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**2013**

**Teddy Bear Club Nursery Problem Statement**

There is an evident need for Teddy Bear Club Nursery to transform their paper-based record and reporting system into an electronic version that permits more efficient administration and therefore time-saving. This assignment is to design a Relational Database system for Teddy Bear Club Nursery.

**Teddy Bear Club Nursery Problem Statement**

**AC32004–Database Systems**

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Problem Statement

There is an evident need for Teddy Bear Club Nursery to transform their current paper-based/electronic records keeping and reporting system into a single electronic version that permits more efficient and time saving administration of repetitive tasks such as generation of reports and producing monthly invoices.

Overview

This problem statement deals with the management of Children’s Records, Supplier Invoices, and Employee records within the Teddy Bear Club Nursery. In a new database, the company wants to keep and maintain information about the employees, children registered at the nursery, the departments/rooms the employees work in, the children allocated to each room, and the general running of the nursery through automated generation of reports to aid in the day to day running.

Up to now, the company has maintained the information on paper and in files, alongside using various electronic documents in the form of Microsoft office. This resulted in problems such as:

* It has become difficult and time consuming to produce monthly invoices as each of these has to be created manually before being sent to the parent.
* The system is distributed across paper based hard copies, small database systems, and electronic documents meaning there is no central management.
* Data is duplicated across multiple documents and keeping data current can sometimes be a problem when one small change has to be replicated across various types of documents and files.

The Teddy Bear Club Nursery is a preschool nursery catering to children from the ages of 0-5 years on a part time and full time and basis. The nursery consists of 2 types of department. These three departments are administration and child care. The child care department of the nursery is further sub divided into allocated room types that cater to specific age groups and children are allocated to these rooms based on their age and the availability of other rooms when they reached the required age.

As Employees, it has care staff, supervisors, culinary staff, and administration staff. The care staff and supervisors are assigned to individual room types with varying ratio’s of care staff/supervisors to the number of children depending upon the age of the children and which room type they are within. Care staff is responsible to the supervisors who oversee their work.

The Teddy Bear nursery administration staffs wants to administer a single electronic database system that will generate report’s automatically reducing on the amount of time required to manually carry out these tasks. The minimum requirements to reach this goal are a system that maintains Children’s Records, Supplier Invoices, and Employee records. In Addition there is further room for improvement within the current system of the Teddy Bear Nursery club for further expansion beyond the aforementioned minimum requirements.

Business Object Types

Teddy Bear Club Nursery wants to store information about the following business object types in its database. The Business Object Types have been broken down into categories of where they are most likely to appear in the real world to help organise the business object types and allow for a logical flow between various objects. The following categories are:

* Nursery
* Children
* Employee
* Human Resources
* Supplier
* Medical
* Payment
* Applicant
* Contact

**Nursery**

### Register

As children are enrolled at the nursery, a registration record is established for each individual child. The information gathered as part of the Register is taken from the Application Form for that child and includes information such as Type of Placement, Three Authorised Named Individuals to Collect Child, Preferred Start Date, etc. Every registered child has a unique register ID.

***Attributes of Register***

* Register ID
* *Child*
* *Parents*
* *Emergency Contact*
* Placement Type
* Preferred Start Date

### Placement Type

Any children enrolled in the nursery register that are actively attending the nursery part time need to specific which specific day’s they are attending the nursery. TBNC maintains a register of all children in the Nursery and need to establish a rota to allocate children to specific rooms on specific day’s and check for availability.

***Attributes of Placement Type***

* Placement Type Id
* RegisterID
* Monday
* Tuesday
* Wednesday
* Thursday
* Friday

### Consent

The information kept for a registered child includes personal data as well as business-related data in the form of a consent form. Consent must be specified by a parent during the enrolment process as it is used by the nursery during various activities, events, and incidents when a child is attending the nursery.

***Attributes of Consent***

* Consent ID
* *Child ID*
* *Permissions ID*
* *Doctor ID*
* Nursery Policies
* Nursery Policies Date

### Permissions

Children at the nursery require permission to join in on events such as photo sessions, trips, etc. The permission would be given by the parents. Permissions would include the name of permission as well as a description of what that permission entails. Permissions can be uniquely identified by their ID to allow a parent of multiple children to specific the same permissions for both children.

***Permission Attributes***

* Permissions ID
* Walks
* Coach Trips
* Public Transport
* Photo taken
* Photo used in nursery
* Photo used on website
* Photo used in publicity material
* Photo used in report documents
* Application of Sun cream
* Receive Medical Treatment
* Calpol Administration

### Medicine Record Book

It is the nursery’s responsibility to ensure that any medication that is administered to a child is logged and details. This log is used in connection with the incident log to ensure that children receive the correct treatment such as in the event of an allergy attack they care staff can act accordingly to aid the child.

***Medicine Records Attributes***

* Medicine Records ID
* *Allergies ID*
* *Medication ID*
* *Medical Conditions ID*
* *Incident ID*
* *Child ID*
* Description

### Rooms

TBCN wants to store information for each of its rooms. Every room has a unique room name to identify it and costs associated with it. These details are used to calculate fee’s whenever a child is attending the nursery. These details are also used to determine if there are any vacancies during specific days in the week in which a place could be offered to another child.

***Rooms Attributes:***

* Room\_ID
* Room name
* Daily charge
* Weekly charge
* Tea charge
* Room Vacancy

### Attendance

Attendance is a weekly log of the Childs attendance in the nursery alongside other details such as additional extra’s that will incur a fee such as teas and total days attending the nursery that week. Additional days will incur a cost where as absences from the nursery must also be noted.

***Attributes for Attendance***

* Attendance ID
* Week Start
* *Placement Type ID*
* *Room ID*
* *Absences ID*
* Total days
* Teas

### Absence

Used by the nursery to monitor the absences of a child each week. At the time a new attendance record for the week is established a new absence record is also created to keep track of days the child may have missed. However if no days have been missed then a record does not need to exist and it is removed at the end of the week.

***Attributes for Absence***

* Absence ID
* Monday
* Tuesday
* Wednesday
* Thursday
* Friday

**Payment**

### Fees

Once a month the fee’s are used to generate invoices to which will be sent to the parents of the child to request payment. These invoices contain additional information such as any additional costs incurred since the child has been at the nursery that month and appended onto the invoice bill.

***Attributes of Fees***

* Fee ID
* Date Charged
* *Room Id*
* *Child ID*
* *Parent Id*
* Teas Received
* Additional Days

### Monthly Invoice

Contains all the information that must be sent to the payee: Certain children may have deduction from a monthly payment, this must be recorded through the use of the voucher scheme and any further deductions made .

***Attribute of Monthly Invoice***

* Invoice ID
* Pay Date
* Late Fees
* Outstanding
* *Voucher Scheme ID*
* Deductions

### Payment History

The payment history servers as a historical ordered collection of records to ensure that parents have paid the fees of their child and that no balances remain outstanding. In the event that balances do remain outstanding then the outstanding values are appended onto the next invoice. It is also used to keep track of late fees for payments either not made in full or not made at all. These late fees will incur a daily charge on top of the outstanding balance due.

***Attribute of Payment History***

* Payment ID
* Paid
* Payment Type
* *Monthly Invoice ID*
* *Deposit ID*
* Date Due
* Date Paid
* Amount Due

### Voucher Scheme Register

To register with one of the companies that offer a discount via their voucher scheme a parent at this point must use their child’s name as a reference. This is necessary for the nursery to be able to trace a payment. If they are unable to trace a payment a parent risks being withdrawn from the nurseries voucher scheme.

***Attributes of Voucher Scheme Register***

* Voucher Scheme ID
* *Parent*
* *Voucher Scheme Provider ID*
* *Child*
* Intended Start Date
* registered with Dundee Council
* Date Signed

### Voucher Scheme Provider

The nursery accepts 5 different vouchers schemes. A voucher scheme register must be connected to one of the valid voucher scheme providers.

***Attributes of Voucher Scheme Provider***

* Voucher Scheme Provider ID
* Name
* Discount

### Deposit

When a child is registered at the nursery a deposit is required to secure the place. This is also to ensure that no outstanding fees are left on the account. The information gathered on deposit is who paid the deposit, when it was paid, and the appropriate details to return that payment to the same individual and keep a historic record of it.

***Attributes of Deposit***

* Deposit ID
* Deposit Paid
* *Parent*
* Deposit returned
* Date Paid
* Date Refunded
* Amount

**Children**

### Child

A child is one of the most important entities within the ER Diagram. Almost all tables will form a relationship back to this table in some sort of way. A nursery has multiple children registered to it and each child has unique attributes such as personal information and information regarding others in the form of contact details.

**Attributes of Child**

* Child Id
* First name
* Surname
* *Address*
* Date of Birth
* *Parents*
* *Emergency Contact*
* *Named person*
* *Room Id*
* Attendance
* Start date
* Leaving Date

**Contact**

### Named Person

A named person is an individual authorised to remove a child from the nursery whenever a parent is not available.

***Attributes for Named Person***

* Named Person ID
* First name
* Surname
* Relationship

### Parent

A parent is the first point of contact for a child if there is an emergency or an invoice is to be issued. Information stored on parent mostly relates to contact information in the event there is an incident and a parent needs to be contacted.

***Attributes of Parent***

* Parent Id
* First Name
* Surname
* Relationship
* Name known by at work
* Title
* *Home Address ID*
* *Work Address ID*
* Home Telephone
* Work Telephone
* Mobile Telephone
* Work Email

### Emergency Contact

Children at the nursery require two emergency contacts in the event of an emergency when neither parent can be contacted.

***Attributes of Emergency Contact***

* Emergency Contact ID
* First name
* Surname
* Home Phone
* Mobile Phone
* *Address ID*

### Address

Address is a general entity required by all contacts and other entities within the database such as Employee, Child, and Doctor.

***Attributes of Address***

* Address ID
* Address Line 1
* Address Line 2
* City
* State/Province
* Postal Code
* Country

**Medical**

### Dietary Requirements

These are the specific dietary requirements specified by an adult for a child. These details are specified during enrolment however they can always be updated at a later time if a new dietary requirement is required.

**Attributes for Dietary Requirements**

* Dietary Requirements Id
* Consent ID
* Description
* Allergy
* *Allergy ID*
* Religious

### Allergies

Children at the nursery that have allergies require their allergies to be specified and any special arrangements that are necessary for that child if they have an allergic reaction. Allergies would be confirmed by a doctor to ensure the appropriate action is taken in the event of an allergic reaction.

***Attributes for Allergies***

* Allergies ID
* *Consent Id*
* Name
* Description
* Special Arrangements
* Confirmed by doctor

### Medication

Appropriate staff can administer prescribed medication if necessary and complete the medicine record book. All medication administered to a child has to be recorded alongside the dosage given and any further details required.

**Attributes of Medication**

* Medication Id
* *Consent ID*
* Name
* Description
* Dosage
* Time between dosages

### Medicine Records

Used to record events in which there may be an incident in which medication is required for a specific allergy or medical condition for a child.

**Attributes of Medicine Record**

* Medicine Record Book ID
* *Allergies ID*
* *Medication ID*
* *Medical Condition ID*
* *Incident ID*
* *Child ID*
* Description

### Medical Conditions

The medical conditions that a child may suffer from and the treatment associated with it. These contain information on what the ailment is and what treatment the child is currently undergoing and if there is any medication associated with the condition.

**Attributes of Medical Conditions**

* Medical Condition ID
* *Consent ID*
* Name
* Description
* Treatment

### Doctor

The doctor of a child that is required when a child is registered at a nursery in the event of an emergency when medical treatment is required and permission has been given by a parent to do so.

**Attributes of Doctor**

* Doctor Id
* First Name
* Surname
* *Address*

**Supplier**

### Supplier Invoices

Suppliers Invoices are required by the nursery to make a payment to the supplier of goods.

**Attributes of Supplier Invoices**

* Supplier Invoice ID
* *Supplier ID*
* Date,
* Amount

### Supplier

Suppliers are an ordered list of people that Supply goods to the nursery alongside invoices.

**Attributes of Supplier**

* Supplier ID
* Name
* Phone Number
* Email
* *Address*

**Employee**

### Employee details

Employee details contain information on the current employment of that employee and how they progressed through the systems. Information is contained on a staff member throughout each individual point in their employment. Such as Application information - prior to a staff member starting work, When a new staff member starts employment, the induction process that the staff member goes through, the on-going training that a staff member has and receives whilst employed, and certain information is retained on a staff member when they leave employment at the university.

***Employee Attributes***

* Employee ID
* First Name
* Surname
* *Address*
* *Emergency Contact*
* *Job Application ID*
* *Room ID*
* *Role ID*
* Employment start date
* Date PVG registration expires
* Annual review dates
* Department

### Role

The role of an employee is determined whenever an employee starts employment and will be taken from the job application form. It is at this point that an applicant progresses to an employee and their role is assigned.

***Role Attributes:***

* Role ID
* Title
* Responsibilities
* Disclosure Level
* *Responsible To*

### Emergency Contacts

Employees at the nursery require two emergency contacts in the event of an emergency.

***Emergency Contacts***

* Emergency Contact ID
* First Name
* Surname
* *Address*
* Home Phone
* Mobile Phone
* Relationship

### Holiday Request

The nursery wants to store details of holiday requests to ensure that no two people from the same department are on leave at the same time.

**Attributes of Holiday Records**

* Holiday ID
* Date Requested
* Start Date
* End Date
* No. of days requested
* Holidays remaining prior to request
* Holidays remaining after request
* *Holiday Approval*

### Holiday Approval

Holiday approval is needed to ensure that employees that submit holiday requests do not automatically have those holidays granted as it could result in understaffing in the nursery.

**Attributes of Holiday Approval**

* Holiday Approval ID
* Approval
* Description

### Training Records

An employee’s current /previous on-going training alongside any training required to work in the nursery.

***Training Records Attributes***

* Training Record ID
* *Employee ID*
* Start Date
* End date
* *Course*
* Renewal Date

### Course

Course accredits an employee with a qualification and is used to update their training records.

***Course Attributes***

* Course ID
* Duration
* Name
* Completed

### Qualifications

Qualifications are required by employees to work in the nursery and are required to be updated whenever they need to be renewed. This serves as a history of the qualifications an employee has earned.

***Qualification Attributes***

* Qualification ID
* Name
* Renewal
* *Course ID*

### Work history

Work history is part of the job application in which previous employment of an employee will be saved for a period of time whilst they are employed at the nursery.

***Attributes of Work History***

* Work History ID
* *Employee ID*
* *Job Application ID*
* *Description*

### References

References are artefacts’ stored from the job application when an applicant is progressing to an employee. These are kept for the lifetime of the employee whilst employed at the company,

***Attributes of References***

* Reference ID
* First name
* Surname
* *Address*
* Job Title
* Description

**Human Resources**

### Retention Schedule

Data kept on children is kept for a short space of time. Staff are kept for longer, e.g. disclosures and long term. Contacts are kept. TBNC wants to store information for all nursery records that are in hard copy format or electronic format that will be destroyed as stated in Retention Schedule. The information gathered as part of the retention schedule include:

***Attributes of Retention schedule***

* *Retention Schedule ID*
* *Retention Record ID*
* Description
* Destruction

### Retention Records

All the retention records are maintained for destruction of documents and retention schedule records are established for these. The information gathered as part of the retention records include:

Attributes of Retention Records

* Retention Record ID
* Type of Record
* Destruction Description

### Holiday Entitlement

These are the day’s an employee is entitled to as their annual holidays. These can be used to request holiday’s.

***Attributes for Holiday Entitlement***

* Holiday Entitlement ID
* Start Date
* Days Worked
* Number of Hours worked
* Annual entitlement + 3 public holidays (Christmas Day, Boxing Day and 1 January)
* Bonus days for length of service

### Holiday Request

An employee can request holidays using their holiday entitlement if they have enough to cover their requested holiday however it is still subject to approval and no two staff member can be on leave in the same department at any one time.

***Attributes for Holiday Request***

* Holiday ID
* Date Requested
* Start Date
* End date
* No Of Days Required
* Holidays Remaining Prior to Request
* Holidays remaining After Request
* *Holiday Approval ID*

**Applicants**

### Job Application

When a job application is completed and an applicant progress to an employee it will be an administrators job to ensure tracking all processes have been completed in the Recruitment Process such as references at the beginning, Safe to work tracking procedures have been passed, Registered with Scottish social service, and Renewal dates set.

***Attributes for Job Application***

* Application ID
* Full Driving License
* Endorsements
* Limited Availability
* Restrictions Or Covenants
* Overtime And Weekends
* PVG Scheme Member
* Convictions
* Medical Questionnaire
* Previously Employed
* Previously Applied
* Work Permit Required
* Noticed To Employer
* Supplementary

### Applicants

A person from outside the nursery that is applying within the nursery for a job via a application form.

***Attributes for Applicant***

* Applicant ID
* First name
* Surname
* Telephone
* Email
* *Address*

Business Relationship Types

**Children**

### Child – Address

For a child, TBNC may have any number of addresses as a child could split custody between parents and live at 2 separate addresses or more with different parents at different times. A child must always have at least one address.

**Cardinality** – 1..M:1..M

### Child – Parent

More than one child at the nursery can have the same parents. There can be one or more parents per child.

i.e Siblings attending the nursery.

**Cardinality** – 1..M:1..2

### Parent - Address

More than one parent can live at the same address. Many parents can live at one address or many addresses.

**Cardinality** – 1..M:1..M

### Child – Named Person

There can be more than one child attending the nursery that has the same or multiple named persons responsible for them. E.g. Siblings

**Cardinality** – M:M

### Child – Emergency Contact

A child can have 2 emergency contacts and emergency contacts can be shared i.e. siblings

**Cardinality** - M:M

### Emergency Contact – Address

There can be more than one emergency contact at the same address. Many emergency contacts can share an address of multiple addresses i.e. Friends of family or even relatives.

**Cardinality** – 1..M:1..M

### Child – Register

A child registers only once.

**Cardinality** – 1:1

### Child – Room

A child is assigned to only one room at a time. Child is assigned to a new room when space becomes available.

**Cardinality** – 1:1

### Child – Awaiting Room

A child can potentially be in the nursery for 5 and a half years. During this time the child will progress through different rooms however if a room is unavailable the child will be placed on a priority list. One or more children may be waiting to be allocated a place in one or more rooms for their age group

**Cardinality** – 1..M: 1..M

### Child – Fees

A child can incur more fees throughout the month through attending extra days or staying for tea.

**Cardinality** – 1:M

### Child – Consent

A child requires a single permission consent form to engage in nursery activities.

**Cardinality** – 1:1

### Child – Attendance

A child has one or more attendance records.

**Cardinality** – 1..M : 1..M

**Medical**

### Doctor - Address

There can be multiple doctors from one practice in the system.

**Cardinality** – M:1

### Consent – Permissions

A child requires one set of permissions to engage in activities within the nursery which is achieved through the consent form

**Cardinality** – 1:1

### Consent – Doctor

A child can only have one doctor. When child is enrolled, doctor information must be given.

**Cardinality** – 1:1

### Consent – Dietary Requirements

A child may have zero or many dietary requirements. A parent can identify multiple dietary requirements when enrolling their child.

**Cardinality**: 1- 0..M

### Consent – Allergies

A child may have many allergies. Multiple allergies can be identified when enrolling child.

**Cardinality**: 1- 0..M

### Consent – Medication

A child can require many medications for medical reasons. These are identified when enrolling child.

**Cardinality**: 1- 0..M

### Consent – Medical Conditions

A child may suffer from zero or more Medical Conditions. These are identified when enrolling child.

**Cardinality**: 1- 0..M

### Medication Record Book – allergies

One or more Medical Record Books may contain an Allergy

**Cardinality**: 1..M:1

### Medication Record Book – Medication

One or more Medical Record Books may contain a medication

**Cardinality**: 1..M:1

### Medication Record Book – Medical Condition

One or more Medical Record Books may contain a medical condition

**Cardinality**: 1..M:1

### Medication Record Book – Incident

A medication Record Book contains an incident to be recorded.

**Cardinality**: 1: 1

**Suppliers**

### Suppliers – Supplier Invoice

A Supplier to TBNC can have zero or more invoices for goods ordered.

**Cardinality: 1:0..M**

**Payment**

### Fees – Monthly Invoice

A child can be registered at the nursery but not currently attending.

**Cardinality**: 0..M – 0..M

### Monthly Invoices – Payment History

For each invoice there can be zero or 1 payments made. Zero payments will result in outstanding fee’s and incur a late charge.

**Cardinality**: 1 – 0..1

### Fees – Room

One to many fees can be generated from a single room.

**Cardinality**: 1..M - 1

### Monthly Invoices – Voucher Scheme Register

Discount is applied in invoice whenever a voucher scheme is registered for that child. One Invoice can have one voucher scheme to discount it.

**Cardinality**: 1:1

### Voucher Scheme Register –Voucher Scheme Providers

One voucher scheme register contains a reference to a single voucher scheme provider.

**Cardinality**: 1:1

### Child – Deposit

A child must have a one week deposit placed before starting.

**Cardinality** – 1:1

### Child – Voucher Scheme Register

A child can be registered to a voucher scheme.

**Cardinality** – 1:1

**Nursery**

### Register – Consent

Consent is assigned to a Register. Registers represent a child enrolled in the nursery and contains all the information regarding that enrolment. Consent contains all the information the parent has given to specific what they consent to their child taking part in or being involved with when present in the nursery. It is possible at any given point that consent has not been assigned.

**Cardinality: 1:0..1**

### Register –Part Time Placement

Each child has a placement type within the nursery, if a child’s placement type is Part time then the individual day’s that the child attends the nursery must be specified. Each child can only have one Part Time placement at a time

**Cardinality**: 1:0..1

### Placement Type – Attendance

A placement type is applied to attendance. Attendance has only one placement type for that week.

**Cardinality:1:1**

**Employee**

### Employee - Role

Each employee has a certain role that they play in the nursery, whether it is care worker, receptionist, cook, etc. Employees can only hold one role at any time, and must always have one.

**Relationship type:** 1:0..M

### Employee – Holidays Request

Each employee can request a certain holiday in the nursery, and each employee can request multiple holiday requests at any one time.

**Cardinality**: 0..M:0..M

### Employee – Holidays Entitlement

Each Employee must have a holiday entitlement, even if there is no days available to request a holiday.

**Cardinality**: 1..M:0..M

**Human Resources**

**Retention Schedule – Retention Record**

For a Retention schedule record, TBNC have a number of Retention Records that are used to specify the Name of a record. It is possible there are no Retention schedule records yet for a Retention Record. Conversely, a retention record belongs to one and only one Retention Schedule.

**Cardinality:** 0..M:1

**Applicant**

### Applicant – Job Application

An Applicant must have a job application, but an applicant can have one or more job applications. Many applicants can apply for the same job, with many jobs being applied for by many applicants.

**Cardinality: 1..M:1..M**

Business Constraints

**Children**

### Registering a Child

**Constraint**: A child must have a completed consent form whenever an application form is submitted.

**Enforce**: To be enforced when a child is registering to the nursery.

**Action**: The Childs registration must be rejected if a complete consent form is not submitted with the application form.

### Childs enrolment

**Constraint:** Child must have a 1 week fee paid as a deposit when enrolling.

**Enforce:** This is requested when child is to be enrolled into the nursery.

**Action:** When the schedule is finalised and date for the child to begin is set the deposit must be paid. This deposit is returned when the child leaves the nursery.

### Childs emergency contact Details

**Constraint** A child must have 2 additional emergency contacts that are not the parent’s of that child.

**Enforce**: To be enforced when a child is enrolled in the nursery.

**Action**: The request to add a child to the nursery must generate a report if additional emergency contact details are not added for a child.

### Children Moving rooms

**Constraint:** A nursery child to moving to the next room takes priority over new children starting at the nursery.

**Enforce:** When a child has to move to the next room name is flagged.

**Action:** The system will add any child that is eligible to move to the next room to a priority list where the next room will be checked for available spaces. Any child applying to join the nursery will be able to get a space if there is still one available after all children there should be transferred, have been able to.

### Room Allocations

**Constraint:** When a child is allocated to a room, they have the entire day. The nursery does not assign half days, or share days between 2 children.

**Enforce:** When child is assigned to room, automatically an all day period.

**Action:** Child is allocated to room meaning that the can be there between start and end time that day. Parent/Guardians can pick up the child whenever throughout the day however the whole days fee applies. Whole day fees are only removed if the child does not attend that day, with prior notice.

### Part Time

**Constraint:** Part time attendance means that the child attends the nursery 4 days or less. These are still all day sessions. Full time means attending 5 days a week.

**Enforce:** When enrolling child, full time or part time status must be stated in application.

**Action:** The application form requires the parent to enter full time or part time status. This will be checked alongside the days the child is to attend and is also added to the child records. If the application form has not been filled in correctly then a staff member must contact parents/guardians to explain and make adjustments.

### Placement Requests

**Constraint:** Requesting a placement for a child must be made 6 months in advance. To allow for

**Enforce:** It is stated on the website.

**Action:** Applications received at this time will be given priority, also the staff can check records to see if there will be a place available at that time so children can either be guaranteed a spot or told that there isn’t anything available. If there is a spot available then visit plans can be arranged and extra information supplied before beginning.

**Staff**

### Employee Detail

**Constraint**:(Assumption) Employee must have their PVG before they start their employment.

**Enforce**: To be enforced when employment is accepted.

**Action**: Report identifies if new employee has PVG.

### Staff Emergency Contact Details

**Constraint**: A member of staff must have at least two emergency contacts.

**Enforce**: To be enforced when employee commences employment.

**Action**: Report must generate if two contacts are not supplied upon starting job.

### Holiday Details – Available Holidays

**Constraint**: Employee must have enough available holidays to cover requested holidays.

**Enforce**: Enforced when employee requests holidays.

**Action**: System must check whether employee has enough holiday days to cover the days requested.

### Holiday Details - Approval

**Constraint**: Holidays can only be approved if there is enough employees available for that department.

**Enforce**: When holiday request form is submitted.

**Action**: Holidays requested are checked alongside already approved holidays and staff availability.

### Training Records

**Constraint**: Employees course renewal.

**Enforce**: 2 months prior to renewal date for PVG, (Assumption) 2 weeks prior to other courses

**Action**: A notification will appear to remind staff that training needs to be renewed. Employee added to training list.

**Supplier**

### Delivery records

**Constraint:** Records of deliveries must match order records.

**Enforce:** System prompts for delivery order to be checked.

**Action:** Member of staff must check that all items ordered have been delivered. If they have not, supplier must be contacted. If they have then delivery records need to be updated.

**Medical**

### Recording medication given

**Constraint:** Any medication given to a child must be recorded, whether prescribed or necessary at the time.

**Enforce:** Must be completed after each time medication is administered.

**Action:** After an appropriate member of staff has given a child medication the must record it on a report form. They must record prescribed medicines and how many dozes, as well as non-prescribed and the reason why it was administered.

**Nursery**

### Part Time Placement

**Constraint:** Placement must either be full time or part time. If Part time is selected and 5 individual days are selected then placement must be full time.

**Enforce:** System will show that child is not part time but actually full time.

**Action:** Parent must be informed of change to full time. If the parent does not agree then they have to lower the days attending. If they agree, then child will be changed to full time on the system.

### Consent Form

**Constraint:** A consent form listing all medical ailments the child has must be completed with the application form. The consent form also states the permissions for what the child can participate in.

**Enforce:** Application form tells parent/named guardian that the consent form should be submitted as well.

**Action:** Consent form is filled out detailing what medical conditions the child has, any allergies and dietary requirements. The activities the child can participate in are selected by the parent also. This will be entered into the database so the child can be treated correctly.

**Payments**

### Missed Payment

**Constraint:** Each month there is a late payment (from 3rd of month onwards) a letter is sent to inform parent/guardian of outstanding fee charges. After 3 times in a row charge is automatically applied.

**Enforce:** System flags that letter has to be sent and additional fees apply.

**Action:** Message appears more than 3 times then deduction automatically applies and no message is sent.

### Fee pay day

**Constraint:** Fees to be paid by parents must be paid by the 1st of each month.

**Enforce:** Invoices are sent out in advance to inform guardians/parents of monthly payment.

**Action:** If payment is received then it is recorded along with date and payment method. If unpaid from the 3rd of the month onwards, a daily late fee of £5 is charged.

### Voucher Scheme Register

**Constraint**: Any child over 3 is eligible and a space is available in the nursery.

**Enforce:** This isn’t enforced; it is an option available to parents.

**Action:** Parents must supply the vouchers to the nursery. The nursery will deduct the amount from the monthly fee.

### Voucher Scheme - nursery is registered with the following voucher providers

**Constraint:** Vouchers accepted from Edenred; Computershare; Sodexho and Care4

**Enforce:** If available to parent/guardian then they can use them.

**Action:** If vouchers are being used they must be sent to the nursery so the fee can be reduced. If not sent in 3-4 dys prior then deductions are not guaranteed to be made in time.

### Voucher Scheme – Electronic

**Constraint:** Electronic vouchers only.

**Enforce:** Several days before payment is due, reminders will be sent.

**Action:** E-vouchers should be set up 3-4 days before fee is due. If not then funds may not be cleared in time.

### Voucher Scheme – Deductions

**Constraint:** Council funding is applied if parents have applied and been accepted.

**Enforce:** Automatically deducted from monthly fee.

**Action:** Children aged 3+ can get council funding for attending a nursery.

### Invoice Discounts

**Constraint:** If siblings attend the nursery then there is a discount.

**Enforce:** System will flag related children.

**Action:** When fees are being finalised, sibling costs will be added together and a 10% discount will be applied.