



# Busy Kids Registration Contract

## Health & Well Being Policy

### **Prescription Medication**

Prescription medication will only be administered whereby the medicine book has been completed and signed by the parent/guardian.

### **Emergency Medication**

Emergency Medication will be administered only when the Emergency Medication forms have been completed by the parent/guardian. This must be accompanied by written instructions from the doctor. The parents must provide the medication in its original container.

### **General Medication**

The crèche manager or designated person will contact the parents to seek permission to administer pain relief or fever relief if deemed necessary. The parents must supply their chosen method of pain relief to the crèche in its original container. It will be clearly marked with child's name and stored securely.

### **Exclusion Policy**

The manager will contact parents to remove the child from the crèche to receive medical advice when

- 1) The child displays symptoms to suggest a serious or contagious illness.
- 2) A child's behavior is causing a threat to the wellbeing and safety of the child or others in the crèche.

### **Return Policy**

The children will be permitted to return to the crèche when

- 1) the doctor has issued written confirmation that the condition is not a threat to the well being of the child or other children
- 2) the manager has confirmed that the child's symptoms have subsided



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## Safety & Security Policy

All parents will be required to sign their children in and out of the crèche on a daily basis. Advance notice should be given if someone other than the parent is collecting your child.

Notification must be given if you do not require your child to be photographed while in the supervision of the crèche.

## Financial Policy

### **Payments**

When booking a place for your child a deposit is required to hold the place. The deposit is one week's fee.

Crèche fees are based on a 52 week year. Fees must be paid in full a month/week in advance by standing order.

Full crèche fees are required to hold the child's place during holidays and periods of short term illnesses.

### **Retainer Fee**

Long term illness is a period of more than month whereby the child cannot attend the crèche. A doctor's certificate is required and a retainer fee will apply in this instance

If you wish to take your child out of the crèche for a significant period of time (i.e. more than one month) and wish to hold his/her place a retainer fee is applicable.

### **Refunds**

If a place is not taken your deposit will be refunded if one's months notice is given. Alternatively it is refundable when the child leaves the crèche provided again that one's months notice is given.



# Policy & Registration Contract Acceptance

I/We have read and understood the policies and registration requirements of Busy Kids Crèche and accept same.

Signed: Parents/ Guardians

(1).....

(2).....

Date:

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Signed: Crèche Manager

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Date:

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Additional Information

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