingerbread Corner will accept no responsibility for lost or damaged clothes or property. Children are only allowed to bring in a comfort toy.

Data Protection

39. The information contained within this document will be used in compliance with the Data Protection Acts 1994 and 1998, and carers give their consent to the lawful use of their personal details and those of their child/ren. This document will be kept in the child's file, which Gingerbread Corner will keep for up to ten years after they leave. Carers have the right to check their child's file for accuracy (any references to any third parties may be edited out for reasons of confidentiality). For Early Years, carers give permission for their child/ren's developmental information (including photographs), used for their Individual Learning Journeys into Tapestry, a piece of educational software, or similar. Carers give permission for us to take photographs of their child for use in their keywork files and in-house displays. Carers give permission for Gingerbread Corner to transfer their child's folder, Two Year Old Progress Check and/or Transition Reports or any other relevant reports to other relevant settings. Carers give permission for Gingerbread Corner to contact the Early Intervention and Family Support Service to access support for their child, any previous child-care provider to access progress reports, etc. and any agencies that are involved. For full Data Protection information, including for CCTV, carers should see the Policy.