



Welcome to Kiddy Planet Nursery

Dear Parent

Thank you for contacting Kiddy Planet Nursery. At Kiddy Planet we aim to provide a high standard of individual and group care for all children. Our children are supported in various ways; by good role modelling, interaction, scaffolding, observation and assessment. We also focus on working one to one and setting up meaningful activities to support children's learning.

A warm and welcoming atmosphere awaits your child. There is a wide range of excellent resources; well-planned activities and scope for adventurous and imaginative play both indoors and outdoors. Children are encouraged to play in the playground "whatever the weather". Parents are encouraged to participate in topics, activities and are generally made to feel that the setting is for them and their children. There is an open ethos about the nursery that encourages adults and children to contribute towards the nursery and its success.

The nursery aims to:

- Provide activities that are appropriate to ensure that children acquire the necessary skills, concepts and attitudes that form part of the Early Years Foundation Stage.
- Reflect on children's needs and interests and ensure that activities meet their individual needs.
- Create an atmosphere where every child feels secure, valued and confident.
- Acknowledge parents in their role as children's prime educators and seeks to promote a partnership with them that develops a shared understanding with mutual respect and dialogue.
- Pay high regard to health and safety to meet the needs of young children with appropriate space, facilities and equipment.
- Monitor, assess and keep records of skills and progression.
- Develop a positive learning environment by providing good resources/materials.
- Ensure no child is excluded or disadvantaged because of his or her race, culture or religion, home language, family background, special educational needs, disability, gender or ability. Our policy is that all children should feel included, secure and valued.

We look forward to welcoming you and your child to Kiddy Planet where we aim to work together with parents to provide your child with a nurturing and enjoyable start in life!

There is some general information about the nursery given overleaf that parents may find useful however, please do not hesitate to contact us should you require any further information or clarification.

Kind regards

Asma Khilji

Asma Khilji
Nursery Manager



General Information

Who can register?

At Kiddy Planet Nursery we are pleased to be able to offer places for children from 6 months to 5 years of age for a minimum of 6 hours per week. Qualifying 2 year olds, and all children aged 3-5 are entitled to 15 hours of free early education from the term following their 2nd or 3rd birthday. This is usually taken for three hours per day over the 5-day week, however we can offer flexibility to these times if required. Standard sessions are: 9.00am – 12.00pm, or 12.00pm – 3.00pm Monday to Friday

We welcome applications for children eligible for the 30 hours of funding and from parents who fund their own childcare arrangements. Please note that parents funding their own childcare may be entitled to receive up to 70% of their childcare costs refunded to them by HMRC. To see what help you could get with your childcare costs please visit <https://www.gov.uk/childcare-calculator>.

Our Curriculum

The nursery follows a child led approach to teaching and learning that allows the children to explore the different activities in the nursery, making their own choices, and learn in a way that is specific to them through curiosity and experimentation. Children have the right, and are given the opportunity to make choices throughout their day. Key workers will then follow up child-initiated ideas, which can mean a change of plan/activity e.g. If it's an extremely hot day, we might decide to use the paddling pool, spray water at each other etc. If it snows, we might make snowmen and have a snowball fight. All children are all assessed against the Early Years Foundation Stage (EYFS) and parents encouraged to register to receive daily updates and more for their child using our parent portal.

Settling in

All children are unique and although some children settle very quickly others may take longer. We ask parents to be patient during this period and to work with the nursery to adjust the settling in programme to suit their child's needs. This could involve shortening the session times initially and asking mum or dad to spend some time playing with their child in the room.

Arrival/Collection times

Unfortunately, we are not able to take children into the nursery before their booked session time. This is because the nursery is required to adhere to strict child to staff ratios and to take children into the session early (or if they are collected late) can cause us to go over that ratio which can present significant risk for the children in our care. If parents want to book additional hours for their child, they can do so by speaking to their child's key worker or reception and then we can ensure that enough staff are on duty. Please note that the parents of children that are consistently collected late will be charged a late collection fee.

Personal items

Children are discouraged from bringing toys, sweets, or personal articles from home as this causes confusion and sometimes bad feeling amongst the children.

Clothing

Please do not send your child to Nursery in new or special clothes as they may get damaged (by glue, paint etc). All Kiddy Planet children need to wear a uniform of a t-shirt/cardigan available to purchase at the nursery.

Absence or Holidays

Please inform us by telephone if your child is sick or unable to attend any sessions. If you are going on holiday, please notify us beforehand.

Healthy Eating

Kiddy Planet has a healthy eating policy and provides a snack table stocked with fresh fruit, vegetables or sandwiches that is available for children to choose from whenever they want. Milk and water are also on offer throughout the sessions so please do not bring in drinks for your child. For children staying for more than 3 hours per day, parents must supply their child with a healthy packed lunch and are requested to ensure their child's lunch also includes an ice pack.

Prams & Pushchairs

Unfortunately, because of Health and Safety regulations imposed on the nursery by Leicester City Council we are unable to accommodate storage of prams & pushchairs at the Melbourne Centre. Parents will only be permitted to keep a foldable umbrella type stroller in the storage box provided or a pushchair only if their child is under 2 years of age or has a disability.

PARENTAL DECLARATION AND APPLICATION FORM (Funded)



Start Date: Autumn Spring Summer

PARENT/CARER/GUARDIAN DETAILS

| |
|------------------------|
| Name: |
| Address: |
| Post Code: |
| Home No: |
| Work No: |
| Mobile No: |
| Relationship to child: |

CHILDCARE PROVIDER DETAILS

| |
|--|
| Name: KIDDY PLANET NURSERY |
| Address: (Tick as appropriate) |
| <input type="checkbox"/> Melbourne Centre, Melbourne Road, LE2 0GU |
| <input type="checkbox"/> 70 Knighton Lane, LE2 8BE |
| Tel. No: 0116 251 4960 |
| Email: info@kiddyplaneteducation.com |
| <i>NB: Phone number and email are the same for both settings.</i> |

CHILD'S DETAILS

| |
|---|
| Forename(s) (as shown on Birth Certificate or Passport): |
| Surname (as shown on Birth Certificate or Passport): |
| Name know as (if different from above): |
| Date of Birth: Gender: Male / Female |
| Ethnicity Code: Registering for FEEE as: 2YO <input type="checkbox"/> 3&4 YO <input type="checkbox"/> 3&4 YO <input type="checkbox"/> Universal Entitlement Extended Entitlement |
| Name of person with parental responsibility: |
| Name of person who collects child: Collection password: |

EMERGENCY CONTACTS

| |
|--|
| In the event of an emergency who should be the first point of contact: |
| Mother <input type="checkbox"/> Father <input type="checkbox"/> Other: _____ |
| Mothers Name: Tel.No: |
| Email Address: |
| Fathers Name: Tel.No: |
| Email Address: |

Please give the details of two other people who may be contacted in the event of an emergency if the parents are not available. **Please note that you MUST contact us if someone else will be collecting your child and please ensure that they have the collection password or we will be unable to release your child into their care.**

| |
|-----------------------------|
| Emergency Contact 1: |
| Name: |
| Home No: |
| Mobile No: |
| Relationship to child: |

| |
|-----------------------------|
| Emergency Contact 2: |
| Name: |
| Home No: |
| Mobile No: |
| Relationship to child: |

MEDICAL AND DIETRY INFORMATION:

| |
|---------------------------------|
| Child's Medical Details: |
| Name of Doctor: |
| Address: |
| Tel. No: |

| |
|---------------------------------|
| Allergies/health issues: |
| |
| |
| |

CHILD'S DIETARY NEEDS: [special diets/requirements/restrictions]

e.g. vegetarian, no beef, only eats halal meat, celiac, diabetic, allergies, no fluoride etc.

LANGUAGE:

Child's first language:

SUPPLEMENTARY DETAILS:

| | |
|---|--------------------|
| Has your child had any serious illnesses or injuries? | Yes / No : Details |
| Has your child completed an immunization program to date? | Yes / No : Details |
| Does your child have any particular or special needs? | Yes / No : Details |
| Does your child have any fears? | Yes / No : Details |
| Does your child drink milk? If NO are they allowed ANY dairy products? Please give details. | Yes / No : Details |

SPECIAL EDUCATIONAL NEEDS [Please tick one of the following]:
 None

 Statement
ADDITIONAL INFORMATION**Previous care experiences:****Family information:**

Family structure/who is involved in the child's life?

Social Services:

Has any of your family or this child been involved with the Social Services? YES / NO

Culture: (Beliefs and customs/family practices)

PARENTAL EXPECTATIONS:

Why did you choose Kiddy Planet Nursery?

What expectations do you have of Kiddy Planet Nursery?

Do you have any questions that have not been answered so far? Yes / no

Have you registered your child for a school place at the age of 3/4? If so which school are they registered for and when do you expect your child to leave the nursery?

Parent/Carer Signature:

Date:

Please enclose a copy of your child's birth certificate with this form along with a copy of your Tax Credits Award Notice as proof of address.

IMPORTANT DATA PROTECTION/PRIVACY NOTICE

Data Protection Act. The information you provide on the application form, and any additional information you wish to provide will be used for the purpose of allocating a place for your child. We will share the information with Leicester City Council, with relevant officers and schools and may also share it with other relevant Local Authorities and Government bodies. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes. The information collected may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or areas of need in order to target future resources. If you have a query or concern regarding this, please contact the Nursery Manager. A School or Academy may request information from the pupil's previous school(s), to clarify if the pupil requires any particular support, or are suitable candidates for admission to the school.

DETAILS OF FEEE HOURS CLAIMED WITH KIDDY PLANET PROVIDER

N/A

| | | | | | | |
|--|--------|--|-----------|----------|--|-------------|
| Start Date: (for FEEE Claim or date of change) | | FEEE Hours Per Week: (also enter details below) | | | Weeks Per Year: (for FEEE Claim 38 (or less), 48 or 51) | |
| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | TOTAL HOURS |
| Actual Hours | | | | | | |
| FEEE Hours | | | | | | |
| I confirm my child is not attending any other pre-school, nursery, childminder or school nursery class and claiming free hours there | | | | | Signed: | |

DETAILS OF FEEE HOURS CLAIMED WITH ANY OTHER PROVIDER

N/A

Name of second provider:
Address:

| | | | | | | |
|--|--------|--|-----------|----------|--|-------------|
| Start Date: (for FEEE Claim or date of change) | | FEEE Hours Per Week: (also enter details below) | | | Weeks Per Year: (for FEEE Claim 38 (or less), 48 or 51) | |
| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | TOTAL HOURS |
| Actual Hours | | | | | | |
| FEEE Hours | | | | | | |
| I confirm that I have told both providers about my child's attendance at other settings and have completed a parental declaration form with the second provider too. | | | | | Signed: | |

2 YEAR OLD FEEE

N/A

If your child is eligible for 2YO FEEE please enter the **TYOF reference number** which will have been issued to you when you made your online application to check eligibility.

TYOF Reference Number:

3&4 YO FEEE – EXTENDED ENTITLEMENT

N/A

30 hour FEEE Eligibility Code (DERN Code)

Parents National Insurance No.:

If the Extended Entitlement (EE) is being 'split between two providers then you must nominate and enter the name of the provider who will continue to deliver the Universal Entitlement (UE) in the event that you become ineligible for the EE: **NB: Where the entitlement is split with a school nursery then the school will automatically deliver the UE.**

Name of Nominated Provider:

EARLY YEARS PUPIL PREMIUM (EYPP) REGISTRATION

N/A

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for 3 & 4 year old children of families in receipt of certain benefits. This funding will be used to enhance the quality of the early years' experience for the child improving the teaching & learning and facilities & resources, with the aim of impacting positively on your child's progress and development. EYPP will only be paid for the Universal Entitlement hours and not if your child is in a school reception class.

For more information please speak to your childcare provider.

If you believe that your child may qualify for EYPP please provide the information below. The information must be for the Parent or Carer who is the **main benefit holder** who should sign below to enable the provider to claim EYPP for your child.

Parents Full Name: _____ Date of Birth: _____

Parents National Insurance No. or National Asylum Support Service (NASS) No.: _____

Signature (of main benefit holder): _____

DISABILITY ACCESS FUND (DAF) DECLARATION

N/A

3&4 year old children will be eligible for the DAF if they are in receipt of disability living allowance (DLA) and attend an early years provider for a FEEE place (not necessarily for the full 570 hours). DAF will be paid to the child's early years' provider as a fixed annual lump sum of £615. If the child is accessing a FEEE place with more than one provider the parent will have to nominate one provider to receive the FULL Payment.

My child receives child disability living allowance YES NO

I have given the name provider a copy of copies of my child's current DLA Award documents. YES NO

Name of Provider to receive the DAF Payment: _____

PLEASE READ THESE STATEMENTS CAREFULLY AND CONFIRM BY SIGNING OVERLEAF

The Provider has explained the Terms & Conditions for FEEE places to me and I understand that:

- Proof of Name and Age of my child must be given to the provider (birth certificate or passport)
- For 2-year-old FEEE or the 3 & 4 year old Universal Entitlement (UE) I can claim up to a maximum of 15 funded hours over 38 weeks in the year of 570 hours per year 'stretched' over 48 or 51 weeks)
- For the 3 & 4-year-old Extended Entitlement (EE) I can claim up to a maximum of 30 funded hours per week over 38 weeks in the year (or 1,140 hours per year 'stretched' over 48 or 51 weeks)
- The maximum entitlement applies even if the entitlement is 'split' between two providers
- If my provider is not open for at least 38 weeks then my child will not be able to access the full entitlement with the provider as the maximum FEEE that can be claimed per week is 15 hours or 30 hours (if applicable) i.e. the full entitlement cannot be condensed over less than 38 weeks per year
- If I sign up with a provider it is my intention to send my child for the FEEE hours as per the pattern of attendance completed on this form. **It is fraudulent to sign up to more FEEE hours than my child is actually accessing and also for the provider to claim more FEEE hours than my child is accessing.**
- If my child is accessing FEEE on a term time (38 week) or stretched (over 48 or 51 weeks) pattern it has to be for a minimum of one whole term and cannot be changed to another pattern until the start of the following term. Also, if FEEE is being split between two providers then both providers have to offer the same pattern.
- The provider **will not charge me for the FEEE hours** that my child is accessing
- I have to pay the provider their published fees or charges for any extra hours or services that I agree for my child to access over and above the FEEE hours
- I may have to pay my provider if my child **fails to regularly access their FEE hours without a reasonable or valid reason** as this could result in Leicester City Council reclaiming the funding from the provider
- If I want to move my child to another setting I must give **at least 4 weeks' notice in writing** (or longer if my contract with the provider states a longer notice period). If I do not do this, I will not be able to claim FEEE hours at the other setting until the end of the notice period and/or I may have to pay fees for the notice period.
- If my child is eligible for EYPP the funding will only be paid for the UE hours accessed
- If my child is eligible for DAF, I must give the provider copies of my child's current DLA award document(s) and the fixed payment will only be made to the provider I have nominated above
- I will have to complete a new parental declaration form in certain circumstances, including:
 - Where I request, and the provider agrees to, changes to the number of FEEE hours claimed or change the pattern of claim e.g. from Term Time to Stretched.
 - When my child is claiming 2-year FEEE and moves to the 3 & 4 year FEEE (UE or EE)
 - If my child is claiming the 30 hours EE but has to move to claiming only the 15 hours UE due to a change in circumstances.
 - Where there is a change or changes to any name, address or provider details.
- If my child qualifies for the EE, this can only be accessed in the term after I apply for the Eligibility Code (DERN Code) and it is my responsibility to reconfirm eligibility for the EE every 3 months when reminded by HMRC. In the event that the eligibility ends, my child will continue to receive the UE with the provider who I have nominated for this.
- If my child is taking up a Stretched offer or the 30 hours Extended Entitlement, the provider will submit an online E-Form to Leicester City Council giving the details completed above.

CONFIRMATION

I CONFIRM THAT:

- I am the child's Parent/Carer/Guardian with legal responsibility
- The information I have provided on this application is complete, accurate and true
- I understand and agree to the declarations and conditions set out in this document and authorise the Provider to claim the appropriate FEEE funding for my child
- I understand that if I have given any false information I may be asked to pay back the provider for the cost of the funded place
- I will inform the provider(s) if the arrangements or details given on this declaration form change
- My child is not attending a school reception class
- My provider has displayed/made available the 'Privacy Notice for Parents' showing what the Department of Education does with the data.
- I agree that the information I have provided can be shared with Leicester City Council and the Department for Education who will access information from other governments departments to:
 - confirm my child's eligibility and validate the 30-hour FEEE Eligibility Code (if applicable)
 - enable the provider to claim Early Years Pupil Premium (EYPP) (if applicable)
 - enable the provider to claim Disability Access Fund (DAF) for my child (if applicable)

Please note: that this declaration form does not replace the providers usual registration form and parental contract which you may be required to complete to register your child to attend the setting

Signature (of Parent/Carer/Guardian named on page 1):

Relationship to child:

Date:

INFORMATION FOR PROVIDER

I CONFIRM THAT:

Birth Certificate has been seen and a copy retained

Passport has been seen and copy retained

Signature:

(on behalf of provider)

Name and position:

Date:

PARENTAL DECLARATION FOR FUNDED HOURS

FILE COPY

PLEASE READ THESE STATEMENTS CAREFULLY AND CONFIRM BY SIGNING OVERLEAF

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If my provider is not open for at least 38 weeks then my child will not be able to access the full entitlement with the provider as the maximum FEEE that can be claimed per week is 15 hours or 30 hours (if applicable) i.e. the full entitlement cannot be condensed over less than 38 weeks per year

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If my child is accessing FEEE on a term time (38 week) or stretched (over 48 or 51 weeks) pattern it has to be for a minimum of one whole term and cannot be changed to another pattern until the start of the following term. Also, if FEEE is being split between two providers then both providers have to offer the same pattern.

The provider will not charge me for the FEEE hours that my child is accessing

I have to pay the provider their published fees or charges for any extra hours or services that I agree for my child to access over and above the FEEE hours

I may have to pay my provider if my child **fails to regularly access their FEE hours without a reasonable or valid reason** as this could result in Leicester City Council reclaiming the funding from the provider

If I want to move my child to another setting **I must give at least 4 weeks' notice in writing** (or longer if my contract with the provider states a longer notice period). If I do not do this, I will not be able to claim FEEE hours at the other setting until the end of the notice period and/or I may have to pay fees for the notice period.

If my child is eligible for EYPP the funding will only be paid for the UE hours accessed

If my child is eligible for DAF, I must give the provider copies of my child's current DLA award document(s) and the fixed payment will only be made to the provider I have nominated above

I will have to complete a new parental declaration form in certain circumstances, including:

Where I request, and the provider agrees to, changes to the number of FEEE hours claimed or change the pattern of claim e.g. from Term Time to Stretched.

When my child is claiming 2-year FEEE and moves to the 3 & 4 year FEEE (UE or EE)

If my child is claiming the 30 hours EE but has to move to claiming only the 15 hours UE due to a change in circumstances.

Where there is a change or changes to any name, address or provider details.

If my child qualifies for the EE, this can only be accessed in the term after I apply for the Eligibility Code (DERN Code) and it is my responsibility to reconfirm eligibility for the EE every 3 months when reminded by HMRC. In the event that the eligibility ends, my child will continue to receive the UE with the provider who I have nominated for this.

If my child is taking up a Stretched offer or the 30 hours Extended Entitlement, the provider will submit an online E-Form to Leicester City Council giving the details completed above.

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- I understand that if I have given any false information I may be asked to pay back the provider for the cost of the funded place
- I will inform the provider(s) if the arrangements or details given on this declaration form change
- My child is not attending a school reception class
- My provider has displayed/made available the 'Privacy Notice for Parents' showing what the Department of Education does with the data
- I agree that the information I have provided can be shared with Leicester City Council and the Department for Education who will access information from other governments departments to:
 - confirm my child's eligibility and validate the 30-hour FEEE Eligibility Code (if applicable)
 - enable the provider to claim Early Years Pupil Premium (EYPP) (if applicable)
 - enable the provider to claim Disability Access Fund (DAF) for my child (if applicable)

Please note: that this declaration form does not replace the providers usual registration form and parental contract which you may be required to complete to register your child to attend the setting

Signature (of Parent/Carer/Guardian named on page 1):

Relationship to child:

Date:

INFORMATION FOR PROVIDER

I CONFIRM THAT:

Birth Certificate has been seen and a copy retained

Passport has been seen and copy retained

Signature:

(on behalf of provider)

Name and position:

Date:

Terms and Conditions

For paying and funded parents

Safeguarding Children

I/We :

- authorise the Nursery to administer general first aid including antiseptic creams/wipes, plasters, eye washes.
- will inform the Nursery immediately, in writing, of any changes to the information provided on the Health Form.
- will inform the Nursery if my child will not be attending at any time due to illness.
- authorise the Nursery to seek emergency medical treatment from health professionals.
- will immediately inform the Nursery if my child is suffering from any contagious diseases.
- in fairness to other children and their families will not bring a sick child into Nursery that is suffering from a contagious disease, which could be passed on to another child during normal daily activities. Runny noses yes, tummy bugs causing runny bottoms - no thank you.
- will complete a medicine consent form if I require the Nursery to administer any medicines/creams/lotions to my child (whether they are prescribed or over the counter medicines).
- will provide official documentation confirming who has full parental responsibility (birth certificate).
- are aware that it may be necessary to collect my child if he/she is taken ill during the day, I understand that it is imperative that Nursery have up to date details and contact telephone number.
- give permission for my child to take part in tooth brushing sessions using fluoride toothpaste.
- are aware of the Nursery Behaviour Management Policy, staff will follow a discipline procedure by talking, diverting attention and removing children from situations that are causing stress to themselves or others.
- agree that if in the reasonable opinion of the Nursery Manager/Deputy Manager/Proprietor it is considered that the continued presence of my child is detrimental to the health, safety or wellbeing of my child, the other children or staff, the Nursery will serve notice or request for my child to be immediately removed from the Nursery.
- agree that my child will not be allowed off the premises with anyone but their parent/guardians unless authorisation is given and the collection password is used.
- If the Nursery is not reasonably satisfied that an individual is allowed to collect my child, the Nursery will not release my child into their care and will contact the parents directly.
- will inform the Nursery of any situations at home that may affect the wellbeing of my child.
- will inform the Nursery if my child is the subject of a court order (a copy of the document can be made at Nursery).
- will inform the Nursery as far as possible of any dates on which my child will not be attending Nursery.
- will ensure that my child is off Nursery premises by the end of their booked session time. In the event of late collection of my child the Nursery reserves the right to make arrangements for a member of staff to care for my child on a one to one basis. In the event that no contact has been made by a parent/carer and after one hour there is still no contact Leicester City Council Area Child Protection Committee will be notified and their advice undertaken.
- understand that if my child is collected after the booked collection time I will be charged at a rate of £3.00 for every 5 minutes, which I will be invoiced for.
- am aware that should an event or situation occur which affects the safety of my child, I will collect my child when contacted.
- understand that the Nursery may disclose relevant information regarding my child to LEA, NHS and any other professional deemed necessary. The Nursery has an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. The Nursery, depending on the type of instance, may do so without your consent and/or without informing you.
- I authorise the Nursery to display photographs of my child on the Nursery website. Photographs, videos & CCTV Photographs will be taken of your child for observations/development/record purposes. Some of these photographs may be passed onto the parents of the main child in the picture.
- For security purposes CCTV is operational on the Nursery premises.

Local Authority Funded Childcare

- are aware that the Nursery will be closed for all Bank and school holidays unless otherwise agreed.
- understand that the nursery must be informed of any change in income that may affect eligibility for Free Early Years funding for my 2-year-old [i.e. if your joint income increases to above £15,000 per year].
- understand that my child's place cannot be reserved or guaranteed if they are absent for more than four weeks.

Parent Funded Childcare

- are aware that fees are calculated on a termly basis by multiplying the days your child is expected to attend the Nursery (within the term) by the hourly/daily rate. Fees do not apply for closures.
- are aware that there will be no refund for periods where my child's nursery place is unfilled due to illness or holidays.
- are aware that fees are payable termly in advance only.

- Late fees will accrue a £15.00 charge and amounts outstanding will be charged at £1.00 for every day the amount remains outstanding. Non-payment may result in my child not being able to attend Nursery until the situation is resolved.
- are aware that the Nursery encourages Parents to use Child Care Vouchers, it is the responsibility of the Parents to ensure that payments made via childcare vouchers are received by 1st of the month. The Nursery cannot credit your account if the Nursery has not received payment into the Nursery bank account.
- are aware that in the event of payment not being made then the Nursery reserves the right to terminate this agreement.
- are aware that the term after my child becomes three years of age, that my child may be eligible for Free Nursery Entitlement from Leicester City Council.
- are aware that the Nursery reserves the right to increase fees at any time for self-funding parents.

Termination

- may end this agreement by giving one 4 weeks’ notice in writing to the Nursery Manager which must include the date of the last day your child will be attending Nursery.
- aware that the Nursery will not tolerate any physical or verbal abuse towards staff and that should my behaviour be unacceptable this agreement will be terminated.
- the Nursery may end this agreement if, after consultation and a reasonable period time to put the situation correct, I have breached any of the obligations under this agreement.
- **understand that if I fail to give the 4 weeks’ notice the nursery has the right to invoice me for payment in lieu of the notice period, regardless of whether the place is funded by Leicester City Council or not.**

General

- will use the car park, and its marked parking spaces, with consideration to any neighbours or other people using the road or pavement. Goodwill and the safety of the children are of paramount importance.
- are aware that unless the Nursery specifically request otherwise, my child should not bring any of their own toys into Nursery unless otherwise agreed. If they do the Nursery accepts no responsibility for any loss or damage to these toys.
- are aware that the Nursery does not provide storage facilities for children’s prams and equipment from home and that the Nursery cannot take responsibility for them.
- am aware that children’s’ belongings, including shoes, should be clearly labelled (a laundry pen is a quick and easy way of marking items).
- are aware that seasonal clothing such as sun hats, raincoats/ wellies should be brought into Nursery on a daily basis.
- are aware that due to the possibility of a child having an allergy i.e. nuts. Please consult the Nursery Manager prior to bringing food into Nursery.
- are welcome to view the Nursery Policies and Procedures File, records kept on their child and OFSTED Early Years Foundation Stage Manual.

Whilst your child’s experience in the Nursery is a happy one, there may be times when you may be unhappy with our service. We hope that you will share your concerns with our Manager or her Deputies and we will be able to resolve them. However, if your concerns are not resolved you or the Nursery can contact OFSTED, Piccadilly Gate, Store Street, Manchester Tel: 0300 123 1231.

I agree that the above Terms and Conditions are considered to be fair and reasonable. I have read and understand the Terms and Conditions and undertake to be bound by them. I have received a signed copy of this agreement.

Please browse through the Frequently Asked Questions page on our website for more information.

| | |
|--|--|
| <p>Signature [parent/guardian one]:</p> <p>Print Name:</p> <p>Date:</p> | <p>Signature [parent/guardian two]:</p> <p>Print Name:</p> <p>Date:</p> |
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Terms and Conditions

For paying and funded parents

Safeguarding Children

I/We :

- authorise the Nursery to administer general first aid including antiseptic creams/wipes, plasters, eye washes.
- will inform the Nursery immediately, in writing, of any changes to the information provided on the Health Form.
- will inform the Nursery if my child will not be attending at any time due to illness.
- authorise the Nursery to seek emergency medical treatment from health professionals.
- will immediately inform the Nursery if my child is suffering from any contagious diseases.
- in fairness to other children and their families will not bring a sick child into Nursery that is suffering from a contagious disease, which could be passed on to another child during normal daily activities. Runny noses yes, tummy bugs causing runny bottoms - no thank you.
- will complete a medicine consent form if I require the Nursery to administer any medicines/creams/lotions to my child (whether they are prescribed or over the counter medicines).
- will provide official documentation confirming who has full parental responsibility (birth certificate).
- are aware that it may be necessary to collect my child if he/she is taken ill during the day, I understand that it is imperative that Nursery have up to date details and contact telephone number.
- give permission for my child to take part in tooth brushing sessions using fluoride toothpaste.
- are aware of the Nursery Behaviour Management Policy, staff will follow a discipline procedure by talking, diverting attention and removing children from situations that are causing stress to themselves or others.
- agree that if in the reasonable opinion of the Nursery Manager/Deputy Manager/Proprietor it is considered that the continued presence of my child is detrimental to the health, safety or wellbeing of my child, the other children or staff, the Nursery will serve notice or request for my child to be immediately removed from the Nursery.
- agree that my child will not be allowed off the premises with anyone but their parent/guardians unless authorisation is given and the collection password is used.
- If the Nursery is not reasonably satisfied that an individual is allowed to collect my child, the Nursery will not release my child into their care and will contact the parents directly.
- will inform the Nursery of any situations at home that may affect the wellbeing of my child.
- will inform the Nursery if my child is the subject of a court order (a copy of the document can be made at Nursery).
- will inform the Nursery as far as possible of any dates on which my child will not be attending Nursery.
- will ensure that my child is off Nursery premises by the end of their booked session time. In the event of late collection of my child the Nursery reserves the right to make arrangements for a member of staff to care for my child on a one to one basis. In the event that no contact has been made by a parent/carer and after one hour there is still no contact Leicester City Council Area Child Protection Committee will be notified and their advice undertaken.
- understand that if my child is collected after the booked collection time I will be charged at a rate of £3.00 for every 5 minutes, which I will be invoiced for.
- am aware that should an event or situation occur which affects the safety of my child, I will collect my child when contacted.
- understand that the Nursery may disclose relevant information regarding my child to LEA, NHS and any other professional deemed necessary. The Nursery has an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. The Nursery, depending on the type of instance, may do so without your consent and/or without informing you.
- I authorise the Nursery to display photographs of my child on the Nursery website. Photographs, videos & CCTV Photographs will be taken of your child for observations/development/record purposes. Some of these photographs may be passed onto the parents of the main child in the picture.
- For security purposes CCTV is operational on the Nursery premises.

Local Authority Funded Childcare

- are aware that the Nursery will be closed for all Bank and school holidays unless otherwise agreed.
- understand that the nursery must be informed of any change in income that may affect eligibility for Free Early Years funding for my 2-year-old [i.e. if your joint income increases to above £15,000 per year].
- understand that my child's place cannot be reserved or guaranteed if they are absent for more than four weeks.

Parent Funded Childcare

- are aware that fees are calculated on a termly basis by multiplying the days your child is expected to attend the Nursery (within the term) by the hourly/daily rate. Fees do not apply for closures.
- are aware that there will be no refund for periods where my child's nursery place is unfilled due to illness or holidays.

- are aware that fees are payable termly in advance only.

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- Late fees will accrue a £15.00 charge and amounts outstanding will be charged at £1.00 for every day the amount remains outstanding. Non-payment may result in my child not being able to attend Nursery until the situation is resolved.
- are aware that the Nursery encourages Parents to use Child Care Vouchers, it is the responsibility of the Parents to ensure that payments made via childcare vouchers are received by 1st of the month. The Nursery cannot credit your account if the Nursery has not received payment into the Nursery bank account.
- are aware that in the event of payment not being made then the Nursery reserves the right to terminate this agreement.
- are aware that the term after my child becomes three years of age, that my child may be eligible for Free Nursery Entitlement from Leicester City Council.
- are aware that the Nursery reserves the right to increase fees at any time for self-funding parents.

Termination

- may end this agreement by giving one 4 weeks' notice in writing to the Nursery Manager which must include the date of the last day your child will be attending Nursery.
- aware that the Nursery will not tolerate any physical or verbal abuse towards staff and that should my behaviour be unacceptable this agreement will be terminated.
- the Nursery may end this agreement if, after consultation and a reasonable period time to put the situation correct, I have breached any of the obligations under this agreement.
- **understand that if I fail to give the 4 weeks' notice the nursery has the right to invoice me for payment in lieu of the notice period, regardless of whether the place is funded by Leicester City Council or not.**

General

- will use the car park, and its marked parking spaces, with consideration to any neighbours or other people using the road or pavement. Goodwill and the safety of the children are of paramount importance.
- are aware that unless the Nursery specifically request otherwise, my child should not bring any of their own toys into Nursery unless otherwise agreed. If they do the Nursery accepts no responsibility for any loss or damage to these toys.
- are aware that the Nursery does not provide storage facilities for children's prams and equipment from home and that the Nursery cannot take responsibility for them.
- am aware that children's' belongings, including shoes, should be clearly labelled (a laundry pen is a quick and easy way of marking items).
- are aware that seasonal clothing such as sun hats, raincoats/ wellies should be brought into Nursery on a daily basis.
- are aware that due to the possibility of a child having an allergy i.e. nuts. Please consult the Nursery Manager prior to bringing food into Nursery.
- are welcome to view the Nursery Policies and Procedures File, records kept on their child and OFSTED Early Years Foundation Stage Manual.

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|--|--|

CHILDS NAME:

| LIKES AND DISLIKES: | | | | | |
|---------------------|------|------|------------|---------|---------------|
| | FOOD | PLAY | SLEEP/REST | COMFORT | PERSONAL CARE |
| LIKES | | | | | |
| DISLIKES | | | | | |

| THE CHILD'S FIRST WEEKS: | | | | | |
|--------------------------|--------|---------|-----------|----------|--------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| Week 1 | | | | | |
| Week 2 | | | | | |

Please complete with parent/carer on entry and ensure that it is updated periodically. This information will be used to help plan the child's needs in an effective manner. Use this sheet to record the sessions that the child attends, the different carers the child regularly spends time with and so on.

Date completed:

Parents Signature:..... Date:



Kiddy Planet Nursery
T: 0116 251 4960 •

Melbourne Center, Melbourne Road, Leicester LE2 0GU

E: info@kiddyplaneteducation.com • W: www.kiddyplaneteducation.com