



Helter Skelter Nursery

Registration and Parent Pack

Nursery Managers: Gemma Langridge and Kelly Ralf
Director: Fiona Crawford

Registration Form

Child's Name:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Child's Address:	
Postcode:	
Telephone Number:	
Email:	
Date of Birth:	
Name of Mother:	
Mother's Date of Birth	
Mother's Address (if different from above):	
Mother's Mobile Number:	
Mother's Place of Work:	
Mother's Work Telephone:	
Name of Father:	
Father's Date of Birth	
Father's Address (if different from above):	
Father's Mobile Number:	
Father's Place of Work:	
Father's Work Telephone:	
Does the child's Father have parental responsibility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I live with:	

Medical Information

Child's Doctor:	
Doctor's Address:	
Postcode:	
Doctor's Telephone Number:	
Injections/Vaccinations Received:	<input type="checkbox"/> Whooping Cough <input type="checkbox"/> Polio <input type="checkbox"/> Diphtheria <input type="checkbox"/> Meningitis <input type="checkbox"/> Tetanus <input type="checkbox"/> MMR
Any medical details (e.g. asthma, eczema etc)	
Allergies:	
Signs/symptoms of an allergic reaction:	
Regular Medication:	
Prohibited Foods:	
Previous Illnesses (e.g. measles, chickenpox etc):	
Does your child receive any support for a learning difficulty or disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please select the dimension of their need	<input type="checkbox"/> Communication and Interaction <input type="checkbox"/> Cognition and Learning <input type="checkbox"/> Social, Emotional and Mental Health <input type="checkbox"/> Sensory and/or physical
Please state any other professional involved (e.g. speech therapy)	

Other Information:

Ethnicity:	White	<input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background, please describe <hr/>
	Mixed/Multiple Ethnic Groups	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed/Multiple ethnic background, please describe <hr/>
	Asian/Asian British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background, please describe <hr/>
	Black/ African/Caribbean/Black British	<input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black/African/Caribbean background, please describe <hr/>
	Other Ethnic Group	<input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group, please describe <hr/>
Religion:		
Home Language:		

Emergency Contacts

In the case of illness or emergency, the mother and father are the primary points of contact. If you do not wish this to be the case please explain:	
Name of Emergency Contact 1 (in case parents cannot be reached):	
Address of Emergency Contact 1:	
Postcode:	
Telephone Number of Emergency Contact 1:	
Relationship to child of Emergency Contact 1:	
Name of Emergency Contact 2 (in case parents cannot be reached):	
Address of Emergency Contact 2:	
Postcode:	
Telephone Number of Emergency Contact 2:	
Relationship to child of Emergency Contact 2:	

Sessions

Please tick boxes in the table below to indicate which sessions you would like your child to attend each week. See the final page for costs of each session. Please note, for those entitled to Free Early Education, these hours can be taken at any of the sessions detailed below. Alternative timings may be offered at the director's discretion.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session 8am-1pm (including breakfast, snack and cooked lunch)					
Afternoon Session 1pm-6pm (including snack and tea)					
Full Day 8am-6pm (including breakfast, snacks, lunch and tea)					

Please note there is a 15% discount on price when a whole week of full days is booked.

Intended Nursery Start Date:	
Signature of Parent:	
Date:	

For FEE eligible children:

Type of identification seen (birth certificate, passport)	
Passport/Birth certificate reference number	
Checked by	
Date	

Home/Nursery Agreement

Whilst your child attends Helter Skelter Nursery we want them to be very happy, stimulated, confident and to be able to reach their full potential.

We will ensure:

- That your child is in a safe, happy and stimulating environment at all times.
- Discuss your child's day, morning or afternoon with you.
- Give your child written and verbal reports of your child's progress at nursery.
- Inform you of how the nursery works and how we will conduct the day with your child.
- Inform you of all our nursery policies and procedures available in our operational plan.

We ask that you:

- Send your child to nursery as regularly as possible.
- Ensure that your child arrives and is collected on time.
- Where possible let us know if your child cannot attend nursery.
- Inform us of any illness, injury or injections your child may have had.
- Tell us if you have any worries or concerns.
- Name your child's belongings.
- Let us know if you are unable to attend any nursery appointments.
- Pay your fees promptly, not allowing arrears to accumulate.
- Not send your child in with sweets, unless they are for a special occasion to share with the other children.
- Notify us immediately of any changes in home life circumstances, addresses or telephone.

Signature of Parent: _____

Date: _____

Signature of Nursery: _____

Date: _____

Declarations of Consent

Childs Name:

Date of birth:

Photographic Consent

I give permission for observations, photographs and videos to be taken of my child and used in nursery for assessment, staff training and nursery displays/parents evenings.

Parent/ carer name:

Signature:

Date:

Outing Consent

I give permission to allow my child to go out of the nursery premises with a member of staff on a nursery trip (i.e. to the local library, to post letters or for a topic walk)

Parent/ carer name:

Signature:

Date:

Sunscreen Consent

I/we give permission for staff at Helter Skelter Nursery to apply sunscreen to my/our child. The sunscreen will be provided and clearly labelled from home.

Parent/ carer name:

Signature:

Date:

Liquid Paracetamol Consent

I/We give permission for my/our child to receive Liquid Paracetamol if they have a raised temperature or are in obvious pain but the nursery are unable to contact me immediately (It can only be given by senior management with a witness present).

Parent/ carer name:

Signature:

Date:

Plaster Consent

I/We give permission for my/our child to have hypoallergenic plasters applied if required.

Parent/ carer name:

Signature:

Date:

Important Information

This information provides a summary of key issues which are relevant to your child starting at Helter Skelter Nursery. It is not exhaustive and should be read in conjunction with the Nursery Policy Handbook which gives greater detail on these topics.

Payment of Fees:

Fees are payable calendar monthly and each invoice will be for the exact number of sessions in that month. All fees are to be paid in full by the 5th of every month and fees received after 5th of the month will be subject to a £50 late charge. If payment of fees is outstanding for more than 7 days after the 5th of the month then Helter Skelter Nursery reserves the right to serve 7 days notice in writing to terminate the contract. Please note, this does not apply to those *only accessing* Free Early Education (FEE) hours. If additional wraparound hours are being paid for on top of any FEE hours then the late charge still applies and any wraparound hours offered could be at risk if fees are not paid on time. If any parent is having financial difficulties then please notify the director of the Nursery where individual payment arrangements can be made. We accept payment by childcare vouchers, bank transfer debit and credit cards.

Termination of Agreement:

If you wish to terminate/change or reduce the number of sessions attended at Helter Skelter Nursery we require written notice at least 1 month before this is due to occur. Parents must pay a deposit of £50 to the nursery, to be paid with the completed registration pack unless they are only accessing hours funded by Free Early Education (FEE) entitlement. This deposit will be returned on leaving the nursery provided that the nursery has been given the required period of notice. If the required amount of notice is not given or you remove your child without notice, we have the right to charge for the nursery fees for that month and your deposit will be retained.

Helter Skelter Nursery staff are highly qualified and trained to create strong relationships with parent/carers and the children. We do not expect our staff to be harassed or threatened by our customers at any time within the nursery setting or outside. We reserve the right to refuse you or other family members or friends access to the nursery should we consider your behaviour aggressive to our staff. In this case alternative arrangements would have to be made to drop your child to nursery. Any shortcomings of our staff must be reported to the Nursery Manager, or if appropriate, the company director.

We respect the privacy of our customers and expect our customers to do the same. We do not expect to read information in the public domain that can be compromising to the children, parents, staff or the business. This may lead to the termination of contract with immediate effect or, for those claiming FEE hours, termination of contract when the funding for the current term has finished.

Holidays and Absences:

Helter Skelter Nursery is a term time only nursery allowing plenty of opportunity for holidays to be taken when the nursery is not open. However, all children will receive one unpaid week's holiday or 2 weeks at 50% fees to be taken at any time providing the parents give thirty days notice in writing.

The nursery does not provide reductions or refunds for absence.

Attendance:

The nursery must be informed by 9.30am if a child is absent and of any changes to the child's arrival and collection times.

If a child is unwell they must not be brought to the nursery. Further information on exclusion periods can be found in the Policy Handbook. If a child becomes ill during their nursery session a member of staff will contact the parent/guardian and request that the child is taken home. Parents must inform the nursery if their child has been in contact with any infectious diseases.

Children must be collected promptly and the nursery reserves the right to charge £5 for every 15 minutes late that a child is collected.

Key Person:

In accordance with "The Statutory Framework for the Early Years and Foundation Stage" all children at Helter Skelter Nursery are assigned a Key Person when they start. The Key Person is a named practitioner who is there to help the child feel safe, secure and will respond to the child's needs and help them settle into a new environment. Communication between the key person and the parents is paramount as these discussions hold key information about the child.

At Helter Skelter Nursery key children are assigned depending upon which sessions they attend to ensure that they can be provided with a key person who is present for as many of their sessions as possible. Where this is not always the case a buddy will also be assigned to help support the child. Please be aware that if a child was to change their sessions it may, therefore, be necessary to change their Key Person.

Safeguarding Children:

At Helter Skelter Nursery the safety and well-being of our children is paramount and we have and implement a number of policies, and procedures, to safeguard children. We also have staff that are designated to take lead responsibility for safeguarding children in our nursery. The lead practitioner is responsible for liaison with local statutory children's services agencies and must attend child protection training that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect

Please be aware that, as a nursery, if we have any concerns about a child's safety or welfare, we have a legal obligation to notify the necessary agencies without delay. This includes the local children's social care services and, in emergencies, the police.

Please print and sign below to accept the above conditions and those set out in the policy handbook:

Name of parent: _____

Signature of parent: _____

Date: _____



Helter Skelter Nursery

Parent Pack

Nursery Managers: Gemma Langridge and Kelly Ralf
Director: Fiona Crawford

Important Information (Parent Copy)

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Please print and sign below to accept the above conditions and those set out in the policy handbook:

Name of parent: _____

Signature of parent: _____

Date: _____

Other Information:

- ❑ Please check your child for head lice regularly and treat if necessary. Your child must not come to nursery with head lice unless they have been treated. Please inform staff if you find head lice in your child's hair.
- ❑ Please make sure your child has warm clothes and a coat on colder days for outside play.
- ❑ Make sure all your child's clothing and belongings are clearly named.
- ❑ If your child wears nappies please remember to supply them together with wet wipes, and remember to replenish them if staff inform you they are running out.
- ❑ Please remember we do not open before 8am and our staff finish work at 6pm so please don't collect your child after this time.

Early Years Pupil Premium:

It is well documented that high quality early education can influence how well a child does both at primary and secondary school. To support this we may be able to claim extra funding for your child through the Early Years Pupil Premium to support their development, learning and care.

To be eligible, 3 and 4 year olds in state funded early education will attract EYPP funding if their family gets 1 of the following:

- ❑ Income Support
- ❑ Income-based Jobseeker's Allowance
- ❑ Income-related Employment and Support Allowance
- ❑ Support under part VI of the Immigration and Asylum Act 1999
- ❑ The guaranteed element of State Pension Credit
- ❑ Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- ❑ Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- ❑ Universal Credit
- ❑ They are currently being looked after by a local authority in England or Wales
- ❑ They have left care in England or Wales through:
 - an adoption
 - a special guardianship order
 - a child arrangement order

Children must receive Free Early Education in order to attract EYPP funding. They do not have to take up the full 570 hours of early education they are entitled to in order to get EYPP.

To apply, visit www.kent.gov.uk/pupilpremium and complete an application form. Make sure to take a note of the reference number you are given and please provide this number to the Nursery also.

What To Provide for Your Child at Nursery

- ❑ Spare clothes, named please!
- ❑ If your child is toilet training please supply plenty of changes of clothes and remember to take soiled or wet clothing home at the end of the day. Nursery staff will let you know how the toilet training went each day.
- ❑ As we like to spend as much time outside as possible, even during the colder months, please ensure your child has suitable clothing for example hats, gloves, suitable shoes etc.
- ❑ During the summer months you will need to supply a sunhat which gives protection of the face and neck and a named bottle of sunscreen which can be applied during the day to our sun safety policy.
- ❑ Please remember that children enjoy having fun and getting messy, and although we do encourage them to wear an apron during all messy activities we do advise that you do not send your child to nursery in “best clothes.”

Daily Schedule

This routine is approximate and very flexible and will not always run to exact time. We endeavour to work to the children's own individual routines and needs.

Time	Activity
8.00am	<p style="text-align: center;">Nursery opens:</p> <p>At arrival children are greeted warmly by their key person, where possible, and then hang up their coats, put away their bags and sign in. Children are encouraged to take responsibility for their belongings at both arrival and departure and are coached to be self-sufficient in dressing.</p>
8.00-8.30am	<p style="text-align: center;">Breakfast time!</p> <p>Children have the choice of cereals or toast. They serve themselves and sit down to eat.</p>
8.00-9.30am	<p style="text-align: center;">Guided Choice Time (Free Play):</p> <p>Children are invited to choose among a rich variety of learning and play activities throughout the nursery which focus on all areas of the EYFS. These activities are stimulating, attractive, fun and provide learning through play. During the Guided Choice Time period children are encouraged to take initiative in choosing their activities and in the course of the hour will rotate through several experiences. The teaching staff actively interacts with the children, asking them to reflect on discoveries, suggesting ways to extend their activities, coaching appropriate social interactions, building vocabulary and providing a fun and supportive environment. Activities could include art and crafts, maths games and puzzles, construction, fine motor activities, colour sorting, playing in the home corner or using the library or sensory areas.</p>
9.30am	<p style="text-align: center;">Tidy up time</p>
9.40-10.00am	<p style="text-align: center;">Circle time:</p> <p>A time is set aside each day for music and literacy activities as a group. This is a chance to share ideas, to listen, to gain information and to experience community. The morning circle time is for movement activities, singing, rhythm and instruments.</p>
10.00-10.15am	<p style="text-align: center;">Snack time!</p> <p>Children wash their hands in preparation for snack time. This is a brief period of the day, but an important time of community as children share in conversation around the snack table. Snack may be milk or water, fresh fruit, dry cereal, crackers, raisins etc. Children assist with serving and clean up.</p>
10.15-11.00am	<p style="text-align: center;">Physical Activity and Development:</p> <p>Soft-Play frame open! This is the time for active play on the equipment where children can run, jump, climb, ride, throw and catch. Daily exercise is essential for health, well-being and gross motor development.</p>
11.00-11.45am	<p style="text-align: center;">Focused Activities:</p> <p>These will be a range of seasonal/themed activities as outlined on the termly planning board.</p>

11.45pm	Tidy up time
12.00-12.45pm	Lunch time: Children wash their hands and sit down in preparation for their hot lunch time meal
12.30-1.15pm	Guided Choice (free play) Time: The children finish their lunch and move into free choice time allowing the nursery staff to welcome children that are arriving and
1.15pm	Tidy up time
1.25-1.40pm	Group Time: A time for the children to sit down in small focus groups and explore topics together whilst learning the skills of working as a group and taking turns.
1.40-2.00pm	Circle time: The afternoon circle time is set aside for games, discussions about topics of interest, science observations, math activities, poetry, fingerplays etc.
2.00-2.15pm	Snack Time: Children wash their hands in preparation for snack time
2.15-3.00pm	Physical Activity and Development: Soft-Play frame open! This is the time for active play on the on the equipment where children can run, jump, climb, ride, throw and catch. Daily exercise is essential for health, well-being and gross motor development.
3.00pm	Focused Activities: These will be a range of seasonal/themed activities as outlined on the termly planning board.
4.00-4.30pm	Tea Time: Children wash their hands and sit down in preparation for their light evening tea
4.30pm	Story time
4.45pm	Guided Choice (free play) Time: As before
5.30pm	Tidy up time and song time as parents begin to arrive and collect their children. All parents are welcomed into the nursery to collect their children. Each child's Key Person, where possible, feeds back to the parents about the child's day.
6.00pm	Nursery Closes

For those accessing FEE:

PRIVACY NOTICE TEMPLATE

for

Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We, Helter Skelter Nursery, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- support your learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well we are doing.

Information about you that we hold includes your contact details and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education (DfE). If you want to receive a copy of the information about you that we hold or share, please contact Gemma Langridge or Kelly Ralf.

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.kent.gov.uk/about-the-council/contact-us/access-to-information/your-personal-information>; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

Information Resilience & Transparency
Team
Kent County Council
Sessions House
County Road
Maidstone
ME14 1XQ

Email: dataprotection@kent.gov.uk

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

Website:

<https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Helter Skelter Nursery Price List as of March 2016

(FREE EARLY EDUCATION FUNDED PLACES AVAILABLE FOR 2-5 YEAR OLDS SUBJECT TO ELIGIBILITY)

	3 years and above	2 years	Funded Sessions
Morning Session 8am-1pm (including breakfast, snack and cooked lunch)	£23.00	£23.50	FREE (*plus meal charge of £2.40)
Afternoon Session 1pm-6pm (including snack and tea)	£23.00	£23.50	FREE
Full Day 8am-6pm (including breakfast, snacks, lunch and tea)	£39.70	£41.70	FREE (*plus meal charge of £2.40)
Full Week 8am-6pm (including breakfast, snacks, lunch and tea)	£168.73	£177.23	N/A as this is above the 15 hours of eligibility

Free Early Education (FEE) funding:

The FEE allowance is 15 hours per week following the term time calendar. These hours can be taken at any of the sessions detailed above. Alternative timings may be offered at the director's discretion. If you require additional, wraparound, hours over the free allowance then the hourly rate applies which is:

	3 years and above	2 year olds
Session Hourly Rate	£4.13	£4.25
Full Day Hourly Rate	£3.97	£4.17

*a packed lunch could be brought to nursery with the child to avoid any meal charges detailed above. Please ask a member of staff for the Packed Lunch Policy.