**The Ascot Day Nursery
Fernbank Road, North Ascot, Berkshire, SL5 8LA**

**Tel: 01344 883068**

**theascotdaynursery@hotmail.co.uk**

**Registration:**When registering with The Ascot Day Nursery you will need to ensure that you have provided your registration forms stating the days and hours you would like your child to attend the setting. Once your child has been offered a conditional place through email you are required to pay a non-refundable registration fee of £50.00 to secure your child’s place. This payment can be made in cash, cheque or bank transfer.

**Fees:**The hourly rate is £9.00 per hour for full time hours (37 hours per week or more) and £9.10 per hour for part-time hours. Rates are reviewed annually in April.

Invoices are payable monthly in advance for the registered hours, with any additional hours being invoiced on the following months bill. The Ascot Day Nursery operates on an hourly basis throughout the year except for weekends and bank holiday, closing only for the period between Christmas and New Year. Bank holidays are not charged for. Refunds, exchanges or credits are not given for sessions missed by your child. You are required to start at the beginning of a calendar month.

**Hours:**

The minimum number of hours you are required to have as registered hours are 3 hours. Your child would need to attend the setting a minimum of 3 sessions per week. The earliest drop off time is 7.30 and the latest drop off is 9.00. Pick up from morning sessions can be between 12.30 and 14.30. Drop off for the afternoon sessions 12.30-14.30 and afternoon pickup between 16.30-18.00.

**Meals:**

Meals, drinks, snacks and nappies are included in the hourly rate. Parents of babies on formula milk are requested to supply either made up bottles or premeasured water in their bottles with premeasured formula powder in an appropriate container daily. These are to be clearly labeled with their name and they will be stored appropriately by the nursery and returned at the end of each day. Meals supplied will be a breakfast of cereal or toast, a cooked lunch and a cooked tea. The emphasis will be on introducing children to a varied diet including fresh fruit and vegetables. Meals are freshly cooked daily, and a weekly menu is displayed in the nursery. We ask parents to advise us in advance of any special dietary requirements or allergies. For weaning babies, we liaise and cooperate with parents as necessary.

**The Ascot Day Nursery Policies and Procedures;**

We request that all Parents / carers are familiar with all our Policies and Procedures and able to view these either at nursery or online. These are continuously updated in accordance with legislation and guidance from relevant agencies.

**Safeguarding:**

The Ascot Day nursery is committed to the protection of all children in accordance with current legislation and our policy on Safeguarding.

**Inclusion:**

We believe that all children must be provided with a broad and balanced early year’s environment. The Ascot Day Nursery is committed to the inclusion of all children, whatever their individual needs. Our philosophy is that all children should have the opportunity to develop their full potential alongside other children in the nursery environment. In order to achieve this, we work closely with parents / carers, and where necessary, other agencies.

**General:**

The Ascot Day Nursery operates an “open door” policy for parents. We invite you to discuss your child’s development or any problems or concerns there may be. Please do not hesitate to approach any of our staff at any time or contact us on the contact details at the top of this page. Copies of the Nursery Policies are available from the Nursery Manager.

The majority of our children naturally progress to The Old School Day Nursery after their 2nd birthday, we continually share information with the Old School Day Nursery to make this transition as smooth as possible. The Old School Day Nursery will contact you approximately 2 months prior to your child starting with them

**The Ascot Day Nursery**

**Childs Name: …………………………………………………………………………………………………………**

**Date of Birth: ………………………………………………………………………………………………………….**

**Place Required From: ………………………………………………………………………………………………**

**Home Address: ………………………………………………………………………………………………………**

 **………………………………………………………………………………………………………**

 **……………………………………………………………………………………………………….**

**Home Phone Number: …………………………………………………………………………………………….**

**Mothers Name: ……………………………………………………………………………………………………….**

**Occupation: …………………………………………………………………………………………………………….**

**Work Telephone: …………………………………………………………………………………………………….**

**Mobile Telephone: ………………………………………………………………………………………………….**

**Fathers Name: …………………………………………………………………………………………………………**

**Occupation: …………………………………………………………………………………………………………….**

**Work Telephone: …………………………………………………………………………………………………….**

**Mobile Number: ………………………………………………………………………………………………………**

**In the event that you cannot be contacted please give details of another family member or close family friend that may be contacted.**

**Name: ……………………………………………………………………………………………………………………….**

**Contact Details: ……………………………………………………………………………………………………………………**

**Doctor’s contact details: …………………………………………………………………………………………………………………………………………………………..**

**Medical history and / or allergies: ……………………………………………………………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Registered Hours Required for………………………………………………………….(name of child)**

**Monday: ……………………………………………………………………………………………………………**

**Tuesday: ……………………………………………………………………………………………………………**

**Wednesday: ……………………………………………………………………………………………………………**

**Thursday: ……………………………………………………………………………………………………………**

**Friday: ……………………………………………………………………………………………………………**

**As children naturally progress to The Old School Day Nursery after their 2nd birthday, we continuously share information with The Old School Day Nursery. Contact will be made by The Old School Day Nursery approximately two months before your child moves up. If you do not wish for your child’s details to be past on to the Old School, please inform the nursery manager in writing.**

**Consent for outings: I agree that my child may be taken for outings to the
 play park and local walks with the appropriated supervision**

 **Signed…………………………………………………………………**

**Nursery Policies: I understand that The Ascot Day Nursery request that I am familiar**

**with their Policies and Procedures, including GDPR which are available to view at Nursery or online on www.theascotdaynursery.co.uk**

 **Signed………………………………………………………………..**

**Photographs: If you do not wish for your child to be photographed please inform
 the Nursery Manager in writing.**

**Sun cream Consent: I agree / do not agree that The Ascot Day Nursery can use Sun**

 **cream supplied by themselves**

 **Signed…………………………………………………………………...**

**Teething Gel Consent: I agree / do not agree that The Ascot Day Nursery can administer**

 **Teething gel supplied by themselves**

 **Signed……………………………………………………………….**

**Calpol / Nurofen Consent: I agree / do not agree that The Ascot Day Nursery can administer**

 **Calpol / Nurofen supplied by themselves (we will always contact you first**

 **To check dosage)**

 **Signed………………………………………………………………..**

**Piriton Consent: I agree / do not agree that The Ascot Day Nursery can administer**

 **Piriton supplied by themselves (we will always contact you first to**

 **check dosage)**

 **Signed……………………………………………………………….**

**Famly : I do/do not agree that my child’s photographs can be added to Family app.**

 **Signed……………………………………………………………..**

**The Ascot Day Nursery adopts a ‘Safe Sleep Policy’, where babies and children will be placed on their backs to sleep. If you would like your child to go to sleep in any other position, please sign to consent (Medical waiver signed by Doctor required for babies 6 months of age and under)**

**Signed………………………………………………………………..**

**EAL (English as an Additional Language) Statement, please read below and confirm one of these statements if applicable;**

* **English is not our home language, but we would request that English is the language of communication at The Ascot Day Nursery and we will encourage our home language at home. We do not want our home language reinforced / encouraged at Nursery**

**Sign to confirm the above statement if applies to you …………………………………………………………..**

* **English is not our home language and we request support with our home language at The Ascot Day Nursery**

**Sign to confirm the above statement if applies to you …………………………………………………………**

**Withdrawal or Changes to this contract with The Ascot Day Nursery:**

**By signing this document, you are agreeing to provide The Ascot Day Nursery with a full calendar months’ notice to any changes to your child’s registered hours and agreed start date. The full calendar month also applies, should you choose to terminate this contract with The Ascot Day Nursery.**

 **By the signing of this registration form, forms a binding contract with**

 **The Ascot Day Nursery.**

**Email address: ………………………………………………………… (This is used for billing**

 **purposes, an invoice**

 **will be emailed to you**

 **at the beginning of the**

 **month)**

**Signatures: ……………………………………………………………………………………..
 Parents/Guardians of …………………………………..(name of child)**

 **Date: ………………………………...**

 The Ascot Day Nursery Photograph Consent

Name of child 1: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of child 2: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of child 3: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of child 4: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occasionally, we may take photographs of the children at nursery. We use these images as part of our displays and sometimes in other printed publications. We will also use them on our website and within the Famly App.

If we use photographs of individual children, we will not use the name of that child in the accompanying text or photo caption. If we name a child in the text, we will not use a photograph of that child to accompany the article.

Learning Journeys are used to celebrate your child’s progress throughout nursery. These are sent home at the end of the child nursery journey. Photographs of individuals or groups of children may appear in these records.

From time to time, our nursery may be visited by the media who will take photographs or film footage of a high-profile event. Children may appear in these images, which will sometimes be published in local or national newspapers, or on approved websites.

To comply with the UK data protection legislation, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign (or digitally sign) and date the form where shown and return or email the completed form to the nursery.

Please initial your answer

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| I give permission for my child’s photograph to be used within nursery for display purposes  |  |  |
| I give my permission for my child’s image to be used in their own Learning Journeys/Records of Achievements |  |  |
| I give permission for my child’s photograph to be used in other printed publications. |  |  |
| I give permission for my child’s image to be used on our website. |  |  |
| I give permission for my child’s image to be used on the nursery’s media site (Famly) |  |  |
| I give permission for my child to appear in the media. |  |  |
| I give permission for my child to have a nursery photograph taken by Debbie Hare. I understand this printed/digital photograph can be purchased by parents. |  |  |

I have read and understood the conditions of use on the back of this form.

Parent/guardian signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conditions of use

This form is valid indefinitely from the date you sign it.

We will not re-use any photographs or recordings after your child leaves this nursery. Historic photographs will remain on our nursery website and the nursery’s Famly app.

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, on our social media platforms in our nursery prospectus or in any of our other printed publications.

Only children that are in the pictures will be tagged for the parents to see. If we name a child in the text, we will not use an individual photograph of that child to accompany the article.

We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies

**The Ascot Day Nursery**

**Information Sharing and Safeguarding**

Child’s Full Name:

All information about your child and family will be treated as confidential, with the exception of information gathered for the purpose of child protection.

This is in line with the Government Guidance ‘Working Together to Safeguard Children’ this document recognizes certain circumstance which require information to be shared to with other multi-agency professionals.

The Government Guidance outlines:

* Effective sharing of information between practitioners, local organisations and agencies is essential for early identification of need, assessment and service provision to keep children safe.
* Practitioners should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children (whether known or emerging).
* Sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety, of children.

The Ascot Day Nursery will not ordinarily share information without the consent of the parent(s)/legal guardians(s), unless said consent would be compromise the safety of the child(ren). Such sharing of information may need to be done with local agencies/organizations or other relevant third parties. These may include (but are not limited to) the following:

* Social Workers
* Health Services
* Police
* Other sector organisations who are jointly caring for the child(ren)

In addition, The Ascot Day Nursery also reserves the right to information share with The Old School Day Nursery if your child(ren) is due to transition there. The details shared with The Old School will be confidential and will only be shared if necessary.

The Ascot Day Nursery has a duty of care for the children in their setting, therefore we reserve the right to refuse registration if the information sharing and safeguarding section is not signed below.

I / We have read, understood and accept the above regarding information sharing and safeguarding of our child(ren).

Parent/Guardian Signature:

Print Name:

Date: