



PERSONAL DETAILS

Child's Name: _____

Date of Birth: _____

Ethnic Origin: _____ Religion: _____

Home language _____ Spoken Language _____

Home Address:

Name of Mother: _____

Mothers Address if different from above: _____

Name of Father: _____

Fathers Address if different from above: _____

If your child does not live with both parents please state which one they reside with or who has legally custody. If no legal arrangement is in place please inform the Manager of your personal arrangements.

Mothers Occupation

Work Address and Telephone Number

Mother's National Insurance Number

Fathers Occupation

Work Address and Telephone Number

Father's National Insurance Number

CONTACT TELEPHONE NUMBERS AND NAMES

Please list home, work, mobiles numbers and names of all people who can be contacted, **ALWAYS KEEP US INFORMED OF ANY CHANGES**

Parents/Carers contact numbers:

Emergency Contact numbers:

MEDICAL INFORMATION

Child's Doctor/Health Visitor/ Dentist (name and address)

Doctor:

Health Visitor:

Dentist:

Immunisations/Vaccinations:

Infectious Illnesses:

Any Serious Illness:

Does your child have any Special Educational Needs? YES/NO Any Allergies? YES/NO

Any Medical Details/Problems? YES/NO Any dietary requirements? YES /NO

IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE QUESTIONS PLEASE GIVE
FURTHER DETAILS IN THE SPACE BELOW:

PLEASE NOTE IF THERE IS ANY FAMILY HISTORY RELATING TO HEALTH ISSUES,
SPEECH AND LANGUAGE, SPECIAL EDUCATIONAL NEEDS;

PLEASE STATE IS ANY OTHER PROFESSIONALS HAVE BEEN OR ARE INVOLVED WITH
THE FAMILY (I.E FAMILY VISITOR, SOCIAL WORKERS ETC)

**VIDEOING THE CHILDREN, TAKING PHOTOS AND OBSERVATIONS TO SHARE WITH
OFSTED AND PARENTS**

There are certain times during the nursery week when we may carry out written observations, take photo's or video the children at nursery taking part in activities, events etc. The observations and photo's are for nursery use only and will only be used for training purposes, as evidence of our curriculum for Ofsted and for parents viewing at parents evening. Please sign for permission below

Signed _____ Date :

DATA PROTECTION ACT

In line with the data protection act we treat the information on your child with the strictest of confidence however there may be times when we need to share information with authorities such as speech and language, the intervention team, the early years team, ofsted, social care etc. We will always check to make sure that the person needing the information has a genuine reason to do so. Please sign to give permission for us to do this.

Signed _____ Date:

STUDENTS ON WORK PLACEMENT

I understand that students on work placement may need to observe my child as part of their course work targets. I give permission for them to do so

Signed _____ Date:

GOING OUT OF NURSERY

Do you give Tiny Tots Private Day Nursery permission to take your child on day trips/outings (local visits to shops or park)? YES/No

Signed _____ Date :

ADMINISTRATING SUN CREAM

Due to child protection reasons we need to ask for written permission to administrate sun cream lotion. To give your consent please sign below.

If your child is allergic to normal sun cream lotion please make sure that you supply the nursery with your child's personal sun cream lotion during the summer months.

Signed _____ Date :

ADMINISTRATING NAPPY CREAM

Due to child protection reasons we need to ask for written permission to administrate nappy cream. To give your consent please sign below.

If your child is allergic to sudocrem please make sure that you supply the nursery with an alternative nappy cream if your child is suffering with a nappy rash. **Please bring this to our attention at induction stage.**

Signed _____ Date:

EMERGENCY TREATMENT

In the event of a serious accident a member of staff will accompany your child to hospital via an ambulance whilst another staff member contacts you. The member of staff will stay with your child until you arrive at the hospital. To give your consent for this to happen please sign below.

Signed _____ Date:

MEDICINE POLICY REGULATIONS

We can only give medication that has been prescribed by a doctor /nurse/ dentist or administrate calpol/nurofen (only, no other version will suffice) This can only be given if we have prior written permission, which is given and recorded on a daily basis. The medicine needs to be passed to a member of staff who will store it appropriately. When you collect your child you will

sign again to say that the medication when given and confirm at what time, in case of any variance.

If for any reason calpol/nurofen can not be given we must have a medical letter to cover us, stating which medicine can be given instead.

EMERGENCY MEDICATION

To cover us in emergencies you are required to place sachets (not bottles) of calpol/nurofen and teething gel in your child's bag, which will only be used in extreme emergencies. In the event of your child becoming unwell we will ring you and inform you of their condition, you will then tell us how much calpol/nurofen to give them, which we will record on a medical form. On entry to nursery you will sign the medical form to confirm details. You must replace the calpol/nurofen as it is used making sure that it is always in date.

If no calpol/nurofen has been placed in your child's bag then you will have to make arrangements to collect them.

Please sign the declaration below

I sign to say that I will place sachets of calpol/nurofen in my child's bag. This can be administered on my or my child's next of kins telephone permission only. I will sign the medicine form when I get to nursery and confirm what time the medication was given. I will check the medication on a regular basis to ensure it is in date and replace when needed.

Signed _____ Date:

Admission Policy

I agree to that I have read and agree to the admission policy outlined to me in the induction process.

Signed _____ Date:

Terms and Conditions

Registration

A registration fee of £25.00 is payable on acceptance of the child's place and sessions, £25.00 deposit is also payable if the place is requested to be held open for a four week period or more.

Nursery Fee's

On commencement of the child's place it will be confirmed with the manager how the parent would like to pay their fee's, on a monthly invoice basis or a weekly basis, they will also confirm whether it will be paid via tax free childcare, childcare vouchers, bank transfer

Monthly invoices are worked out via a pro rata basis running September to August, all bank holidays will be deducted and the end price will be divided by 12 which then allows 12 equal monthly payments.

Funded places will be charged for their meals and snacks based on the sessions that they choose e.g. 9:00am - 4:30pm - £5.

Tiny Tots reserves the right to review the fee's and charges, in the event of there being a price increase four weeks written notice will be given.

Parents are still charged if their child is off nursery with illness and on holiday

If fee's remain outstanding for a six week period:

. Tiny Tots reserves the right to charge a 10% late payment each week on any outstanding balance.

Government Funding

Parents who require sessions which include 15 free hours for two and three year olds and the extended funding for three and four year olds are required to sign to acknowledge that when they confirm their child's place within the setting that they agree for Tiny Tots to claim their child's entitlement on a pro rata basis running September to August. If the parent or carer requires to terminate their child's place within tiny tots we require a terms notice period. The manager will stipulate in unique circumstances that this can be waived in certain situations, however this is only of the managers discretion.

Types of sessions & conditions of booking extra sessions:

The session types available are set sessions, further details of these accompanied with the fee's breakdown within the prospectus or a copy can be requested. Set sessions are permanently booked, changes to sessions permanently can be made however four weeks notice needs to be given.

Extra Sessions/Hours

We are happy to accommodate extra sessions or hours when required if they are available and enough notice is given to the manager. If extra sessions are booked in the diary or with the manager but not used the parent or carer will still be charged for these sessions.

Cancellation/Termination of contract

Once a child has started at the setting the parent or carer can terminate their contract at any time (non-funded parents only) giving the manager four weeks paid notice in writing. This period is however subject to termination if there are outstanding fee's which the terms are highlighted above. In the event that a parent/carers failing to pay the month's fee's the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of monies, and seek legal advice if needed.

When your child is due to leave the setting we will email over a copy of their development file, tracking and any other paper work which you require. If you wish to receive a paper copy of your child's development file there will be a charge for this, which will be stipulated by how many pages the file consists of.

Sibling Discount

Where there is more than one child from the same family attending the nursery at the same time they will receive 10% discount which will be applied to their fee's.

Contracts

Every parent will receive a contract with a break down of their weekly or monthly fee's and terms and conditions of their contract this is again on a pro rata basis and will be served every September.

Late Collection Policy

The nursery reserves the right to charge parents/carers when they do not collect their child at the agreed time, a charge of £10 for the first 15 minutes and then £15 for every 15 minutes thereafter.

Notification of absence/lateness

The parent/carers is expected to notify the nursery if their child is going to be late or absent from nursery.

Unforeseen closure

In the event of the nursery due to extreme weather conditions, flooding, loss of utility supplies, heating failure, or other causes beyond reasonable control of the nursery, the nursery will close and the parent/carers accepts that no refund of fee's will be made due to continued operational costs.

Complaints Procedure

Tiny Tots complaints procedure is in compliance with the complaints requirements of OFSTED.

Safeguarding Children Policy

Tiny Tots follows government legislation and guidelines which are set out by Derby Safeguarding Children's Board.

OFSTED Registration

The Nursery is Ofsted registered and complies with all OFSTED guidelines and procedures

Sickness/Emergency Treatment

Children must not attend the nursery if unwell or suffering with a contagious illness or infection. In the event of a child becoming ill whilst at the nursery, the parent or nominated carer will be contacted to arrange to take their child home. In the case of an infectious condition the recommended exclusion time must elapse before the child can be readmitted to the nursery. In the case of an emergency nursery staff will contact the relevant help/health professionals and parents. A senior member of staff will accompany the child to hospital until the parent/carer arrives. The nursery will continue to make contact with the parent/carer if they are unable to contact them immediately.

Data Protection

Tiny Tots require data about your child to ensure appropriate and relevant learning opportunities are provided for your child according to age and development. We require parent information so we have contact details for you in case the nursery staff need to contact you due to your child's ill health, accidents or any other circumstances. We also require parents' details to enable us to claim their child's government funding.

Loss or Damage

Tiny Tots does not accept responsibility for any lost or damaged property on its premises.

Receiving Nursery correspondence via email: If you are happy to receive all nursery correspondence via email, please write your preferred email address below

Email Address.....

Tiny Tots reserves the right to change the above Terms & Conditions as and when the need arises. Four weeks notice will be given in writing to any changes.

As parent/carer I acknowledge that I have read and agree to the Terms & Conditions set out in the above three pages.

Signed Parent/Carer 1.....

Name..... Date.....

Signed Parent/Carer 2

Name..... Date.....

Please note that a copy will be kept and placed on file and you can keep a copy for your own records.



Tapestry is an online system which allows parents to log in and see their child's observations and development.

Each child will have a unique username and password and we require an email address to set this up. Please insert an email below so that we can begin the registration process;

You will only be able to see your child's photos however we require permission to share photos on the system; please sign and date below for permission;

Child's Name_____ Signature_____ Date _____

We also require permission to share group photos, meaning if your child is in a photo with other children all parents will be able to see these, please sign and date below for permission;

Child's Name_____ Signature_____ Date _____

Please let us see a copy of your child's birth certificate or passport, as proof of their age, there may be occasions during their time at nursery when we have to sign to confirm we have seen it. We do not need a keep a copy, just require information from it.

Staff members signature:

Date of signing:

I hereby agree to the policies and procedures that are listed in the Record of Information, Nursery Prospectus and notices displayed within Tiny Tots Nursery. I agree that I will give four weeks paid notice on cancellation of my child's place and if I fail to follow this correct procedure I am responsible for the debt occurred. I agree to pay in full for my child's place if they are off sick or on holiday. If I leave without giving any notice I will be charged for any absent days plus four weeks notice. I will also agree to pay my full nursery fee's on the first session of my child's week and understand that the nursery can refuse entry if this not carried out.

Signature: _____ Name in Print: _____

Date: _____