|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Child’s Details** | | | | | | | | | | | | | | | | | | |
| First name | | | |  | | | | |  | | Middle name | | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | |
| Surname | | | |  | | | | |  | | Alias (known as) | | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | |
| Sex | | | | Male  Female | | | | | Birthday - | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Booking Details | | | | | | | | | | | | | | | | | | |
| **Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | |
|  | Monday | | | | Tuesday | | Wednesday | | | | | | | Thursday | | | Friday | |
| AM |  | | | |  | |  | | | | | | |  | | |  | |
| PM |  | | | |  | |  | | | | | | |  | | |  | |
| Parent/Guardian Details 1 | | | | | | | | | | | | | | | | | | |
| Relationship to child | | | |  | | | | | | | | | | | | | |  |
| Parents National insurance number | | | | Parents Date of Birth | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |
| Title |  | | First name | | |  | | | | | | Surname | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | |
| Address | | | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |
| E-mail | | | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |
| Telephone number | | | |  | | | |  | | | Mobile number | | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | |
| Place of work | | | |  | | | |  | | | Work Telephone number | | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | |
| Parent/Guardian Details 2 | | | | | | | | | | | | | | | | | | |
| Relationship to child | | | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |
| Title |  | | First name | | |  | | | | | | Surname | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | |
| Address | | | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |
| E-mail | | | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |
| Telephone number | | | |  | | | |  | | Mobile number | | | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | |
| Place of work | | | |  | | | |  | | Work Telephone number | | | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | |
| State which parent the child normally resides with if you are separated (if care is divided, please explain how). | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **It is vital this section is completed in the case of mobile phones not in use or unable to make contact in the event of an emergency.** | | | | | | | | | | | | | | | | | | |
| Emergency Contact 1 (In the event mobile switched off) | | | | | | | | | | | | | | | | | | |
| Title |  | | First name | | |  | | | | | | Surname | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | |
| Address | | | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |
| E-mail | | | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |
| Telephone number | | | |  | | | |  | | | Mobile number | | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | |
| Relationship to child | | | |  | | | |  | | | Verbal password | | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | |
| Brief description of person | | | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |
| Emergency Contact 2 | | | | | | | | | | | | | | | | | | |
| Title |  | | First name | | |  | | | | | | surname | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | |
| address | | | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |
| Telephone | | | |  | | | |  | | | Mobile number | | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | |
| Relationship to child | | | |  | | | |  | | | Verbal password | | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | |
| Brief description of person | | | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |
| I/we confirm that I/we have disclosed relevant details/information to the Peekaboo Nursery regarding my/our child, and will take full responsibility to inform them of any changes as and when they arise.  I/we have read and understood the regulations and requirements of the nursery. | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Signed | |  | | | | | | | | | | | Date | |  | | |  |
|  | | | | | | | | | | | | | | | | | | |
| Signed | |  | | | | | | | | | | | Date | |  | | |  |
|  | | | | | | | | | | | | | | | | | | |

**Permissions Form**

**For**

**……………………………………**

**Start Date**

**…………………………………..**

**D.O.B**

**……./……./.......**



**Permissions Slip**

Please take a moment to read the following statements.

Due to current legislation we are required to gain signatures from parents for the following:

I give my permission for Nursery staff to apply sun cream to my child during the summer months. I am aware of the type of sun cream used

(Sainsbury’s Sun Protect factor 50).

**Signed……………………Parent/Carer Date…………………….**

I give my permission for Nursery staff to take photos of my child for internal purposes such as personal file, birthday board and outings. Also to observe them during free play and activities to record their findings in the learning journeys. (All negatives are destroyed) As well as external purposes such as leaflets, newsletters, our Facebook page and prospectus.

I give my permission for Nursery staff to administer Calpol in emergency cases of extreme high temperature occurring as well as witch hazel in cases of bumps and bruises.

**Signed……………………Parent/Carer Date…………………….**

I give my permission for other parents to use cameras and videos during the Christmas Nativity.

**Signed……………………Parent/Carer Date…………………….**

I have read and understood the Child Protection Policy. I have a copy for my reference.

**Signed……………………Parent/Carer Date……………………**

I give Permission for my child to go on regular outings including using the nursery minibus.

**Signed……………………Parent/Carer Date……………………**

**CHILDS NAME……………………………..**

**RELATIONSHIP TO CHILD…………………………….**

Thank you for your co- operation.

**Agreement to Terms and Conditions**

Please take the time to read our parent pack before signing this agreement.

If you have any questions please do not hesitate to contact the nursery and we will be pleased to help.

**Declaration of Acceptance**

* I have read the parent pack and I am satisfied with the contents
* I understand that fees must be paid on the first day of my child’s week, or the first day of the month. **Late payments will incur a strict 10% surcharge.**
* I understand that if payments are made late that my child’s place **is not** guaranteed to be reserved.
* **I agree to pay one month’s full fees following the first month of informing the nursery of a decision to terminate my contract. Fees will be paid in full before my child leaves.**
* **I agree to pay for days where nursery closes for all Bank Holidays.**
* I understand that full fees are still to be paid in the event of sickness or family holidays.
* I agree to inform the nursery of any illness my child may have.
* I agree to inform the nursery of any changes to my contact details or details of authorised persons to collect my child.
* I agree to be bound to these terms.

**CHILD’S NAME…………………………..............................**

**PARENT/CARER SIGNATURE……………………………....**

**PRINT NAME…………………………....................................**

**RELATIONSHIP TO CHILD…………………………..............**

**DATE………………………..**

To ensure security within the nursery at all times, please provide us with a password for collection, which must only be given to authorised persons on this form………………………..

To keep our standards high, please tell us where you heard about us …………………………………………………………………………………………………………………………………………………………………………………………………………………………………....

Reason for your decision………………………………………………………………………………………………………

**Last Updated January 2019 JM- Area Manager**

**CHILD INFORMATION FORM- Little Village Nursery**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Take some time to complete this form.  If you would prefer to complete this form with a member of the nursery staff they will be happy to make an appointment to do so. | | | | | | | |
|  | | | | | | | |
| Date completed | |  | |  | | | |
|  | | | | | | | |
|  | | | | | | | |
| Name of child | | |  | | Date of birth |  |  |
|  | | | | | | | |
| Child’s nickname (if applicable) | | |  | | | |  |
|  | | | | | | | |
| Toileting | | | | | | | |
|  | Is your child in nappies (day/ night)? | |  | | | |  |
|  | Potty trained? | |  | | | |  |
|  | Toilet trained? | |  | | | |  |
|  | How much support do they require? | |  | | | |  |
|  | What additional resources do they require (eg toilet seat)? | |  | | | |  |
|  | Able to wash own hands? | |  | | | |  |
| Language | | | | | | | |
|  | Please provide information on your child’s language skills. If they have some “individual” words, please note them down and what they mean. | |  | | | |  |
|  | Is English spoken at home? | |  | | | |  |
|  | If not what language(s) are spoken?  How Would you describe your child’s ethnicity or cultural background?  What is the main family religion?  Are there any festivals or special occasions in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated whilst he/she attends nursery? | |  | | | |  |
| Likes | | | | | | | |
|  | What activities does your child enjoy doing? | |  | | | |  |
|  | What toys do they like? | |  | | | |  |
|  | Do they have a favourite character (eg Thomas the Tank Engine)? | |  | | | |  |
| Dislikes | | | | | | | |
|  | What does your child not like doing (eg some children don’t like messy play and getting their hands dirty)? | |  | | | |  |
| Does your child have any special needs or disability?  Are any of the following in place for the child;  Early Years Action? Yes/No  Early Years Action Plus? Yes/No  Statements of Special Educational Need? Yes/No  What support will he/she require in the nursery?  Immunisations to date;  Name of GP........................................................  Name of Health Visitor............................................  Address of GP;  Telephone number of GP............................................................ | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| How do you comfort your child when they are tired or distressed? | |  |  |
| Routines | | | |
|  | Does your child have a regular routine (if yes please provide details)? |  |  |
|  | Sleep |  |  |
|  | Meals |  |  |
|  | Snacks |  |  |
| (We will make every effort to accommodate your child’s routine into ours where possible.) | | | |
|  | | | |
| Does your child need a dummy for sleeping/when they are resting? | |  |  |
|  | | | |
| Does your child have a comforter of any kind? | |  |  |
|  | | | |
| Feeding: | | | |
|  | Is your baby on solid food? |  |  |
|  | Milk from a bottle/cup? |  |  |
|  | TYPE OF MILK (e.g. which formula or cows milk) |  |  |
|  | Food likes |  |  |
|  | Food dislikes |  |  |
|  | | | |
| Is your child able to feed himself or herself independently? | |  |  |
|  | | | |
| What support does he or she require? | |  |  |
|  | | | |
| Known allergies in detail (more to follow) | | We will make every effort to accommodate alleriges but we cannot guarantee that food will not contain traces of known allergens. |  |
|  | | | |
| Medication (you will need to complete a permission form if you require us to administer any form of medication) | |  |  |
|  | | | |
| Any other information you wish to share with us | | | |
|  |  | |  |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Allergy information and dietary requirements**  Does your child have an allergy to any of the following? Is there any of the following foods your child is not allowed to eat? | | | |
| Bananas | YES / NO | Oranges | YES / NO |
| Beef | YES / NO | Penicillin | YES / NO |
| Butter | YES / NO | Pollen | YES / NO |
| Cotton wool | YES / NO | Pork | YES / NO |
| Cow’s milk | YES / NO | Soap powder | YES / NO |
| Eggs | YES / NO | Soya | YES / NO |
| Fish | YES / NO | Strawberries | YES / NO |
| Lactose | YES / NO | Sugar | YES / NO |
| Lamb | YES / NO | Wheat | YES / NO |
| Nuts | YES / NO | Dairy products | YES / NO |
| Vegan? | YES / NO | Vegetarian | YES / NO |
| We will make every effort to accommodate alleriges but we cannot guarantee that food will not contain traces of known allergens. | | | |
| **Medical**  Does your child have any of the following? | | | |
| Asthma | YES / NO | Eczema | YES / NO |
| Diabetes | YES / NO | Febrile convulsions | YES / NO |
| Downs Syndrome | YES / NO | Hernia | YES / NO |
| Eye problems | YES / NO | Pyloric Stenosis | YES / NO |
| Grommets | YES / NO | Sensitive skin | YES / NO |
| Cleft lip | YES / NO | Hayfever | YES / NO |
| **Injections**  Has your child had the following injections? | | | |
| Measles | YES / NO | Diphtheria | YES / NO |
| HIB | YES / NO | Meningitis C | YES / NO |
| MMR | YES / NO | Mumps | YES / NO |
| Polio | YES / NO | Rubella | YES / NO |
| Tetanus | YES / NO | Whooping cough | YES / NO |
| **Permissions**  Can your child have / do the following? | | | |
| Calpol / Calgel | YES / NO | Baby bath | YES / NO |
| Emg medical attention | YES / NO | Hair washed | YES / NO |
| Medication | YES / NO | Nails cut | YES / NO |
| Nappy cream | YES / NO | Vaseline | YES / NO |
| Sun cream | YES / NO | Go on outings | YES / NO |

|  |  |  |  |
| --- | --- | --- | --- |
| Statement | Signature | Print name | Date |
| I confirm the the above is correct and give my permission for my child to eat/ use the above. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Statement | Signature | Print name | Date |
| I understand that you will use my email & phone number for correspondence for anything relating to nursery communication eg newsletters and billing |  |  |  |
| I understand that any information that the nursery requires to have about my child will be held securely until the child reaches the age of 21 years and 6 months |  |  |  |
| I understand that if I have agreed for my child’s photo to be taken and used in any form of marketing that these photos will continue to be used after my child has left the setting |  |  |  |
| I understand that if there is a change in any of the details outlined on this form, I will ensure the nursery staff are informed. I understand how important it is to keep the information the nursery has for my child is up to date. |  |  |  |



**Peekaboo Nursery**

**Safeguarding/Child Protection Policy**

The following staff are trained in child protection issues:

Debbie Evans- Manger Designated Safeguarding officer

Natasha Threlfall – Deputy Manager Level 2 Trained

All other Nursery Staff have level 1 training

All staff employed at Peekaboo Nursery are given Child Protection Training from experienced Professionals. They are aware of the four main areas of abuse, which are: **Physical Abuse, Sexual Abuse, Emotional Abuse and Neglect.** Staff are issued with a copy of ‘What to Do If you’re Worried a Child Is Being Abused’ during their induction to the company. Copies are also available from the Nursery Manager.

**Children’s Integrated Services(CIS) Contact Details**

The Globe

Preston

0845 053 00 09

**Lytham and St Anne’s Police**

01253 736222

**Child Protection Procedure (staff concerns)**

The matter should be raised immediately with the Nursery Manager or if absence the Deputy Manager. A meeting will then be arranged for that day with the member of staff concerned, the child protection officers and the manager. The Meeting will be minuted.

Following a full discussion one of two decisions will be reached. Either that all concerned do not believe there to be a child protection issue and that the matter should be kept under observation, or that there is a child protection issue or contact with the CIS should be initiated.

If the CIS were contacted then the child’s key worker would have the following responsibilities:

* Support management with the enquires
* Maintain regular contact with the child’s family and CIS
* Assist in developing a multi agency, multi disciplinary plan for the protection of the child
* Provide opportunities for parents to be involved in the plan
* Assist with informing parents to be involved in the plan
* Inform necessary parties of any changes to the family circumstances
* Maintain adequate written reports on the family’s behalf

**Safeguarding/Child Protection Statement**

All children whatever their age, background, religion or family circumstances have a fundamental right to be offered care and protection by those responsible for their safety and well-being. Most of the time, this means parents or carers, but when children attend Peekaboo Nursery the responsibility to safeguard and protect children becomes the role of other adults, even if only for a short time.

The Peekaboo Nursery is required by law to safeguard and protect the interests of children placed in our care. We do this by making sure that the staff are trained to help any children who may be unhappy or worried, or who may be having difficulties at home. As part of the Nursery curriculum, we teach children the importance of taking care of themselves and others and we make sure that the children know whom they can turn to for help and advice if for whatever reason their parents are not able to help.

We encourage children and parents to talk to us or to seek help, if they are worried, just as we will usually talk to parents if we are concerned about anything to do with their child. Support is available from Nursery staff trained in this area, the local education authority and also from CIS and other agencies that may also be able to offer assistance. We would not share any information with these other agencies or ask them to visit without your consent.

There may however be occasions when staff have serious worries and believe that a child is at risk or serious harm. Peekaboo Nursery, like others, must follow the procedures, which are laid down by the government for protecting children. In these circumstances we must make contact with OFETED and CIS to share our concern. In most cases we will tell you we are doing this. Within CIS there are specialised workers who would then decide how best to help and support the family. If they feel a child is in danger, these workers can also take steps to make sure the child is safe.

Peekaboo Nursery has policies and procedures to ensure that our staff behave properly and professionally towards the children with whom they work and so that all staff know what to do if they become worried about a child. Any parent wishing to view this policy may do so on request.

We take seriously our responsibility to look after the interests of your children, not just because we are required to do so by law, but also because we recognise that in order to learn and develop, children need to feel safe and secure and they need to feel valued.

To this end, we recognise the importance of our role in working with you as parents and with your child



**I have read and understood this document; I understand that should there be any reason for concern Nursery will contact the relevant services.**

**Signed……………………………….Parent/Carer Date……………**

**Signed……………………………….Nursery Manager Date……………**

I have read and understood the Child Protection Policy.

**Signed……………………Parent/Carer Date……………………**

**CHILDS NAME……………………………..**

**RELATIONSHIP TO CHILD…………………………….**

Thank you for your co- operation.



**Example Menu**

**Lunch Light Tea**

Mon

Home made Lasagne & Garlic Bread Assorted sandwiches

Fruit muffin

Tues

Sausage, mash, peas & onion Beans on Toast

Malt Loaf

Wed

Roast chicken dinner, Cheese Toasties

Fresh fruit

Thurs

Fish Cakes, Mash & Broccoli Dips and pitta bread ,ham and cheese

Bananas & Custard

Fri

Cottage pie and Vegetables Tortilla wraps

Oranges

Menus at nursery work on a 3 week rota, and the daily menu is available to view each day next to the signing in desk.

We are always open to ideas if there is something you would like us to make instead or a food your child does not particularly like please don’t hesitate to speak to a senior member of staff to arrange something different on that particular day.

All food is made daily with fresh ingredients, babies usually have the same as the older children pureed.