JAMmy Tots Nursery – Parent Handbook and Contract

1. Welcome to JAMmy Tots Nursery

At JAMmy Tots Nursery, we aim to create a warm, nurturing and educational home-from-home environment for children aged 0–5. Our ethos is built on high-quality care, strong relationships, and a commitment to each child's unique development.

We follow the Early Years Foundation Stage (EYFS) statutory framework and provide a safe, stimulating learning environment where children thrive.

Experienced Leadership

JAMmy Tots Nursery is led by Jenene Morgan, an experienced former Deputy Headteacher who holds the National Professional Qualification for Headship (NPQH) and a master's degree in education. With over 20 years of teaching experience in Physical Education and Childcare Level 3, Jenene brings a deep and practical understanding of child development. Jenene also has 2 children of her own.

Her background includes: - Behaviour management expertise - Level 3 Safeguarding training - Pediatric First Aid - Diabetes care training- Has taught BTEC Childcare level 2 & 3 courses- Former SENCO.

Jenene also part owns JAM Activity Camps- a holiday camp for ages 5-11.

2. Our Vision and Values

At JAMmy Tots Nursery, our philosophy is built around three core values that shape everything we do:

✨ **Joy**

We create a warm, happy environment where children feel secure, supported, and excited to play and learn.

✨ **Adventure**

We inspire curiosity and exploration by offering playful, hands-on experiences that encourage children to discover the world in their own unique way.

✨ **Memories**

We nurture meaningful moments — building positive, lasting memories through caring relationships, safe routines, and a home-from-home atmosphere.

These values guide our daily practice and underpin our commitment to providing exceptional early years care.

3. Opening Hours & Attendance

- Opening times: Monday to Friday, 7:30am – 6:00pm
- Minimum attendance: 3 full days per week
- Daily fee: £90 per day

Annual Closures

JAMmy Tots closes for 4 weeks as follows:
- 1 week at Easter
- 1 week in the summer holidays
- 2 weeks over Christmas and New Year
- Plus bank holidays.

How Fees Are Charged

Fees are charged on an annual basis based on 48 weeks per year and are payable in 12 equal monthly instalments.

Invoicing & Payments

- Invoices issued monthly in advance
- Payment due by the 1st of each month
- One full calendar month notice is required for changes or leaving

Deposit

A deposit of £300 is required to secure the childcare place. This will be deducted from the final invoice, provided all fees are paid and one month's notice has been given.

Fees include meals, snacks, drinks, wipes, outings, and all learning materials. Parents must provide nappies and formula.

Payment Terms

- Fees are payable on 1st of every month and in advance.
- Fees are payable during sickness, absences, and holidays.

FEE SHEET

Standard monthly fees without funded hours	3 days	4 days	5 days
All Ages Total £90 per day	£1080	£1440	£1800
9 months to 2 years with funded hours			
Cost after Working Parent funded hours (30hrs)	£357	£717	£1077
2 years with funded hours			
Cost after Two-Year-Old Offer funded hours (15hrs)	£703	£1059	£1415
Cost after Working Parent funded hours (30hrs)	£357	£717	£1077
3-4 years with funded hours			
Cost after Universal funded hours (15hrs)	£711	£1071	£1431
Cost after Extended (30hrs) Entitlement funded hours	£357	£717	£1077

Parents must provide formula and nappies for babies.

Other forms of financial support you can access at our setting:

- ✓ Tax-Free Childcare
- ✓ Universal Credit for Childcare4
- ✓ Study Support

Deposit: A deposit of £300 is payable on acceptance of an offer

Government Funded hours

Working parents can access up to 30hrs free childcare per week from the term following their child turning 9 months old. Prices quoted are subject to the submission of a valid eligibility code. To apply for a code, please visit the Government website: https://www.beststartinlife.gov.uk/childcare-early-years-education

Eligibility codes must be applied for before the beginning of the qualifying term. Please email

Date by which child must have reached 9 months old (For 9 months to 1 year)	Your child's birthday (for children aged 1 year to 5 years)	When they can get their hours from	Recommended time to apply for a code	When to submit your code to LEYF
By 31 December	1 September to 31 December	Term starting on or after 1 January	15 October to 15 November	By 17 November
By 31 March	1 January to 31 March	Term starting on or after 1 April	28 January to 28 February	By 2 March
By 31 August	1 April to 31 August	Term starting on or after 1 September	15 June to 15 July	By 17 July

info@jammytotsnursery.com if you would like a copy of the application form to apply for funding.

If your child is not eligible for the Working Parents funding, they will automatically receive **15 hours of Universal Funding** from the term after their 3rd birthday.

If your two-year-old does not qualify for the Working Parents funding, you may be eligible for funding via your Local Authority. Please contact your Local Authority to check your eligibility and to apply for this funding. Eligible children will receive the 15 funded hours from the term following their second birthday. If you qualify, please inform your Nursery Manager.

The Government funds up to 30 hrs term time only for 38 weeks of the year. If you are on an all-year-round booking, the hours will be delivered pro-rota at 11.4hrs (15hrs schemes) or 22.34 hrs (30hrs scheme) over 48 weeks. This is stretched funding.

It is a condition that a Parental Declaration form is signed and submitted for all children in receipt of Government and Local Authority funding. Forms will be sent out two weeks prior to the start of each term via the Funding Loop online service and must be submitted before the start of term. Failure to sign the form may result in the funding being withdrawn and private fees being applied.

Rates for other fees and charges

This list gives the current rates for fees and charges described in the Terms & Conditions. Please refer to your Terms & Conditions or speak with your Nursery Manager for more information on when these fees apply.

Deposit: A deposit of £300 is payable on acceptance of an offer. If the place is cancelled six or more weeks in advance of the agreed start date the deposit will be returned. If the place is cancelled less than six weeks before the agreed start date, the deposit will not be returned. At the end of a child's time at nursery, the deposit will be transferred to the parent's fees' account as a credit and final payments will be re-calculated accordingly.

Late Collection Charge: £5 per 5 minutes or part thereof.

Late Payment Charge: £30 for late payment of the monthly fees and/or interest at the rate of 3% above the Bank of England Base Rate on any fees still unpaid on the 2nd day of the month.

Staffing

Your child will be cared for by:

- Nursery Owner/Manager/childminder – Fully qualified and experienced teacher
- One qualified Level 3 early years practitioner/ manager
- One nursery assistant (qualified Level 2 early years practitioner)
- One nursery assistant (Enhanced DBS & Safeguarding trained)

All staff hold enhanced DBS checks. At least one member of staff on site at all times holds a paediatric first aid qualification. All staff receive regular first aid training.

6. Settling-In Process

We want your child to feel safe and confident from the start. Our approach includes: A parent visit to discuss routines, preferences and needs, a short session with parent present where required, a settling session without parent, gradual increase in time depending on the child's comfort level.

7. Daily Routine

A typical day includes: -

- Free play and arrival activities - Morning circle - Learning through play (age-appropriate) and follows the EYFS 7 areas of development - Snack time - Outdoor play - Lunch - Nap or quiet time - Afternoon activities and phonics - Snack - Free flow play and pick-up. Our routines support independence, confidence, and emotional security.

8. Meals & Nutrition

We provide healthy, balanced meals and snacks. Dietary needs are fully respected.

Parents must inform us of: Allergies, Intolerances and Cultural or religious food preferences.

Fresh water is available throughout the day.

9. Allergen Awareness

We follow statutory allergen regulations. Allergens in meals are attached to this document.

Where a child has a diagnosed allergy, all ingredients are checked carefully, the child is never given restricted foods and cross-contamination is minimised.

10. Behaviour Expectations

We promote positive behaviour through praise and encouragement, modelling appropriate behaviour, consistent routines, clear boundaries and visual cues.

We never use physical punishment. Behaviour concerns are always discussed with parents.

11. Learning & Development (EYFS)

We support development across all EYFS areas through sensory play, outdoor learning, early literacy and numeracy experiences, creative activities, role play and imaginative play.

Children's progress is observed and recorded. Parents receive regular updates.

12. Safeguarding & Child Protection

We have a legal duty to safeguard children. We follow the Redbridge Safeguarding Children Partnership procedures - EYFS statutory safeguarding requirements.

Concerns regarding a child's welfare will be reported to the appropriate agencies.

13. Illness & Medication

Children must stay at home if they have:

- Vomiting or diarrhea (48-hour rule)
- Fever
- Contagious illnesses
- Medication will only be administered with parental consent provided in writing, by email, or via message. It must be kept in the original prescription bottle.

14. Health & Safety

We maintain a safe environment by conducting daily risk assessments, keeping equipment clean and age-appropriate, supervising children at all times and following fire safety and emergency procedures.

15. Outdoor Play

Outdoor learning is part of our daily routine. Equipment is checked regularly, and children are supervised closely.

Sun safety measures include sunscreen (with permission), hats and protective clothing and shade during peak sun hours.

16. Outings

From time to time, we may take children on local outings such as parks, libraries, and nature walks. Parents will always be informed in advance, and consent will be requested for each trip. We also enjoy regular local walks as part of our daily routine. This statement serves as general notice that local walks may take place, and separate permission for these is included in the permissions form.

17. Communication With Parents

We believe in open communication. You will receive updates via daily verbal handovers, messages or photos (where appropriate) and progress updates and observations.

Parents are encouraged to share any significant home changes that may affect their child.

18. Complaints Procedure

We aim to resolve concerns quickly and respectfully.

- Speak to us directly for informal resolution
- Formal complaints may be submitted in writing to info@jammytotsnursery.com
- All EYFS-related complaints receive a response within 28 days

Ofsted contact details:
0300 123 1231
Piccadilly Gate, Store Street, Manchester, M1 2WD

19. Confidentiality & Data Protection

All personal information is stored securely and handled in line with GDPR principles. Information is only shared when legally required for safeguarding. The designated Data Protection Officer (DPO) for the setting is Jenene Morgan. A complaints form can be found on the website: jammytotsnursery.com.

JAMmy Tots Nursery – Policy Manual

Contents

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Cover Page

JAMmy Tots Nursery Policy Manual
25 Mallards Rd, Woodford, IG8 7DF
Manager: Jenene Morgan
Date: April 2026
Next Review: April 2027

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1. Safeguarding & Child Protection Policy

Purpose:
To safeguard and promote the welfare of children at JAMmy Tots Nursery. Staff have a legal and moral duty to protect children from abuse, neglect, and poor practice.

Scope:
All children, staff, volunteers, and management.

Key Points:

- All staff are trained in safeguarding, recognising signs of abuse, and responding appropriately.
- Duty of Care is prioritised; all procedures follow EYFS 2025 and KCSIE 2025 guidance.
- Designated Safeguarding Lead (DSL): Antonia Edghill
- Deputies: Jenene Morgan, Michael Barling
- Confidential records are maintained securely.
- Procedures include reporting concerns, liaising with social services, and managing allegations against staff.

Operational Responsibilities:

- Safer recruitment, DBS checks, reference verification.
- Induction and ongoing training for all staff.

- Monitoring and review of safeguarding procedures.

2. Intimate Care & Toileting Policy

Purpose:
To ensure children receive safe, dignified, and supportive care during toileting and intimate care routines.

Scope:
Children aged 3 months to 5 years, staff, volunteers, and parents.

Key Points:

- Staff respect children's privacy and promote independence.
- Procedures for nappy changes, toilet training, and personal hygiene are consistent and documented.
- Children with additional needs have Individual Care Plans.
- Confidential records maintained; two staff present where necessary.

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3. Health & Wellbeing / Medical Policy

Purpose:
To protect the health, safety, and wellbeing of all children.

Scope:
All children, staff, volunteers, and parents.

Key Points:

- Illness, infectious disease, and hygiene procedures are followed.
- Medication administered only with parental consent; records maintained.
- Individual Health Care Plans for children with long-term medical needs.
- Paediatric first aid staff present at all times; emergency procedures followed.
- Promotion of healthy habits, nutrition, outdoor play, and emotional wellbeing.

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4. Behaviour & Anti-Bullying Policy

Purpose:
To provide a clear framework for managing behaviour and preventing bullying.

Scope:
All children, staff, and nursery activities.

Key Points:

- Positive behaviour promoted through praise, encouragement, and routines.

- Bullying is addressed immediately; zero-tolerance approach.
- Incidents recorded, monitored, and reported.
- Staff trained in restorative practices and conflict resolution.
- Partnership with parents to support behavioural expectations.

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5. Emergency, Fire Safety & Risk Assessment Policy

Purpose:
To ensure the safety of children, staff, and visitors during emergencies and maintain a hazard-free environment.

Scope:
Nursery premises, off-site activities, staff, children, and visitors.

Key Points:

- Regular risk assessments of indoor and outdoor areas.
- Fire safety procedures, evacuation drills, alarms, and equipment checks.
- Emergency procedures for intruders, severe weather, utility failures, and medical emergencies.
- Staff training on first aid, fire safety, and emergency procedures.
- Daily, monthly, and annual safety checks documented.

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6. Special Educational Needs (SEN) Policy

Purpose:
To ensure children with SEN are identified, supported, and included in all aspects of nursery life.

Scope:
Children with identified or suspected SEN, staff, volunteers, parents, and external professionals.

Key Points:

- Early identification through observation, assessment, and parental feedback.
- Individual Support Plans (ISPs) tailored to each child.
- Inclusive activities and accessible resources.
- Collaboration with parents and external professionals.
- Staff training in SEN awareness, differentiation, and specialist strategies.
- Regular monitoring and review of progress and interventions.

Accident & Emergency Policy

Purpose:

To ensure all accidents, injuries, and emergencies at JAMmy Tots Nursery are managed safely, promptly, and in line with statutory requirements.

Scope:

All children, staff, visitors, emergencies, and incidents on nursery premises or outings.

Key Points:

• A Paediatric First Aid trained adult is on-site at all times; first aid kits maintained and checked monthly.

• Minor injuries are treated immediately, recorded on an Accident Form, and shared with parents.

• All head injuries are taken seriously: parent informed immediately and child monitored.

• Serious injuries (e.g., fractures, burns, unconsciousness, breathing difficulty) require calling 999; parents contacted promptly; Ofsted notified where required.

• Allergic reactions/anaphylaxis: EpiPen administered immediately, 999 called, incident recorded.

• Emergency services are given clear information; a senior staff member accompanies the child to hospital if parent not present.

• Major emergencies (fire, gas leak, flood, intruder): building evacuated, register taken, 999 called, parents contacted; no re-entry until safe.

• Missing child procedures: immediate search, exits secured, 999 called within 5 minutes if not found, Ofsted notified.

• All accidents/incidents recorded securely and stored for 21 years + 3 months.

• RIDDOR and Ofsted notifications made for serious injuries, hospital treatment, or significant incidents.

• Parents informed immediately for serious injuries and at collection for minor injuries.

Attendance & Prolonged Absence Statement

Regular attendance is essential for monitoring children's wellbeing and safeguarding. JAMmy Tots Nursery keeps accurate daily attendance registers and follows up any unexplained or prolonged absence promptly.

- Parents must inform the nursery of any absence before the start of the day.
- Any unexplained absence will be followed up with a phone call to parents/carers.
- If a child is absent for more than 48 hours without explanation, or if staff are unable to make contact with the family, this will be treated as a safeguarding concern.
- Prolonged, repeated, or patterns of absence may trigger further enquiries or a referral to Redbridge MASH if there are concerns about a child's safety or welfare.
- All absences, attempts to contact parents, and outcomes are recorded.

This approach ensures that children are safe, accounted for, and that any welfare concerns are identified early.

CCTV and Video Monitoring

- At JAMmy Tots Nursery, we use video monitoring in some areas of the setting to help keep children, staff and visitors safe and to support safeguarding and security.
- Cameras are used in communal areas- the two playrooms. They are never used in toilets or any areas where privacy and dignity are expected.
- Our cameras are set to record only when there is activity in the room**.** They do not record continuously. Recording happens automatically when motion is detected and does not depend on staff watching live footage on a phone or device.
- Footage is stored securely and can only be accessed by authorised senior staff, such as the Nursery Manager or Designated Safeguarding Lead. Recordings are only viewed when necessary, for example following an incident, concern or safeguarding matter.
- Footage is retained for a limited period in line with our data protection policy and is automatically deleted or overwritten unless required for safeguarding or legal purposes.
- Clear signage is displayed around the nursery to inform parents, carers and visitors that cameras are in use. Further details are available in our CCTV & Video Monitoring Policy, which can be viewed on request.

Allegations of Abuse Against a Childminder or Household Member Policy
If an allegation is made against me or any person living or working on the premises, I will take it seriously and act immediately to safeguard children. I will not investigate the allegation myself. I will contact the Local Authority Designated Officer (LADO) and follow their guidance. Ofsted will be informed within 14 days. Accurate records will be kept and confidentiality maintained.

Uncollected Child Policy
If a child is not collected at the agreed time, I will contact parents and emergency contacts. The child will be cared for safely. If no contact is made and there are safeguarding concerns, I will contact the appropriate authorities and record the incident.

Lost Child Policy
If a child goes missing, I will immediately check the area and ensure the safety of other children. If not located quickly, I will contact the police and inform parents. All incidents will be recorded and procedures reviewed.

Complaints Procedure
Complaints will be taken seriously. Written complaints will be acknowledged within 48 hours and responded to within 28 days. Records will be kept and parents informed of their right to contact Ofsted. Complaints may be made via email, in writing or online.

Mobile Phone & Camera Policy
Mobile phones will not be used during supervision except in emergencies. Photos will only be taken with parental consent and stored securely.

Pets Policy
Children will be supervised around animals. Hygiene procedures will be followed. The household does not have a pet.

No Smoking Policy
This is a smoke-free environment. Smoking and vaping are not permitted on the premises or near children.

Emergency Medical Treatment Consent Policy
Written parental consent will be obtained. In emergencies, medical assistance will be sought if parents cannot be contacted. All actions will be recorded.

JAMmy Tots Food Menu

3 week rotation

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Cereal, toast & yoghurt	Cereal, toast & yoghurt	Cereal, toast & yoghurt	Cereal, toast & yoghurt	Cereal, toast & yoghurt
Lunch	Cheesy pasta	Beans on toast	Waffles/Pancakes with fruit	Sandwiches	Chicken, beef or veg noodles
Snack 10am & 3pm	Raisins & biscuit Fruit	Fruit salad Rice cakes	Cereal bar & raspberries Fruit	Banana & rice cakes Fruit	Crackers & cheese
Dinner	Chicken, rice, gravy vegetables	Fishcakes or fish fingers, wedges or chips & peas	Cottage pie or lasagne	Pork, chicken, beef or Sausage & mash	Various pizza options & salad

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Cereal, toast & yoghurt	Cereal, toast & yoghurt	Cereal, toast & yoghurt	Cereal, toast & yoghurt	Cereal, toast & yoghurt
Lunch	Sandwiches with cheese, ham or jam	Pasta bake	Crackers, cheese, ham & salad	Chicken or veg noodles	Cheesy pasta
Snack 10am & 3pm	Raisins & biscuit Fruit	Fruit salad Rice cakes	Cereal bar & raspberries Fruit	Banana & rice cakes Fruit	Crackers & cheese Fruit
Dinner	Fish fingers, wedges & beans	Jacket potato with cheese, beans, chilli or tuna	Spaghetti bolognese and sweetcorn	Various pizza options & salad	Hot dog (beef, chicken or pork) with salad

Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Cereal, toast & yoghurt	Cereal, toast & yoghurt	Cereal, toast & yoghurt	Cereal, toast & yoghurt	Cereal, toast & yoghurt
Lunch	Chicken or vegetable noodles with peas	Sandwiches with cheese or jam	White fish and potato mash with peas	Sausage, mash & beans	Cheesy pasta
Snack 10am & 3pm	Raisins & biscuit Fruit	Fruit salad Rice cakes	Cereal bar & raspberries Fruit	Banana & rice cakes Fruit	Crackers & cheese Fruit
Dinner	Chicken & rice, veg	Spaghetti bolognese and sweetcorn	Chicken curry and rice with veg	Lasagne and salad	Fish & chips, peas

All dietary requirements can be catered for.

Allergen List

Meal / Food	Glut.	Crust.	Egg	Fish	Pean.	Soy	Milk	Nuts	Cel.	Must.	Ses.	Sulph.	Lup.	Moll.
Cereal, toast & yoghurt	✓						✓							
Cheesy pasta	✓						✓							
Beans on toast	✓													
Waffles/Pancakes + fruit	✓		✓				✓							
Sandwiches: cheese/ham/jam	✓						✓							
Chicken/beef/veg noodles	✓					✓								
Raisins & biscuit	✓													
Fruit / fruit salad														
Rice cakes														
Cereal bar & raspberries	✓						✓							
Banana & rice cakes														
Crackers & cheese	✓						✓							
Chicken, rice, gravy & veg	✓													
Fishcakes/fingers + chips/peas	✓		✓	✓										
Cottage pie							✓							
Lasagne	✓						✓							
Sausage & mash	✓						✓							
Pizza & salad	✓						✓							
Pasta bake	✓						✓							
Crackers, cheese, ham & salad	✓						✓							
Fish fingers, wedges & beans	✓			✓										
Jacket potato: cheese/beans/chilli/tuna				✓			✓							
Spag bol & sweetcorn	✓													
Hot dog & salad	✓													
Noodles with peas	✓					✓								
White fish, mash & peas				✓			✓							
Sausage, mash & beans	✓						✓							
Chicken & rice with veg														
Chicken curry, rice & veg							✓							
Fish & chips, peas	✓			✓										

Consent Forms

NAME OF CHILD

I have received a copy of the basic working policies and procedures. I am aware that the full policies are on the website. I confirm that I have read and understood the contents of the policies and procedures in the parent handbook and agree with them.	
PARENT/CARER SIGNATURE	DATE SIGNED

I know the procedure for making a complaint and have been supplied with the Ofsted Complaints Line Number.	
PARENT/CARER SIGNATURE	DATE SIGNED

I give permission for my child to receive Emergency First Aid treatment or to be taken to an Accident and Emergency department to seek medical advice if necessary whilst in the care of JAMmy Tots Nursery and I agree that any medication can be administered in accordance with my child's medication record.	
PARENT/CARER SIGNATURE	DATE SIGNED

I give permission for my child to be taken out in the car belonging to Jenene Morgan providing a suitable child seat is used.	
PARENT/CARER SIGNATURE	DATE SIGNED

I give permission for my child to go on visits/outings with JAMmy Tots Nursery Staff and I would inform them immediately of any reason why my child could not participate.	
PARENT/CARER SIGNATURE	DATE SIGNED

I give permission for photographs and images of my child to be taken by JAMmy Tots Nursery Staff as proof of activities undertaken by my child whilst in their care for Ofsted and to occasionally be used in my child's, or another child's, activity diary.	
PARENT/CARER SIGNATURE	DATE SIGNED

I give permission for photographs to be used on the website & on social media. If you prefer not just leave blank.	
PARENT/CARER SIGNATURE	DATE SIGNED

I give permission for my child to play on large play equipment in the garden, at the park and in purpose built play areas. I have read and understood my childminder's policy on garden equipment.	
PARENT/CARER SIGNATURE	DATE SIGNED

I give permission for JAMmy Tots Nursery to share observations and photos with Ofsted and my child's pre-school.	
PARENT/CARER SIGNATURE	DATE SIGNED

I give permission for JAMmy Tots Nursery Staff to apply sun cream provided by me to my child when needed.	
PARENT/CARER SIGNATURE	DATE SIGNED

Name and contact number of people able to collect my child:

_____

_____

_____

Password to be used in unplanned pick up:

PARENT/CARER SIGNATURE	DATE SIGNED

Emergency Medical Treatment Consent

I give consent for emergency medical treatment to be given to my child if required.

Parent/Carer Signature:

Date:

I understand that at times, the registered provider may be off-site. In such instances, a suitably qualified and experienced assistant will be designated as the person in charge. The provider will remain contactable at all times and ratios, safeguarding, and first aid requirements will be maintained.

Signed_____

Contract & Documentation

Parents must complete:
- Registration form
- All About Me profile
- Medical and allergy forms
- Permissions form
- Contract agreement

All documents must be returned before the start date.

Registration Form

Name of Child:			DOB:	
Names of parents:			Home address:	
Telephone Numbers:			Email Address:	
Contracted Hours 7.30-6pm – Daily Rate: £90 inclusive				
Monday	Tuesday	Wednesday	Thursday	Friday
Amount: £____ due every month and all payments must be paid on 1st of every calendar month.				
Unarranged absence (such as child/parent sickness):			*Full fee*	
Bank holiday			*Full fee*	
Late collection			*£5 for every £5 minutes late*	
Charges during arranged absence (e.g. holiday):			*Full fee*	
Planned nursery closures			*Full fee* *48 week fee split between 12 months* - *Easter (Redbridge week 2)* - *Summer (Final week)* - *Xmas holidays x 2 weeks*	

Childminder sickness	*No Fee*

A notice period of one month is required from either party to terminate the contract for both parties. In exceptional circumstances, JAMmy Tots Nursery reserves the right to terminate the contract with immediate effect if:

1. A child's behaviour, needs, or circumstances place other children or staff at risk, or cannot be safely supported within the setting.
2. Safeguarding concerns arise which prevent the child from continuing attendance.
3. Fees remain unpaid after reasonable attempts to resolve the issue.
4. Repeated late collection or failure to follow agreed policies occurs.
5. Parents behave in a way that is abusive, threatening, or inappropriate towards staff or children.
6. The setting is unable to continue providing care due to personal, health, or operational reasons (with as much notice as possible).

To be completed by the Parent/Carer

I agree that the information stated above, in the attached forms, is current and correct. I agree to notify my childminder of any changes to this information.

I, the parent/carer, agree to the conditions set out in this agreement and agree to provide a reasonable notice period of any changes that need to be made for this agreement to remain current. I agree to share additional information relevant to the care of the child.

Signed _____ Date _____

To be completed by the Childminder

I, Jenene Morgan (JAMmy Tots Nursery) agree to the conditions set out in this agreement and agree to provide a reasonable notice period of any changes that need to be made for this agreement to remain current. I agree to share additional information relevant to the care of the child and to comply with all requirements of registration.

Signed _____ Date _____

Thank You

Thank you for choosing JAMmy Tots Nursery. We look forward to working in partnership with you and supporting your child's early years journey.

Please complete the All About Me section and return pages 17-24 to Jenene

JAMmy Tots Nursery – All About Me Form (Ages 0–2)

💝 Child's Details

Child's Name: _____

Date of Birth: _____

🏡 Family & Home Life

Tell us about your family, important people in your child's life, pets, languages spoken at home, and any special traditions or celebrations.

😊 General Information

Please share how your child shows their needs, what comforts them, and any routines or preferences that help them feel secure.

🩺 Medical Information

Let us know about any medical conditions, allergies, intolerances, or regular medication your child requires.

🍼 Feeding Routine

Please describe your child's feeding pattern, including milk feeds, mealtimes, favourite foods, and any dislikes.

Sleep Routine

Share your child's usual sleep schedule, how they settle best, and anything that helps them nap comfortably.

Toileting / Nappy Changing

Tell us about your child's toileting or nappy routine, including preferences or anything that helps them stay calm.

Likes & Dislikes

List your child's favourite toys, activities, songs, books, and anything they may dislike or find upsetting.

Learning & Exploring

Let us know what your child is currently learning, what they enjoy exploring, and any areas of concern.

Anything Else?

Is there anything else you would like us to know to help us care for your child in the best possible way?

Signatures

Parent/Carer Signature: _____ Date: _____

JAMmy Tots Nursery – All About Me Form (Ages 2–5)

Child's Details

Child's Name: _____

Date of Birth: _____

Family & Home Life

Tell us about your family, important people in your child's life, pets, languages spoken at home, and any special traditions you celebrate.

Personality & Interests

Please describe your child's personality, what they enjoy doing, and what activities make them happiest.

Learning & Play

Tell us about what your child is currently learning, their favourite play activities, and anything they show particular interest in (e.g. drawing, building, pretend play).

Communication

How does your child communicate? Do they use words, signs, gestures? Please include any speech or language concerns.

Sleep Routine

Does your child nap? If yes, when and for how long? How do they prefer to settle?

Toileting

Is your child toilet trained, in training, or still using nappies? Please include any routines or prompts that work well.

Eating & Mealtimes

Please share any food preferences, dislikes, routines, or dietary needs.

Medical & Allergy Information

Please give details of allergies, intolerances, medical needs, or regular medication.

Comfort & Support

Does your child have comfort items (teddy, blanket)? What helps them feel settled if they feel upset?

Additional Information

Is there anything else you would like us to know to help us support your child?

Signatures

Parent/Carer Signature: _____ Date: _____

Staff Signature: _____ Date: _____