

NURSERIES: NURSERY PARENT OR CARER ON MATERNITY LEAVE POLICY AND PROCEDURE

CONTENTS

1	POLICY STATEMENT	1
2	NURSERY REQUESTS.....	1
3	APPROVAL AND REVIEW DETAILS.....	2

1 POLICY STATEMENT

University Hospitals Sussex nurseries recognise that whilst a client is on maternity they will still want to access the nursery for an older child.

The nursery management team acknowledges that during this time of excitement welcoming a new baby into a family it can also be unsettling for a child and the normality of a nursery routine can be important. 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.

2 NURSERY REQUESTS

- 2.1 Childcare will continue to be provided during maternity leave.
- 2.2 A parent may wish to reduce the number of sessions a child attends during their absence from duty.
- 2.3 A four week notice period in writing is required to do this.
- 2.4 Sessions relinquished cannot be guaranteed to be available on your return to work.
- 2.5 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.
- 2.6 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.
- 2.7 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.
- 2.8 At the earliest possible time please inform the nursery if your child is not to attend their session.
- 2.9 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.
- 2.10 University Hospitals Sussex NHS FT nurseries reserve the rights to request that in circumstances such as significant illness, COVID-19 Isolation or inclement weather which potentially impacts the legal staff:child ratios to ensure the service supports the Trust demands of working parents that a rearrangement or refund session may be advised.

3 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Written Amendments 10/01/2021	Tracey Gregory, Childcare Services Manager
Reviewed Amendments 11/01/2021	Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital
Next Review Date	October 2023

Approval and Amendment History	Details
Written 22/09/20217	Tracey Gregory, Childcare Services Manager
Reviewed	
Notes	