



Rising Stars Daycare  
New Starter Contract 2023

To book a place please complete and return the contract and return to Rising Stars, once completed a member of staff will be in contact to arrange stay and play sessions.

Rising Stars provides Two-Year entitlement funding and 30 hours free childcare for eligible parents.

Should you require any further information, or if you wish to visit please do not hesitate to contact Rising Stars on 07547719503 or email us: [enquiries@wcpsedu.org](mailto:enquiries@wcpsedu.org).

Welcome to Worsbrough Common Rising Stars Daycare, thank you for choosing us as your childcare provider. Here is some information that you may find useful.

What your child may need whilst at Rising Stars:

- Suitable footwear; wellies for muddy days or shoes for outdoor play
- Suitable clothing; clothes that you don't mind getting a little dirty
- Rising Stars uniform is optional and can be ordered using the following link <https://vortexschoolwear.co.uk/nurseries/-nurseries-Rising-Stars-/>
- Spare clothes including pants and socks, your child may get messy or wet during their session
- A waterproof coat for outdoor play, hat scarfs and gloves
- Labelled sun cream and sun hat for warmer days
- Enough nappies and wipes

Useful Information:

- Please do not encourage your child to bring personal items such as toys as we cannot be held responsible for them if they are to go missing.
- If your child has a comforter such as a dummy, please encourage them to leave it in their draw or bag and a member of staff will give it to them if needed.
- Please **do not** allow your child to bring **any** food or drinks into the setting as we have children with severe food allergies. Your child will be provided with a drink and snack/meals whilst at Rising Stars.
- We encourage outdoor play all year so please make sure your child is prepared for all weather conditions.

We operate a key person system at Rising Stars, this helps to build up a good working relationship between yourself your child and your key person. Your child's key person will be responsible for monitoring their development through observations, planning and implementing activities based on your child's interests, if your child has a particular interest please let their key person know.

Please ask a member of staff if you are unsure who your child's key person is.

Whilst your child is at Rising Stars they will follow a simple routine. Routines are important as they allow children to emotionally prepare for changes that are to come, for example a child will know when certain things happen in their day such as when they have played outdoors they will know their parent/carer will be collecting them next.

If you have any questions, please ask a member of staff.

**Child's Personal Details**

Child's Full Name	
Is the Child known as another name?	
Child's Date of Birth	
Child's Address (including postcode)	
Telephone Number	
Email Address	
Child's Ethnicity	

**Please provide Rising Stars with a copy of your child's birth certificate**

**Family Details**

Who else lives in the family home?

Name of adults	Relationship to Child	Contact Details	
Main Parent/Carer Name		Mobile Telephone	Place of work  Telephone Number
Parent/Carer Name		Mobile Telephone	Place of work  Telephone Number

### **Emergency Contacts / Collection Authorisation**

Please provide details of up to 4 people that you authorise to collect your child from Rising Stars in addition to those named on page 1.

To safeguard your child we WILL NOT let your child leave Rising Stars with anyone that we do not have details for or that you have not pre-arranged with us to collect.

**We WILL NOT allow any child to leave Rising Stars with anyone under the age of 16 years.**

	<b>1</b>	<b>2</b>
Name of Contact		
Relationship to Child		
Contact Telephone Numbers		
	<b>3</b>	<b>4</b>
Name of Contact		
Relationship to Child		
Contact Telephone Numbers		

<b>Password:</b>
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Please identify the languages spoken at home with Mum, Dad, Grandparents, Siblings, Carers.	
Does your child communicate in any other language?	
Faith: Any special requirements? i.e. diet, Festivals observed, Holy Days etc when it would be inappropriate to contact you unless in an emergency.	

**Emergency Treatment Permission**

In the unfortunate event of an emergency or accident occurring we must ensure that your child receives the best and the most appropriate care. To enable us to do this, please sign the declaration below:

**DECLARATION**

I/We give permission for my/our child to receive appropriate medical attention and treatment should an emergency occur. I/We understand that I will be contacted as soon as possible about the emergency or accident and that staff may accompany my child to hospital in my absence if necessary.

Name of Child		Date	
Name of Parent/Carer		Parent/Carer signature	

**Non – prescribed Medication Permission**

In an emergency situation if a child with a fever appears distressed or unwell we will administer an age appropriate dose of paracetamol (calpol), in accordance with Medicines and Healthcare products Regulatory Agency (MHRA) guidance, from a pre measured sachet after we have contacted you to establish whether and at what time a prior dose has been given. To enable us to do this, please sign the declaration below

**DECLARATION**

I/We give permission for my child to receive a measured dose of paracetamol, in accordance with the Medicines and Healthcare products Regulatory Agency (MHRA) guidance if they have a fever and appear distressed or unwell. I/We understand that I/we will be contacted prior to the dose being administered to confirm any prior dosage and to arrange collection of my/our child.

**Paracetamol will not be administered to children less than 3 months old**

Name of Child		Date	
Name of Parent/Carer		Parent/Carer signature	

**Medical Details/Other Needs/Other Agency Support**

This section is to be used to inform Rising Stars of:

- any medical conditions that your child has or has had in the past that we may need to be aware of
- any special needs your child has
- any other agencies who are working with your child

This will enable us to ensure your child receives the most appropriate care.

Does your child have any diagnosed allergies?	<b>YES / NO</b> If "YES" please give further information
Does your child have a food allergy? *	<b>YES / NO</b> If "YES" please give further information

Does your child have or previously had any medical conditions?	<b>YES / NO</b> If "YES" please give further information
Does your child require an inhaler or epi – pen?	<b>YES / NO</b> If "YES" please give further information
Is your child using any long term medication?	<b>YES / NO</b> If "YES" please give further information
Does your child have any complex medical needs, special education needs or an identified disability	<b>YES / NO</b> If "YES" please give further information
Is there any other Agency involved with your child, for example Social care, Family support worker or Speech Therapist?	<b>YES / NO</b> If "YES" please give further information, names and contact numbers
I/we give consent for Rising Stars Daycare to contact health professionals if necessary regarding Two year progress checks and school readiness.	<b>Parent/Carer signature:</b>

\*(If yes, parent/carers must provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication. The Daycare cannot accept food intolerance results from a private company sourced by the parent/carers

**Do you have any concerns regarding your child's development?**                      **Yes**                      **No**

**If yes have you expressed these concerns to your Health Visitor?**                      **Yes**                      **No**

Please outline your concerns:

### **Photograph Permission**

#### **DECLARATION**

I/We have no objection and I/we give permissions for photographs of my/our child to be used in the following ways (please tick the box under yes or no as appropriate):

	YES	NO
Within the Daycare	<input type="checkbox"/>	<input type="checkbox"/>
Social Media	<input type="checkbox"/>	<input type="checkbox"/>

Name of Child		Date	
Name of Parent/Carer		Parent/Carer signature	

### **Outings Permission**

As part of the learning experience that Rising Stars provides we feel it is of great importance for children to be able to go to the local park, library, local farm or shops. To enable us to do this, please sign the declaration below:

#### **DECLARATION**

I/We have no objections and give permission for my/our child to be taken on such outings as mentioned above.

Name of Child		Date	
Name of Parent/Carer		Parent/Carer signature	

### **Sun Protection / Cream Permission**

#### **DECLARATION**

In order to protect your children from the sun parents are expected to provide their child with a bottle of sun cream and sun hat, staff will apply sun cream as and when required throughout the day.

I/We give my/our consent for Rising Stars staff to apply sun cream to my child

Name of Child		Date	
Name of Parent/Carer		Parent/Carer signature	
Any Allergies to brands			

### **GDPR Declaration & Consent Form**

It is a requirement that Parents and carers give their consent for each service where data is shared.

Data Protection Act (1998) and the new General Data Protection Regulations, which came into effect in May 2018.

#### **Tapestry**

We use Tapestry to record assessment information against the Foundation Stage curriculum for children in Daycare. We share pupils names, dates of birth, gender, SEND information, Eligibility for pupil premium with Tapestry. Our agreement with Tapestry ensures that they adhere to the Data Protection Act (1998) and the new General Data Protection Regulations, which come into effect in May 2018.

I DO / DO NOT consent for school to share my details with Tapestry

Signed.....

Date.....

## **Price list April - March**

### **FULL TIME (sessions include meals and snacks)**

8:00-6:00	<b>£48.00</b>
8:00-4:00	<b>£44.00</b>
8:00-1:00	<b>£33.00</b>
1:00-6:00	<b>£33.00</b>
1:00-4:00 (No meal included)	<b>£29.00</b>

### **TERM TIME ONLY (sessions include meals and snacks)**

8:00-6:00	<b>£51.00</b>
8:00-4:00	<b>£46.00</b>
8:00-1:00	<b>£36.00</b>
1:00-6:00	<b>£36.00</b>
1:00-4:00 (No meal included)	<b>£32.00</b>

### **Wrap around care (TERM TIME ONLY)**

AM Wrap Around (8.00-12.30)	<b>£34.00</b>
PM Wrap Around (11.30pm – 6.00pm)	<b>£36.00</b>
Afternoon Wrap Around (11.30-4.00pm)	<b>£32.00</b>
After School Club	<b>£20.00</b>
Holiday Club (8am-4pm)	<b>£35.00</b>
Holiday Club (8am-6pm)	<b>£40.00</b>
Additional hour top-up	<b>£8.00</b>

### **Meal Prices (Funded childcare)**

Breakfast	<b>£1.50</b>
Dinner	<b>£2.50</b>
Tea	<b>£2.00</b>

***Due to children attending having severe food allergies children cannot bring packed lunches***

<b>Late Collection</b>	<b>£15.00 per 15 minutes</b>
<b>Late payment of fee's charge</b>	<b>£10.00</b>

<b>2 Year funding</b>	<b>30 hours funding</b>
<b>Sessional ONLY</b> 8.30-11.30am or 12.45-3.45pm - Monday to Friday	<b>Sessional ONLY</b> 8.30-2.30 Monday to Friday or 8.30-4.00- 4 days per week (depending on availability)



### **Fee's Policy**

- Fees are calculated on the basis that the Rising Stars is open 51 weeks of the year.
- No charge will be made when Rising Stars is closed for Bank Holidays, for training days or as a result of snow or other natural disasters.
- Fees must be paid within the period stated on the invoice.
- Invoices will be sent via email, parents must provide an upto date email address
- Late payment; if no payment is made within the period stated on the invoice a £10 charge **will** be incurred, if no payment is made in the following 3 days the childcare place will be suspended until payment has been made in full or may be terminated if a payment plan has not been adhered to.
- Children that access funded hours cannot access their usual sessions at Rising Stars Daycare if there is outstanding Daycare fees.
- Parent/carers that owe more than £50 may be issued with a payment plan.
- Fees are payable by direct debit, childcare vouchers or tax free childcare.
- There is no reduction in fees as a result of sickness, this includes when meals have been pre booked.
- One months' written notice is to be given by either party to terminate the initial agreement, however if an invoice is outstanding the childcare place will be immediately terminated without notice.
- Fees will be reviewed annually. One months' notice will be given regarding any changes.
- We understand that there will be times when you will be unavoidably late to collect your child; however a charge of £15.00 per 15 minutes will be made where there is persistent lateness. If there is persistent lateness parent/carers will be invited into the setting to discuss why they cannot collect their child on time, after this meeting a late collection will result in your child's place being permanently terminated.
- Children who attend full time are allocated two full weeks annual holiday with a 50% deduction; additional holidays will be charged at the normal rate, these charges apply in any financial year (1<sup>st</sup> April – 31<sup>st</sup> March). The two weeks must be taken as weekly blocks. A written holiday slip must be completed 4 weeks in advance of your planned holiday.
- Term time places are not eligible for non-payment holiday weeks, as per full time full places. Holidays taken out of term time will be charged at the normal rate.
- If your child attends Term Time only there will be a higher rate of charge for the place to be secured throughout the holidays.
- New Starters – we require a £20 non refundable deposit to secure your child's place.
- Children eligible for funded hours will only be offered at designated session times, additional top is available at cost.

### **Fees Policy Declaration**

- I have read and understood this fee's policy and I agree to comply with them.
- I agree to pay fees by, direct debit, childcare vouchers or tax free childcare within 30 days of my invoice being produced and agree to give 4 weeks' notice or payment in advance when withdrawing my child from Rising Stars.
- Invoices will be sent via email, please ensure you have provided us with an upto date email address

Child's Name: .....

Parent/Carers Name: .....

Parent/Carer Signature: .....

Date: .....

**PLEASE NOTE: OUR BANK DETAILS ARE:**

**Sort Code:16-00-08**

**Account Number: 11369152**

**Account Name: Worsbrough Common Rising Stars Daycare**

**Bank Name: Royal Bank of Scotland**

**Please use your child's name as a reference.**

Please complete the table below with the days and hours that you have agreed your child will be attending Rising Stars

What date would you like your child to start attending Rising Stars? Date: _____ Will your child attend Full time or Term Time only (please tick): Full time <input type="checkbox"/> Term Time <input type="checkbox"/>					
	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
8:00am – 6:00pm					
8:00am- 4:00pm					
8:00am – 1:00pm					
1:00pm – 6:00pm					
1:00pm-4:00pm					
AM Wrap Around (8:00am-12.30pm)					
PM Wrap Around (11:30 – 6:00pm)					
Afternoon Wrap Around (11.30 - 4.00pm)					
After School Club 5-8 Years					
Holiday Club 5-8 Years					
AM Session (8:30am – 11:30am) *2 & 3 year (15 hours) Funding Only*					
PM Session (12:30pm – 3:30pm) *2 & 3 year (15 hours) Funding Only*					
30 hours Funding 8.30-2.30 Monday to Friday or 8.30-4.00- 4 days per week (depending on availability)					

**Sessions will be confirmed once allocated by a member of the management team.  
(Sessions will only be confirmed after availability checks)**

### **Declaration**

- I wish for my/our child to attend Rising Stars
- I have read and understood this Parent/Carer Contract and agree to comply.
- I agree to pay fees by bank transfer, direct debit or tax-free childcare within 30 days of my invoice being produced and agree to give 4 weeks' notice or payment in advance when withdrawing my child from the Rising Stars.
- I agree to provide Rising Stars with any supporting documents, i.e. child's birth certificate, to enable them to verify the information I have included in this form.
- If I am aware that any of the information included in this form needs to be change, for example other people who can collect my/our child, additional medical needs or changes to permissions, I will inform Rising Stars as soon as I am able to.

I declare that all information I have provided to Rising Stars is true to my knowledge. I understand that the information I have provided will be kept on file (including the Rising Stars database). I understand that if the home address of the main parent/carers is different to that of the partner that I give permission for this information to also be held on all relevant Rising Stars databases.

Name of Child	
Name of Parent/Carer	Signature / Date
Name of Staff	Signature / Date

### **Settling in Policy and Procedure**

Rising Stars Rising Stars wants the children attending and their parents / carers to feel welcome, safe, confident and happy whilst they are with us.

In order to accomplish this, we will arrange the following: -

- A visit to look around the Rising Stars for parent/carers and child when making a booking.
- A key person will be assigned to each child and parents/carers will complete a parent contract with them, giving contact details, and child information.
- Parents/carers are encouraged to visit the Rising Stars before an admission is planned. We recommend visiting starts the month before the child's start date. We highly recommend for children to attend at least 3 one hour settling in sessions, where parents will leave the child in the care of the key worker. Parents/carers are welcome to wait in the reception area whilst the settling in session takes place.
- Parents are encouraged to complete the 'All about me' section on Tapestry, parents will receive a link via email to access Tapestry. (Please ensure you have supplied us with a valid email address).

Each child is an individual and the above is only a guideline. The staff will advise parents / carers on the number and length of the visits based on the individual child's needs.

The admission procedure of children is flexible and the needs of the parents / carers and the child will be taken into account, however this is done at Rising Stars discretion.

## **Useful Information**

We operate a key person system in Rising Stars. This helps to build rapport with children and yourself and provides a point of contact for future discussions around your child's development. It is the key person who maintains records of achievement for your child. You can ask to view these documents at any time in addition to the annual parent's event.

It would be helpful if you could provide a pair of soft shoes for indoor use and a spare set of clothes in case of accidents. Clothes should be labelled with your child's name to ensure that they are not misplaced or lost. In order for children to feel confident whilst at play they must be able to get messy without the fear of getting into trouble. We therefore request that children are dressed in suitable clothing. This should be washable and parents must bear in mind the activities the children will be doing. For example, painting, climbing, gluing, clay modelling etc.

Please do not allow your child to bring money, sweets or toys into Rising Stars, as we cannot be held responsible for any loss or damage.

Access to Rising Stars is strictly controlled. Please see your child's key person for further information concerning this. Please be aware that the following security measures are in place for the continued safety of the children at Rising Stars.

- All doors and gates must be properly closed after use.
- If you need other people to collect your child at any time, a member of staff must be informed prior to collection.
- If the person collecting is unknown to the staff you will need to provide them with your password for them to gain access to Rising Stars.
- Parents / carers are responsible for making sure that anyone collecting their child is made aware of these measures.

Children will require a named bag of nappies, baby wipes, nappy sacks and any formula milk and bottles needed. If your child hasn't got enough nappies/wipes you will be contacted to bring some to setting as soon as possible.

## **Arrivals and Departures**

All parents / carers must use the intercom / bell system when entering Rising Stars. For security purposes it is important that everyone who enters the building uses this system and that no one is let in without being acknowledged by a member of staff.

This means **not holding the door open** and allowing people into the building.

Parents and carers are requested to pass the care of their child to a specific member of staff who will ensure their safety and attendance is recorded in the register.

On admission, parents / carers are asked to provide a security password for use in emergency situations. This enables staff to identify adults unknown to them when collecting a child from Rising Stars.

The Rising Stars maintains a secure record of all nominated passwords.

If a child is not collected by closing time then two members of staff must remain on the site. One member of staff will attempt to contact the parent/ carers; if this fails the emergency contact numbers will be used. This procedure should be repeated at five-minute intervals. If no contact has been made after fifteen minutes a member of the leadership team will contact South Yorkshire Police and BMBC Social Care to collect your child.

During this time the child will be comforted and allowed to play to ensure the child is not stressed by the situation.

## **Meals**

All our meals are prepared daily on site by our cook, using fresh ingredients.

At meal times staff are continuously encouraging children to eat their meal or least try something of their choice from their plate, if children do not eat at meal times staff will explain in a friendly manner the importance of healthy eating, children are given a choice of fruit before having pudding to ensure children have eaten throughout the session. If children have eaten a small amount of food this is celebrated with praise from staff to give encouragement. Meal times offers us a wide range of learning opportunities, it gives children the opportunity to express their personal preferences and allows staff to discuss the importance of nutrition, we also encourage children to be independent as much as possible throughout meal times.

Due to children attending Rising Stars with severe food allergies we cannot allow any children to bring in any food/drinks from home.

Meals are included in the price when accessing private Daycare, children that receive funded childcare will receive an invoice for meals provided during their sessions. Snacks are provided for all children regardless of their sessions.