**The Chase Kirby Registration Pack**

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**The Chase Kirby Nursery**

**Kirby Primary Academy**

**Halstead Road**

**Kirby**

**CO13 0LW**

**01255 674050**

**Email: thechasekirby@hotmail.com**

**Website:** [**www.thechasenursery.co.uk**](http://www.thechasenursery.co.uk)

Child’s Name:

Start Date:

Funding Code:

**Welcome To The Chase Nursery Kirby.**

Dear Parents/ Carers,

 Welcome to The Chase Nursery. We look forward to your child starting with us.

Please could you provide your child with the following each day:

* A named bag with nappies, nappy bags, wipes etc
* Two change of clothes
* A named lunch box (if required)

If your child has lunch we would appreciate a carton of drink in their lunch box. We provide children with a constant supply of water throughout the day, and milk during our snack times. Please remember not to include any nut products within their lunch. We have a ‘Nut Free’ policy as many children can be allergic to them.

Fees are due on your child’s first day.

Your child’s invoice will be sent to you via your email using our secure Xero website.

You are asked to pay your fees following instructions on the invoice sent to you.

**Our bank details:**

SORT: 60-05-33 ACCOUNT: 23460601

ACCOUNT NAME: The Chase Nursery Kirby

BANK: Natwest

**Unfortunately, we are unable to accept cash or cheque payments.**

Many thanks for your support and we will endeavour to ensure your child has a smooth transition into nursery.

See you soon,

**Maggie Coen (Nursery Manager)**

 **Conditions and Acceptance of Placement**

Dear Parent/Carer,

We are happy to be able to confirm your child’s place at our nursery and we look forward to meeting you. Enclosed is all the information you need to know, please fill out all the relevant forms and send them back as soon as possible. Anything else you wish to know, please do not hesitate to call the nursery and we will be happy to help.

**Please note the following conditions are to help us with the care of your child:**

1. The nursery’s full day opening hours are from 8:45am-4 pm Monday-Friday. We are open for 38 weeks of the year,) which are in line with Kirby Primary Academy Primary School’s term times. Our session times are as followed:

Monday- Friday 8.45am – 11.45 AM session

Monday- Friday 11.45-3.15pm PM session

Monday-Friday 8.45-3.15pm FULL day session

We run after school club until 4pm daily but this needs to be booked in advanced.

2. Fees to be paid by online banking (only)

Fees are also payable during sickness and holidays. An administration fee of £25.00 will be charged for every week outstanding.

3. We would ask that you discuss with Maggie Coen (Manager) if your child has a problem or concern.

4. No child should attend the nursery if they are ill (infections, sickness). At least 48 hours must have passed to ensure that your child is clear of infection. Only medication prescribed by your Doctor may be given to your child during nursery.

5. No child will be allowed to leave on their own. They must have an adult/responsible person above the age of 18 picking them up.

6. Unacceptable behaviour will not be tolerated and is noted within the Behaviour Policy.

7. We require two full changes of clothing every day for your child including nappies clearly named.

8. Every child is required to bring weather resistant shoes to nursery. This is to make the nursery environment more home from home and helps prevent the spread of germs and to promote independence. We suggest you bring wellies as your outside shoes as they are easy for your child to put on helping to promote independence throughout your child’s day.

9. Drink bottles are not required at nursery as children have access to water throughout the day. Lunchboxes and bags must be clearly named on the outside in order that all children receive the correct items. We ask that lunch boxes contain a carton of drink/bottle of water.

10. Birthdays **-** Parents may bring in sweet treats on their child’s special day. Please be aware of contents of the food i.e. nuts as we have a **nut free policy**. Any nut products (including chocolate spread) sent into nursery will be returned home uneaten.

11. If you wish to alter your child’s sessions once they have been accepted we will endeavour to do so but cannot guarantee we can change them.

12. Funded hours available are;

15 hours for **entitled** 2 year olds – the term AFTER your child turns 2.

15 hours available for all 3-4 year olds – the term AFTER your child turns 3.

30 hours available for **entitled** 3-4 year olds.

Please have a look at our website ( [www.thechasenursery.co.uk](http://www.thechasenursery.co.uk) ) which provides a link for you to apply directly online. It is the parent/carers responsibility to apply for the 2 year funding and the 30 hour funding. **IMPORTANT –** Parents/carers are required to update their validity for the 30 hours each term. If you do not do this your entitlement may stop.

Please note; this 15/30 hour is only for term time only. If you require 51 weeks the number of funded hours will reduce.

13. Half a terms notice must be given if your child is leaving the nursery or to reduce hours.

14. All core policies for the nursery are available to see at any time, allocated on the notice area in the entrance.

Please remember that you are always welcome at any time to discuss your child’s progress with Miss Maggie Coen or another member of staff if you wish.

I have read, understood and accepted the above conditions.

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REGISTRATION FORM**

**(PLEASE COMPLETE USING BLOCK CAPITALS ONLY)**

**Child’s details:**

Surname:­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Forename:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Middle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.O.B.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Proof of identity Birth Cert or Passport) M /F\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide us with an email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parents details Main Carer First**

Mothers surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forename:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fathers surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forename:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT NOTICE RE: DIVORCE / SEPARATION**

**Only a proof of a court order can determine who is not allowed to collect your child(ren).**

**Please provide us with a secure password that will be required by anyone collecting your child from nursery if main parent/carer is unable to collect:**

**Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If relevant second parents details:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Contact Numbers in case of an Emergency (grandparents / friends etc)

Name & relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will usually collect the child? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete the appropriate table for the sessions for your child: Tick the sessions you prefer but please be prepared to accept others as we do have a waiting list.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8.45-3.15pm |  |  |  |  |  |
| 8.45-11.45am |  |  |  |  |  |
| 11.45 - 3.15pm |  |  |  |  |  |
| 4 pm finish |  |  |  |  |  |

**Health Information for your child**

Name of Doctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are your child’s immunisations up to date? Yes No

Are there any immunisations you have declined? Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick the appropriate boxes if your child has had any of the following illnesses:

Chicken Pox Rubella Measles Mumps Whooping cough

Does your child suffer from any health or allergies i.e. asthma / eczema Y / N

If yes please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Has your child had his/her 2 year development check with your health visitor? Y / N

Does your child have any Special Educational Needs? Y / N

If yes please give details(i.e. Speech / disabilities) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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To enable us to liaise with the appropriate departments, please state if your child is being seen by any Health professionals, i.e. speech therapists.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I / we give the nursery staff permission to authorise the admittance to hospital in

the event of an emergency my child. Y / N

Any other relevant information? (i.e. Changes in family situations, hereditary conditions)

If yes please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Does your child have any special dietary requirements? Y / N

If yes please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Does your child have any distinguishing marks (birth mark, raspberry etc)? Y / N

If yes please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent Carer’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT PLEASE READ CAREFULLY**

**Photographs**

I / we give the nursery staff permission to photograph and use any pictures in connection with the nursery of my child i.e. topics/nursery display boards and to include them if required in the prospectus, on our Facebook page, and on the nursery website.

Parent / Carer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sun creams**

Please provide your child with their own sun cream, clearly labelled with their name on; to ensure a consistency in their safety and protection during nursery hours and to enable them to use the outside areas throughout the sunny months. Please sign to say that you give consent for us to apply this.

Parent / Carer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Outings**As we have our own beach hut and mini bus, we are able to take children out on small trips to the local area. We only take small groups with high staff ratio. As and when these educational trips take place we will give you prior notice. Please sign to consent that you DO give permission for your child to be included in these trips.

Parent / Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Family Information.**

1st Language at home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Any relevant religious or cultural beliefs? Y / N

If yes please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To help us get to know your child better please fill in siblings names and ages

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_\_\_\_\_\_

Does your child attend any other Pre- School? If so please state days and sessions attended.

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**All About Me**

A Photo of Me:

My Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Family Call Me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Birthday Is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I Live With (mum, dad, nan, grandad, siblings, pets, etc)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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My favourite toy is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My favourite TV programme Is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I enjoy… \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Any other information you’d like to share with us. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Collection of your child(ren)**

Please list below those people who **ARE ALLOWED** to collect your child(ren) from nursery (Over 18 years only). People who are not on the list will need verbal or written permission from yourself on the day. Under our GDPR Policy, we are assuming you have been given permission by the people listed below for our nursery to hold these emergency contact details.

Name Tel No Relationship

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PASSWORD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ We will ask the person collecting your

child what the password is on collection. If the person is unable to provide us with a password, then we will telephone you before releasing your child.

**Important Information**

Please note, unless you have a court order denying a parent access or contact with your child, we have **NO** authority to refuse permission for them to collect and take your child. If you do have any such order, **PLEASE** share this information with us as soon as possible.

Parent/Carer’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please remember to share your password with all who have the authority to pick your child up from nursery. We will not let your child leave the building unless we have heard the correct password. Please understand that this is for the safety of your child only.***

**Working In Partnership With Parents/Carer’s**

**Fees**

These are subject to an annual increase.

Fees must be paid when due on the first day of your child’s attendance.

Your invoice will be sent via email – if you have any queries regarding your bill you MUST speak with a member of management as soon as possible to ensure we resolve any issues. No refunds are given for sickness/holiday.

**Help with costs**

You may be entitled for help towards childcare costs through your working tax credits entitlement. Please call them directly to check. Tel. 0345 300 3900. Please also ask about 2 year old funding, you may be entitled to it!

**Funding**

2 year funding: Please check online to see if you are eligible to 2 year funding. 15 hours of allocated funding to be used within 38 weeks. We are able to stretch funding over 51 weeks however the hours will be reduced if you chose this option.

3/4 year funding: 15 hours of free funding for all 3/4 year olds (the term after their 3rd birthday) to be used within term time only (38 weeks), OR spread over 51 weeks, however the 15 hours will be reduced.

30 hours of free funding is available to some eligible 3/4-year olds. Please check online for the criteria. Can be used term time or stretched over 51 weeks reducing the weekly amount of funded hours.

**Completion of Forms**

There will be a charge of £10.00 for the completion of Passports, Council Benefit forms, Tax Credit forms and any other forms. This is due to the length of time it takes to complete the above items.

**Collection of your child(ren)**

Please inform us if someone else is collecting your child either in writing or verbally as we will not take your child’s word for it and we will not allow them to leave without your permission. Whoever is collecting your child MUST know the secure password you have set up.

Children must be collected by a responsible adult, minimum age of 18. All children must be collected on time. There is a £5.00 charge for every 5 minutes over the collected time, unless authorised.

**Absences**

If your child is going to be absent for their session (due to illness or holiday) please inform the nursery at the earliest possible time. If we have not heard from you regarding your child’s absence, we will call you within an hour of the start of their session. If we have no notification and cannot contact you, we will try emergency contact numbers. If we are unsuccessful in any contact, it is our duty of care for your child and yourselves, to contact the relevant outside agencies. Should your child be absent for two consecutive weeks without notification it is the nursery’s policy to write to you. If we do not receive a reply, it is the policy of this nursery to remove your child’s name from the nursery’s registers.

**Clothes**

Please note staff cannot be responsible for any loss or damage of your child’s clothing so please make sure all clothing is named to prevent any loss.If your child wishes to take off a jumper, etc, we will remind them to put it on their peg or in their bag.

All children to bring in a named small bag containing at least two changes of clothes as children have access to water, sand, mud, and general messy play throughout the day. This allows staff to change your child should they get wet or dirty whilst playing.

Please bring appropriate indoor and outdoor shoes for your child. We suggest wellies and crocs as these are easy to keep clean and easy for your child to attempt to put on themselves promoting independence.

**Sun Cream/Hats**

We advise you to apply a high factor sun cream on your child before they attend nursery or bring in your child’s own cream clearly labelled. Hats must be worn for outside play in the summer. Hats must be clearly named and can be left at nursery.

**Named Lunchboxes**

Please provide a balanced diet with NO Sweets or nuts for your child if they are to stay during a lunch session. Please provide a carton drink with your child’s lunch. (NO medicine / money or letters in lunchboxes).

**Birthdays**

For birthday celebrations we are happy to celebrate with them and you are welcome to bring in cake / biscuits to share with your child’s friends during snack time. Please ensure the products bought in are NUT free.

**Drinks bottles**As advised by Ofsted, we no longer require you to provide your child with a drinks bottle. We have water dispensers within the nursery and encourage all children to help themselves to water throughout the day. We provide every child with a cup of water/milk during each snack and ensure every child has a drink (provided by parent/carer) at lunch time.

**GDPR**

From May 2018 we are following the new GDPR European law which gives you more control over your personal data. We have always secured your data however we have put a lot more restrictions in place to comply with this new law. See more info below.

We hope that these policies will help to avoid any misunderstandings between parent/carer and staff to ensure we can all work together in harmony.

Parent/Carer’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important Information For Our Records**

*Please complete where application prior to your child starting the nursery*

Dear Parent/Carer,

Throughout your child’s stay during nursery, they will be offered healthy refreshments/snacks and water/milk. We will also have planned activities such as cake baking, food tasting, etc. Please could you list any allergies your child has, or any health issues your child may have that will stop your child from participating in such activities.

Allergies/Health issues \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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We will be working in close partnership with the local schools and communicating on a regular basis with your child’s teacher. For us to help your child progress, please inform us of any SEND related issues your child may have, including behaviour, and provide us with a copy of your child’s outcomes if applicable.

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Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Policy for administering temperature reducing medicines**

If it should arise that a child requires an emergency dose of temperature reducing medicine (such as Calpol, Nurofen, or Puriton), a signed consent form must be kept in our Medical folder.

In addition to this requirement, the manager, deputy manager, or office staff will contact the child’s parent/carer by telephone BEFORE administering the dose unless there causes additional risk by waiting. This is due to the possibility of previous doses being administered that day.

PLEASE NOTE under normal circumstances it is not our policy to administer medicines that have not been prescribed by a doctor. Therefore, if we feel it necessary to administer an emergency dosage to your child, your child will need to be collected from nursery at the soonest possible time.

If you have given your child a dose of any over the counter medicine, you have recognised that your child is poorly. Please ensure they are well enough to be at nursery and will not pass any infection onto other children/staff.

.................................................................................................................................

I have read and understood the above policy and agree that the child named below may be given an emergency dose medicine in the event that management feel it is potentially a medical emergency.

Child’s Name:............................................................................................

Parent/Carer’s Name: ..............................................................................

Signature: ................................................................................................

Date: .......................................................................................................

Dear Parents,

As an aid to support your child’s learning and development, we use Tapestry to track your child’s development.

For those of you who do not know what Tapestry is, Tapestry is an online journal which records all the learning and fun of children’s early years’ education.

Tapestry allows Practitioners to upload photographs, videos and observations of your children. These are then visible to parents, and parents are then able to add their own comments.

In preparation for us to get parents ready to view the online journals, there a few things that we need from you.

If you haven’t already done so, please can you provide the Nursery with your email address as this will allow a link to be sent to your device. Once received you will need to follow the steps to create your log in details.

We also need to get permissions from you so that we can publish the photographs of your children on their online journals. This may also include some group photographs. Please can you fill in the permission slip below with your preference?

Childs Name:

Parent / Carer Name:

Parent / Carer Signature:

Parent / Carer Email address (if not already provided):

Date:

I do / do not give permission for my child’s photographs to appear on Tapestry

I do / do not give permission for my child to be shown in group activities on Tapestry

I do / do not give permission for videos of my child to be played on Tapestry

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CONSENT WITHDRAWN: I wish to withdraw consent for any photographs to be taken. Dated: Signed: Print name:

**GDPR Policy**

The General Data Protection Regulation is an EU law from May 2018. It requires the nursery to share information with you about data retention after your child has left the setting.

Data we retain about you and your child falls into 3 main categories –

* Safeguarding and welfare data linked to Ofsted and the Early Years Foundation Stage requirements and the Limitation Act.
* Financial data retained for HMRC purposes.
* Funding data retained for Local Authority purposes.

We store data about you and your child in paper format, and also online.

**Data relating to the Safeguarding and Welfare requirements of the EYFS**To comply with the Limitation Act 1980, we keep Accident, Injury and First Aid Records and Medication Administration Records using the legal basis of ‘legal obligation’ until your child is 21 years and 3 months old and insurance requirements.

Attached to Accident, Injury and First Aid Records and Medication Administration Records, we also retain Parent – Provider Contracts and Attendance Registers using the legal basis of ‘vital interests’ to provide additional evidence of compliance with the Early Years Foundation Stage.

We keep further data related to Safeguarding and Welfare requirements of the Early Years Foundation Stage and Childcare Register for a ‘reasonable period of time’ (see EYFS requirement 3.71). ICO advice is that this should be retained between Ofsted inspections or within the Ofsted inspection cycle which might be between 3 and 8 years.

Information is kept in paper format and after the required retention period, the documents will be shredded.

**Data relating to the Learning and Development requirements of the EYFS**To comply with the EYFS, we keep documents relating to your child’s learning and development including photos of your child’s progress, activities and experiences.

We use the legal basis of ‘legal obligation’ when recording your child’s learning, development and progress and ‘legitimate interest’ when taking photos of your child, because we believe it is reasonable for us to process this data to provide you with a good quality service.

We keep the information, including photos online and in paper format, and will pass it onto you when your child leaves the setting or starts school, whichever comes first.

**Financial record keeping**We keep documentation including your name and payment record for HMRC using the legal basis of ‘legal obligation’. We keep this information both online and in paper format and are required to retain this information by HMRC for 6 years, after which time they are deleted.

**Data relating to Local Authority funding forms**We keep documentation including your name, address, national insurance number and tracking data for Local Authority Funding forms using the legal basis of ‘contractual necessity’. This data is held in paper format and we are required to retain these forms by the Local Authority, after which time they are shredded.

**Personal data**

If we close the setting, we will keep documentation for as long as legally required by the purpose for which it was collected. There is no absolute duty to encrypt data stored online, but we will keep it as secure as possible during the retention period.

**You have the right to ask for information held about you and your child to be withdrawn. This is called the ‘right to erasure’ in GDPR. However, if we need to keep information because it is legally required then exceptions to the ‘right to erasure’ apply. We will make a decision about each erasure request individually – please discuss this with me for more information.**

**Please sign to say you have read the GDPR policy and understand how we retain your personal data. During the Summer term we will show you your registration form during parent afternoons, giving you the chance to withdraw any data you no longer wish us to keep. This will also give you the opportunity to update your personal information.**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**