



Grainger Drive, Apley, Telford, TF1 6UL
Principal: Mrs. Andrea Mitchell
Telephone 01952 630383

Apley Village Day Nursery Ltd Enrolment Form
If you contact us, please quote reference:

Please use block capitals and ensure all sections are completed including signatures

We need some details about your child and family. We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 and therefore we do not require your consent for the first section of this form. Where information to be supplied is voluntary or where we do need consent this is identified. The information provided will be kept in paper form and on our secure nursery software used for the purpose of maintaining appropriate contact details and for the safety and well-being of your child.

Personal Details	
Child's full legal name:	Known as:
Date of birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Name and address of parent(s) with whom the child lives:	
Parent Name:	Parent Name:
Relationship to child:	Relationship to child:.....
Mobile:	Mobile:
Home No:	Home No:
Email: <small>All nursery communication is sent by email</small>	Email: <small>All nursery communication is sent by email</small>
Place of work:	Place of work:
Work Tel No:.....	Work Tel No:
Do you have parental responsibility for this child? Yes/No <i>(please delete as appropriate)</i>	Do you have parental responsibility for this child? Yes/No <i>(please delete as appropriate)</i>
If no, do you have legal contact? Yes/No <i>(please delete as appropriate)</i>	If no, do you have legal contact? Yes/No <i>(please delete as appropriate)</i>
Name of parent(s) with whom the child does not live:	
Does this parent have parental responsibility?	Yes/No <i>(please delete as appropriate)</i>
Does this parent have legal contact?	Yes/No <i>(please delete as appropriate)</i>

Does this parent have legal access to the child? **Yes/No** (please delete as appropriate)

Address:
.....
.....
.....

Home telephone number: Mobile telephone number:

Emergency Contact Details
Please provide the names and contact details of 2 people (other than parents/guardians) who we can contact in case of an emergency.
NOTE: It is your responsibility to ensure these people are happy for us to contact them and to hold their details.

<u>Emergency Contact 1</u>	<u>Emergency Contact 2</u>
Name:	Name:
Home telephone no:	Home telephone no:
Mobile telephone no:	Mobile telephone no:
Relationship to child:	Relationship to child:

Security Details

A password system operates in our setting. A secure password is required and should be used by emergency contacts and persons authorised to collect your child. Ideally this should be one word and something that is easily memorable. Please do not use obvious things such as middle names. The password is required from anyone collecting your child. If they do not have the password we will not release your child to them.

My secure password is:

Persons authorised to collect the child. This is any other adult who may collect your child in your absence. Authorised persons must be over 18 years of age.

<u>Authorised Person 1</u>	<u>Authorised Person 2</u>
Name:	Name:
Home telephone no:	Home telephone no:
Mobile telephone no:	Mobile telephone no:
Relationship to child:	Relationship to child:

Additional Security Information

We have the safety and well-being of the children in mind at all times and we are sure that you will appreciate that persons known to you are strangers to us and we do need means of identifying those you have authorised to collect your child (either authorised or emergency contacts) when you are unable to. We as a setting and especially your child/children key person will be familiar with you but we do not always have the opportunity to meet both parents. This is also true of your nominated emergency contacts and authorised persons.

Therefore, we request that photos of yourselves and any person you authorise to collect your child are either emailed to us or given to the office prior to your child starting nursery.

The office must be informed of any changes to the person collecting, we will not allow anyone to collect your child without prior notification.

Health Information

Does your child suffer from any of the following (please tick those which apply)

Asthma		Epilepsy	
Heart Condition		Kidney/Bladder problems	
Diabetes		Bee Sting Allergy	
Sight Impairment		Deafness	
Wears Glasses		Other (e.g., Elastoplast allergy)	

If you have ticked any of the boxes above please give details here:

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.....

Does your child require prescribed medication, either long term for existing conditions or life saving drugs such as Ventolin? (Please give details of the medication and dosage)

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.....

Does your child have any special dietary needs or preferences? **Yes/No** (Please delete as applicable)
If yes please give details below

Medical:

Supporting documentation will be required from your GP prior to your child starting nursery

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Religious:

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.....

Does your child have known allergies? **Yes/No** (Please delete as applicable)
If yes please give details below

Supporting documentation will be required from your GP prior to your child starting nursery

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Name of GP: Surgery:

Address:

Telephone number:

Immunisations

I confirm that my child is up to date with all immunisations as per their age and as detailed in the NHS Schedule within my child's Red Health Care Book.

If for any reason my child does not have or has never had an immunisation I will inform the nursery as I am aware there may be vulnerable children in the nursery, and this information will need to be shared.

Signed Mother/Father/Carer

Signed Mother/Father/Carer

Date.....

Safeguarding Children

Does your family have a social worker for any reason?

Name: Telephone number:

Based at:

What is the reason for the involvement of Social Services with your family?

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FOR OFFICE USE - NB If the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social worker named above and keep these securely in the child's named Child Protection file.

The following information is voluntary, and you do not have to complete it. However, we have a legitimate interest in requesting this data as it will assist in providing the necessary care for your child and to allow us to monitor and assess their development.

Health Visitor

Name: Telephone number:

Based at:

Has your child had their two year old progress check? **Yes/No** (*Please delete as applicable*)

If so, on what date was this completed?

Are you able to share this information with the setting? **Yes/No** (*Please delete as applicable*)

If there is any domestic or environmental changes that could affect your child please notify a senior member of staff immediately. Ie: parents separating, court orders, death in the family, new partner. It is vital that we are kept up to date as changes can have an effect on your child.

Nursery Sessions Required

Please indicate your preferred sessions. Please refer to the fee structure for details of session times. A minimum of two sessions are required per week.

Date you would like the sessions to start from:

Full and Part Time Sessions				
	Drop off time	Collection time	All year round	Term Time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Please indicate if these sessions are all year round or Term Time Only. Once your child receives Government funding we cannot guarantee that we will be able to offer a Term Time Only place.

Short Day Sessions – 8.30am – 3.30pm				
	Drop off time	Collection time	All year round	Term Time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Please indicate if these sessions are all year round or Term Time Only. Once your child receives Government funding we cannot guarantee that we will be able to offer a Term Time Only place.

Funded Sessions

If you require a place for a 2, 3 or 4 year old using either 15 or 30 hours of Government funding you are required to complete a separate application and declaration form.

Places are limited and please check with the nursery regarding any availability

Funded sessions
I/We understand that one month notice in writing is required for changes in funded sessions or termination of a child’s place. If a child leaves to attend another setting during the term the funding is transferred to the new setting. If the required notice period is not given parents are liable to cover the private costs for the month as per the nursery current fees in place.
Signed Mother/Father/Carer
Signed Mother/Father/Carer
Date

We must be notified if your child is unwell and will not be attending nursery.

We will follow our Sickness and Illness policy for exclusions, we will be able to tell you when your child can return to nursery depending on the illness.

If the condition is an infectious illness the nursery must be made aware as some conditions need to be reported to Public Health.

Management have the right to exclude a child if it is deemed necessary to prevent infection of others.

I/We understand that my child cannot return to nursery after being given a first dose of prescribed medication for 24 hours.

We have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable

Signed Mother/Father/Carer

Signed Mother/Father/Carer

Date

We have a no mobile phone policy within nursery.

We ask that mobiles are switched off or left in the car while dropping off or collecting your child. Under no circumstances should a call be made or taken while in nursery, any person seen using their phone while in the building will be asked to end the call.

This is to safeguard the children that are in our care and we ask that all persons adhere to our policy.

Signed Mother/Father/Carer

Signed Mother/Father/Carer

Date

Our safeguarding policy ensures the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police.

Nursery staff have a duty to report any suspicions of abuse or neglect of children in their care to Nursery management and relevant agencies.

Nursery Safeguarding leads: Andrea Mitchell, Laura Davies, Stephanie Thomas.

I/We understand that if the staff at nursery suspects that any child in their care may have been abused or neglected, they have a duty to report any incidents.

Signed Mother/Father/Carer

Signed Mother/Father/Carer

Date

I/we give/do not give my permission for my child to go on short walks. I/We understand that I/we will be notified of any arranged outings where transport is involved. **(delete as appropriate)**

Signed Mother/Father/Carer

Signed Mother/Father/Carer

Date

The following section requires information classed as 'sensitive personal data' for which we need your consent to collect and process. We request this data as, in some cases we have a contractual obligation to do so with our Local Authority, but also as we have a legitimate interest to allow us to plan and meet your child's needs.

Ethnicity and Cultural background

How would you describe your child's ethnicity/cultural background?

What is the main religion of your family?

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while s/he is in our setting?

What is/are the main language(s) spoken at home?

 If English is an additional language, will this be your child's first experience of being in an English-speaking environment?
Yes/No (Please delete as applicable)

Ethnicity Codes:
 Please circle the most relevant code shown below. Collection of ethnic information is necessary for the purpose of identifying and keeping under review the existence/absence of equality of opportunity for children of different race/ethnic origins and enabling such equality to be promoted/maintained as appropriate.

British	WBRI	<input type="checkbox"/>	Mirpuri Pakistani	AMPK
Irish	WIRI		Other Pakistani	AOPK
Traveller of Irish Heritage	WIRT		Bangladeshi	ABAN
White European	WEUR		Any other Asian background	AOTH
Gypsy/Roma	WROM		Caribbean	BCRB
Any other white background	WOTW		African	BAFR
White & Black Caribbean	MWBC		Any other Black background	BOTH
White & Black African	MWBA		Chinese	CHNE
White and Asian	MWAS		Japanese	OJPN
Any other mixed background	MOTH		Korean	OKOR
Indian	AIND			

Special Educational Needs and Disabilities

Does your child have any special needs or disabilities?
Yes/No (Please delete as applicable)
 If yes please give details below

What (if any) special support will your child require in our setting?

Professionals involved with the child

Name:	Name:
Agency:	Agency:
Role:	Role:
Telephone no:	Telephone no:

The following section contains information for which we need your consent. As required by data protection we have a duty to inform you that you can withdraw your consent for any of the permissions detailed below at any time. Should you wish to withdraw consent please discuss this with a member of staff in the first instance.

Permissions and Consent

Permission for the setting to act in loco parentis

If emergency treatment is required, either whilst your child is on the premises or on an outing, (for the duration of your child's time with us) and the parents or legal guardians cannot be reached immediately, your signature in the space provided below empowers the settings management to exercise their own judgement in calling the doctor/dentist indicated above or to transport the child to a hospital casualty department by ambulance. Please read and fill in the declaration below, cross out the statement/wording that does not apply, and sign and date this section.

I / We parent(s)/guardian(s) ofdo / do not give consent on my / our behalf for an anaesthetic to be administered or for any other urgent medical treatment to be given.

I / We do not agree to this statement and indicate our wishes as follows

Signed Mother/Father/Carer

Signed Mother/Father/Carer

Date.....

Permission for the application of sun cream

Nursery provide sun cream at a small charge for the summer period. The cost will depend on how many days your child attends nursery and will be added to your invoice. The sun cream cost will be reviewed annually.

Alternatively, you can provide your own sun cream which needs to be kept at nursery and must be labelled with your child's name.

Any sun cream provided by parents must be SPF50

I will provide my own sun cream

I would like nursery sun cream

Signed Mother/Father/Carer

Signed Mother/Father/Carer

Date.....

Please tick the statements below if you consent to the following:	Yes/No
I/We agree for my/our child's first name to be displayed around the setting	
I/we agree for my/our child's first name to be displayed on the nursery newsletter	
I / We agree for my/our child's photo to be displayed around the setting	
I/we agree for my/our child's photo to be displayed on the computer in reception	
I/we give consent for my/our child's date of birth to be displayed on birthday boards within rooms	
I/we agree for Apley Village Day Nursery to use The Learning Book to record observation of our child	
I/we agree for my/our child's photo to be used on The Learning Book	
I/we agree for videos of my/our child to be used on The Learning Book	
I/we agree for audio clips of my/our child to be used on The Learning Book	
I/we agree for my/our child's photo to be used in another child's Learning Book	
I/we agree for videos of my/our child to be used in another child's Learning Book	
I/we agree for my/our child's first name to appear in another child's Learning Book	
I/we agree for my/our child's photo to appear on the Nursery Website	
I/we agree for my/our child's photo to appear on the Nursery Prospectus	
I/we agree for my/our child's photo to appear on printed advertisement	
I/we agree for my/our child's photo to appear in newspaper articles	
I/we agree for my / our child's first name to appear in newspaper articles	
I/we agree for my child's photo to appear in posts added to the nursery Facebook page	
I/we agree for my child's first name to appear in posts added to the nursery Facebook page	
I/we agree for you to hold information regarding my family's race, ethnic origin and religious or philosophical beliefs	
I/we agree for the Nursery to share relevant information with Health visitors, other childcare settings, doctors and emergency services and other agencies such as speech and language Therapists and specialist Teachers.	
I/we agree to emails being sent to the email addresses provided relating to invoices / newsletters and any other relevant information provided paperless by the Nursery	
I/we agree to photographs or ourselves and family members being displayed in the Nursery	
I/we agree to photographs of ourselves and other authorised family members to be held on my child's file for collection purposes and agree to make sure those persons are aware of the Nursery's data protection Policy and right to withdraw that information upon request.	
I/we agree to give two emergency contact numbers on my enrolment form in the case of an emergency and agree to make sure those persons are aware of the Nursery's data protection Policy and right to withdraw that information upon request.	
I/we agree to my/our information being shared with Local authorities in order for my/child to receive any Government 2,3 and 4-year-old funding. This will include proof of identity including a child's passport or birth certificate	
I/we agree to share any information with the nursery regarding any court orders relating to myself/ourselves or my/our child	
I/we agree that personal data of my/our child will be shared with schools for progression into the next step of education.	

Further information regarding how we use children's images within the setting can be found in our Image Use Policy.

As a general rule medicines will not be administered unless prescribed by a doctor and the child has been on the prescribed medication for 24 hours before returning to nursery.
However there may be times when a child's temperature rises above 37.5 degrees. A phone call will be made to contact you where we will ask for permission to administer 5ml of LIQUID BASED PARACETAMOL.
We will only administer ONE dose of 5ml in any one day.
If you have given your child any medication within 24 hours of attending the nursery, please inform us.

Please indicate your **approval / disapproval** of this action.

I/We **approve / disapprove** of LIQUID BASED PARACETAMOL being administered as required (**delete as appropriate**)

I hereby give consent for any person dropping off or collecting the authority to sign the medication or accident form for my/our child

Signed Mother/Father/Carer

Signed Mother/Father/Carer

Date.....

We will administer Piriton Syrup should a child have an allergic reaction.

Please indicate your approval / disapproval of this action.

I/We **approve / disapprove** of PIRITON SYRUP being administered as required (**delete as appropriate**)

Signed Mother/Father/Carer.....

Signed Mother/Father/Carer.....

Date.....

Application of Sudocrem and Metanium ointment that is provided by parents:

I/We **approve / disapprove** of Sudocrem or Metanium being administered as required (**delete as appropriate**)

Signed Mother/Father/Carer

Signed Mother/Father/Carer.....

Date.....

We will apply a plaster should your child need first aid.

Please indicate your approval / disapproval of this action.

I/We **approve / disapprove** of PLASTERS being administered as required (**delete as appropriate**)

Signed Mother/Father/Carer.....

Signed Mother/Father/Carer.....

Date.....

SPECIAL NOTE: Please notify us immediately of any changes to the information provided. Please feel free to come and discuss any problems or concerns with us. If there are any other notes you would like to add, please use the space below.

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.....
.....

I / We confirm that the information provided on this form is correct to the best of our knowledge.

Signed Mother/Father/Carer

Signed Mother/Father/Carer.....

Date.....

Agreement

I/We wish to apply for admission of my child to Apley Village Day Nursery Ltd

I/We agree to notify any changes to the information on this enrolment form as soon as they occur.

Note: This registration form incorporates the nursery terms and conditions. Upon signing this form the parents are deemed to have read, understood and agreed the same.

Signed Mother/Father/Carer

Signed Mother/Father/Carer

Date.....

Data Protection

In compliance with current UK Data Protection legislation any information you provide here will be kept secure and treated confidentially. The data will only be used by Apley Village Day Nursery and will not be disclosed to any external sources without your prior consent. From time to time we may wish to contact you in regard to new services. If you do not wish to receive further information from us then please tick this box

You are welcome to request to see the information we hold on you and your child at any time.

What happens next

Please read our Terms and Conditions and sign the last page before returning the form to nursery.

Thank you for completing this form.

Once we have received your registration fee and processed your enrolment form you will receive an email confirmation detailing the sessions we have booked and the start date for your child.

At this time we will request photos of yourselves and any person you authorise to collect your child from nursery.

This is an important part of your child's record at nursery as we will not allow any person to collect your child without prior notification from yourselves and a photograph of who we are allowing into nursery.

Terms and Conditions

1. Booking and Registration

- 1.1 The booking is not complete until the relevant booking form has been signed and returned to the Nursery along with the agreed registration fee.
- 1.2 We are unable to hold or reserve places. Whilst upon your visit or initial telephone enquiry we may have had availability for your required sessions, this changes daily and cannot be guaranteed. We advise that you make a call to the nursery prior to returning your form to check the places can still be offered.
- 1.3 Places are subject to availability and will only be confirmed in writing once the completed registration form, notification of required sessions and registration fee is received.
- 1.4 Places required at short notice may need to go on a waiting list until space becomes available.
- 1.5 The sessions booked on registration are a permanent booking. Written notice is required for any cancellation or change in sessions following the notice periods required in 1.6, 1.7 & 1.8
- 1.6 Once your £80.00 registration fee has been paid this then secures and confirms your nursery place. If you decide you no longer require the place and four months' written notice has been given to the nursery £40.00 is refunded back to you. If less than four months' written notice is given your registration fee will become non-refundable.
- 1.7 For any enrolments that are less than four months ahead the following terms apply: Once your enrolment form and registration fee has been received by the Nursery this then confirms your place. If you decide you no longer need the nursery place the month's notice is still applicable and the full month's fees are still payable as the place has been booked and held for your child.
- 1.8 For all children that have been attending nursery a month's written notice is required for termination of the nursery place. If the correct notice period is given and all nursery fees have been paid and your account is at zero, we will refund £40.00 back to you on receipt of your bank details.
- 1.9 Once enrolment forms and registration fees are paid the correct notice period is required for all bookings.
- 1.10 If the correct notice periods are not given your registration fee becomes Non-refundable.
- 1.11 Changes to your booking after the start date – Changing or increasing sessions can be considered. If we cannot accommodate your request to increase or change sessions, then we can put you on our waiting list or you may wish to terminate the booking following our notice periods above. Decreases to your booking also require the correct notice periods.

2. Fees and Financial

- 2.1 All on-going fees are payable in advance by BACS, Childcare Voucher, Tax free child care or a combination. Fees are due on the first day of the month to which they relate and by the 3rd of the month at the latest before charges may be incurred. Responsibility for paying fees resides with the parents or legal guardians of the child. In exceptional circumstances, the Nursery can also accept payment by cash. This should be agreed at the beginning of your booking with the Nursery Manager.
- 2.2 Fees are calculated monthly and payable on 1st of each month. Late fees are added for any fees not cleared by midnight on the 3rd of each month.
- 2.3 The Nursery is closed at weekends, Bank Holidays and between Christmas and New Year. Bank holidays are chargeable if this is your normal booking pattern. Your booking is for 51 weeks a year, your standard weeks booking is not paid for at Christmas.
- Example: If your child attends 5 days per week you will receive 5 days free, if your child attends 2 days per week you will get 2 days free.
- 2.4 If your child's start date is part way through the month then we will invoice for the actual sessions taken.
- 2.5 Fees are reviewed once per year. Any changes to the fee rates will be notified to you at least one month in advance.
- 2.6 Extra sessions are payable in advance. In certain circumstances extras may need to be paid for in advance by cash, BACS or childcare vouchers. Once a request has been made for extra sessions an email is sent to parents confirming these sessions and detailing the Terms & Conditions of payments for these sessions.
- 2.7 We are unable to refund fees for sessions not taken due to illness, absence or where the Nursery is forced to close due to circumstances beyond our control. See section 3 of this agreement.
- 2.8 The Nursery reserves the right to charge late fees for fees not cleared by 3rd of the month. A nursery place will be suspended if fees are not paid by 7th of the month, full payment of the outstanding balance would still need to be cleared. If you default on payments, we reserve the right to contact HMRC with information relating to Tax Credits that may be claimed for childcare. This may result in Tax credits being stopped as investigations may take place for fraudulent claims.
- 2.9 There is a minimum booking commitment of two sessions per week. Bookings must be for the same sessions each week. It is not possible to swap days, however additional extra sessions can be booked as a chargeable extra and subject to availability.
- 2.10 Our fees apply to normal opening hours of 7.30am to 6.00pm for a full day and 7.30am to 12.30pm or 1.00pm to 6.00pm for a half day. We also offer a short day session 8.30am to 3.30pm. We do not provide discounts for holidays or extended periods of absence.
- 2.11 Because of the staffing and resource requirements as laid down by Ofsted, children who are collected after their session time will incur a late collection charge. 0-15 minutes £10.00, then £5.00 for every subsequent 15 minutes.
- 2.12 Parents / carers claiming the Early Years Entitlement from the Nursery should ensure that they are not claiming more than the statutory allowance. Please consult with the Nursery Manager if in any doubt.
- 2.13 The nursery does offer a limited amount of Nil Cost and Term time only funded places. These are all subject to availability and the nursery's admissions and waiting list policy.

Term time only places are reviewed for any funding places required.

All Nil cost places are looked at on a term by term basis and parents are informed in advance of any sessions that become available.

Fees relating to Early Years Entitlement are invoiced on an individual basis depending on the offered booking pattern.

The Early Years Entitlement is not intended to cover food, snack, consumables and additional hours so additional charges will incur for this and are invoiced in the same way as above.

A separate declaration form will be sent out the term before your child's funding is due to commence, this will detail all the Terms and Conditions of the Funding and how it can be used at the nursery.

3 Termination and Suspension of Childcare Services

- 3.1 Once your child's place has commenced you may end this agreement by giving one calendar months written notice. No specific reason for ending the agreement needs to be given, although naturally we would wish to understand the reason for the termination.
- 3.2 Specifically, you may end this agreement with immediate effect if (1) we have breached any of our obligations under this agreement and we have not or cannot put right that breach within a reasonable period of being requested to do so (2) we change any of the terms and conditions in an unreasonable manner.
- 3.3 Specifically, we reserve the right to end this agreement with immediate effect if (1) you have not paid the agreed fees (2) you have breached your obligations under this agreement and you have or cannot put right that breach within a reasonable period of being requested to do so (3) your child's behaviour is unacceptable or endangers the safety and well-being of any of the other children in the Nursery (4) financial, business or commercial reasons compel us to radically change the nature of the Nursery's operations, including but not limited to permanent closure of the Nursery, change of childcare service, re-registration of child numbers and age groups, changes to the registration and bookings policy. Naturally, we will provide as much notice as possible given any of these events.
- 3.4 We may suspend the provision of childcare for any of the above reasons and in addition
- (1) if your child is suffering from an infectious or contagious disease or illness which may easily be passed onto others at the Nursery. The suspension will continue whilst we try to resolve the problem in conjunction with the parent / carer. (2) where forces beyond our control compel us to either close the Nursery or reduce the available hours, such as an outbreak of disease that involves the intervention of outside agencies such as Environmental Health, severe weather such as snow or ice which significantly impairs safe travel to and from the Nursery, industrial action affecting travel to and from the Nursery, an Ofsted investigation or any other reasonable incident not in our control. In the event that the Nursery is compelled to close in reasonable circumstances beyond our control we are not able to refund fees or organise alternative childcare, nor can we accept any consequential liability sustained by parents / carers due for example to loss of earnings or costs associated with alternative childcare. Dependent on the nature of the closure we may be able to seek compensation through our insurance policy and every effort will be made to minimise the disruption to service and cost to parents or carers. None of the above compromises your statutory rights if the Nursery has been negligent.

4. Staffing

- 4.1 Staff are checked on commencement with the Nursery through the Disclosure and Barring Service to ensure there are no safeguarding issues of which we need to be aware. Suitable person checks also include but are not limited to identity verification, qualification checks, personal and employment references, medical checks and where applicable visas or permits to work in the UK. In some cases, because of the length of time that this process takes, a person may start work pending clearance provided they are at no time left looking after children on their own.
- 4.2 The Nursery observes the Ofsted regulations relating to staff and children ratios.
- 4.3 Parents/carers may not ask staff to baby-sit outside Nursery hours.

5. Health, Safety and Absence

- 5.1 It is understood that the Nursery is under an obligation to report to the appropriate authorities any incident where we consider a child may have been abused, neglected or in some other way harmed either physically or emotionally. This may be done without informing the parent or carer, in accordance with our Safeguarding Children Policy.
- 5.2 Intimate care can be provided by a male or female member of our staff and can include feeding, washing, dressing, toileting and nappy changing. In instances where a parent or carer has requested that a particular member of staff perform certain activities, other members of staff will be informed, and a full explanation given. Naturally, any confidentiality will be observed. Furthermore, the Nursery will ensure that practitioners' employment rights are not infringed.
- 5.3 The Nursery is committed to the identification of and provision for children with Special Educational Needs. We believe that the potential of every child in our care is maximised, irrespective of ability, disability, race, gender and social background and to enable equal access to the curriculum in an environment where every child is valued and respected. Parents and carers must ensure we have all the relevant information regarding special needs to enable us to appropriately care for your child.
- 5.4 All Nursery meals are prepared on site with consideration to provide a well-balanced diet. Vegetarians and special dietary requirements are catered for. A copy of the weekly menu is displayed on the notice boards. Please ensure you keep us notified about your child's dietary needs and preferences.
- 5.5 We reserve the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Nursery to contact the parents but failing this, we are hereby authorised to act on behalf of parents to consent to necessary treatment from a suitably qualified medical source. We will administer prescribed medicines if parents complete a 'Medicine Consent' form; however, children must be on the prescribed medication for 24 hours before returning to nursery.
- 5.6 We may require parents to withdraw their child from Nursery, in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend Nursery. We may also ask parents to withdraw their child from Nursery, if we have reasonable cause to believe that they are or maybe suffering from or have suffered from any contagious disease/infection and there remains a danger that other children at the Nursery may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections whilst at Nursery; however, we will publish infection notices in the Nursery to keep you informed. Parents are requested to inform the Nursery if their child is suffering from any illness or sickness before attending Nursery.
- 5.7 Parents are requested to inform the Nursery of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the Nursery of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the Nursery of any changes to key information.
- 5.8 Children who are unwell should not attend the Nursery. Children who have suffered from sickness or diarrhoea will not be admitted back to Nursery within 48 hours after the last bout. If children fall ill during the day parents will be contacted to arrange to collect them. If the parents are unavailable other authorised contacts will be called.
- 5.9 We suggest that all personal toys, books or other equipment are left at home. Comforters can be brought into the nursery.
- 5.10 The Nursery provides a car park when dropping and collecting your child. Please ensure your child is supervised at all times on the car park. Do not reverse park into a space and be aware of your speed. The Nursery is not liable for any accidents or injury whilst using the nursery car park. Children must be in the correct car seat which should be securely fastened when leaving nursery.
- 5.11 Children should come in normal day clothes. Please avoid 'designer' clothes as accidents can happen. Two changes of clothes should be provided, in a labelled bag. Please label your child's clothes to help avoid items going missing or being misplaced. The Nursery does not accept responsibility for accidental damage or loss of property, although we take very good care of child property whilst in the Nursery.

- 5.12 The Nursery acknowledges its duty of care to uphold the Statutory Guidance issued under section 29 of the Counter Terrorism and Security Act 2015, the central function of which is to take due regard to our role in assisting the prevention of adults and children in our care from being drawn into terrorism or radicalisation.

6. Security and Publicity

- 6.1 As part of the nursery's fulfilment of the Early Years Foundation Stage we regularly photograph and sometimes video the children taking part in their activities. Imagery is never published without the consent of the parent or carer. Our guidelines are as follows (1) Photographs in the Nursery are only taken with Nursery cameras or authorised devices such as Tablet computers. (2) Staff mobile phones with or without cameras are only permitted to be used in the staff room, no children are ever present in this area. (3) Photographs taken of the children are stored on the Nursery computer and are password protected. (4) Photographs are vetted for suitability before being printed or published. (5) All children are dressed appropriately before pictures are taken. (6) No photographs are taken in sensitive areas such as toilets or nappy changing rooms. (7) Parents are requested not to use their mobile phones within the Nursery premises. If you do **not** wish your child to be photographed or recorded, please inform the Nursery in writing.
- 6.2 CCTV is in use at the nursery.
- 6.3 If your child is going to be collected by someone other than yourself the Manager will require prior notification, a photograph of the person collecting and an agreed password. It is the responsibility of parents to keep us informed of any changes in contact numbers or any changes to authorised collections.
- 6.4 Under no circumstances will the child be allowed to leave Nursery with anyone unknown to Nursery staff unless the parent or carer has previously arranged this. If the parent / carer has made alternative arrangements by telephone, the Nursery will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the Nursery. A list of responsible adults who are authorised to collect the child should be given to the Nursery Manager. The Nursery does also use a password system for entry to the building.
- 6.5 We observe the The Data Protection Act 2018 which is a statutory act of the government of the United Kingdom of Great Britain and Northern Ireland. The Act defines what types of data are allowed to be collected, how they should be stored and what can and cannot be done with that information. In particular The Act states that personal data relating to individuals must be stored securely and only used for legitimate purpose.
- 6.6 We promote the safety and welfare of all our staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook, Instagram and Twitter. We ask parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

We ask parents & staff **not to**;

- Send friend requests to any member of the nursery staff / parent / relative
- Screen shot or share any posts or pictures from the nursery on social media platforms
- Post any photographs to social media that have been supplied by the nursery with other children in them (e.g. Christmas concert photographs or photographs from an activity at nursery)
- Not to privately message staff / parents or relatives on these social media platforms.

7. Other

- 7.1 If you have any complaints about the service that we are offering, can you please in the first instance contact your child's keyworker, then the Nursery Manager or Proprietor, and in the final instance, Ofsted.
- 7.2 We may change the terms and conditions where such change arises from regulatory issues or changes in legislation affecting us, proposed changes in invoicing procedures, or in our reasonable opinion it is in the interests of children attending the Nursery. We will give you at least one month's written notice of such change.
- 7.3 We will not be in breach of these terms or otherwise liable to you by reason of any delay in performance or non-performance of its obligations due to an event outside its reasonable control including 'acts of God', fire, flood, snow, lightning, war, act of terrorism, strikes or other industrial action. See section 4 for more information.
- 7.4 Acceptance of this agreement is implicit when you sign our booking document and applies to all parties noted on the booking form, irrespective of whether the secondary parties have signed the form. We would respectfully request that if parents / carers experience difficulty in fulfilling any of the conditions of this agreement, that they contact the Nursery Manager or the Proprietor as soon as possible. We will do our very best to resolve the issue. Thank you.

Signed: Mother/Father/CarerDate:.....

Signed: Mother/Father/Carer.....Date:.....

Management use only

Start Date Confirmed					
Room Confirmed					
Room movements					
Sessions confirmed	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Sessions confirmed by: _____					
Sessions Added to Numbers					
New Starter form completed					
Pre visits arranged	1 st Pre visit	Date:			
	2 nd Pre visit	Date:			

Office use only**Input into nursery administration system**

Date Input by

Sessions confirmed	Full time / Part time / Funded sessions / Term time only
Registration letter sent	Date:
Deposit Paid	Date: Bacs / Cash / Vouchers
Card completed	Date:
Email to Sally	Date:
Liquid Based Paracetamol	Yes / No
Parental Responsibility	
Dietary requirements checked	

Accounts

Nursery account paid up to date	Date:	Staff:
Correct notice period given	Yes / No	
Refund processed	Date:	Staff:
Refund declined	Date:	Staff:
Reason refund declined		