

## Apple Tree Day Nursery Exclusion Policy and Procedure.

*Apple Tree Day Nursery reserves the right to exclude your child from the setting for any of these reasons:-*

### *Unacceptable Behaviour*

*In the case of unacceptable behaviour, where the child is inflicting emotional or physical abuse on another child or adult, this procedure will be followed:-*

*The Manager will liaise with the child's parent/ carer to ensure full awareness of the issue at hand. The Manager, child's key worker and parent/ carer will draw up an action plan and an individual Behaviour Management Plan to ensure all of the child's needs are being met and the issues are being dealt with sympathetically, constructively and consistently. If the plans are not successful in combating the unacceptable behaviour within the time allocated and the child is still inflicting emotional or physical abuse on other children or adults, steps will be taken to exclude the child from the setting. At this point it is at The Manager's discretion as to whether a 4 week notice period to the parent/ carer is in the best interest of the children and adults at The Nursery or whether immediate termination of the contact is required.*

### *Non-payment of fees*

*If The Nursery has not received your payment for fees within the first five working days of the month and no effort has been made to discuss the issue with The Manager, we will suspend your child's nursery place. This can be done verbally, with a letter to follow and will be in place until your account is paid in full or we receive your 4 weeks notice in writing. If we do not hear from you on this matter, your child's nursery place will be terminated at the end of the month that we have not received fees for, with no notice. You will not be refunded your £100 deposit.*

### *Unforeseen Circumstances*

*There may be circumstances that arise where it is not in your child's best interest to attend nursery.*

*For Example: Your child is unwell - please see appropriate Policy.*

*The Nursery may experience problems with their utilities, staffing or issues may occur with the ownership of The Nursery that prevent them from keeping The Nursery open. In the event of any of these problems, you or your emergency contacts will be telephoned and asked to collect your child as soon as possible.*

*A full account of the problems that The Nursery may have experienced will be available to you, and your fees for the duration of exclusion will be refunded.*

*Agreed on*

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*Next Review Date*

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