

**Nurseries Policies**

**Sussex House Nursery and Wendy House Nursery**

*Sussex House Nursery  
Sussex House  
1 Abbey Road  
Brighton  
BN2 1ES*

*Tel: 01273 664583  
Ofsted No130674*

*Wendy House Nursery  
Princess Royal  
Hospital  
Lewes Road  
Haywards Heath  
RH16 4EX*

*Tel: 01444 441881 ext  
8451*

*Ofsted No. EY231358*

Brighton & Sussex University Hospitals Nurseries recognise that whilst a client is on maternity they will still want to access the nursery for an older child. Therefore this policy is designed to support the parent or carer whilst on maternity leave but also to ensure the service continues to deliver the requirements of the Trust with working staff.

- Childcare will continue to be provided during maternity leave.
- A parent may wish to reduce the number of sessions a child attends during their absence from duty.
- A four week notice period in writing is required to do this.
- Sessions relinquished cannot be guaranteed to be available on your return to work.
- During maternity leave it is requested where possible that children attend between only the hours of 8.00am and 5pm, this will be discussed with individual families.
- Early and Late opening are to enable employed staff to be on duty however if circumstances require the support of additional family members for arrival and collections which are out of the above times please discuss with the Nursery Manager.
- Should you need a friend or family member to collect who is not known to the nursery staff then the security password written on your child's admission form should only be shared as required collecting the child.
- At the earliest possible time please inform the nursery if your child is not to attend their session.
- Fees will continue to be deducted from the salary whilst on maternity leave. If a parent or carer is no longer in receipt of a salary or the nursery fee exceeds the salary they will be invoiced.
- Brighton & Sussex University Hospitals reserve the rights to request that in circumstances such as significant illness or inclement weather which has restricted staffing within the nursery to ensure the service supports the Trust demands of working parents that a rearrangement of session may be advised.

Reviewed and Written 22<sup>nd</sup> September 2017

Mrs Tracey Gregory, Brighton & Sussex University Hospitals Childcare Services Manager

Mrs Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital

Mrs Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital