



Alder Grove Hoole Chester CH2 3ET Tel 01244 313960 Fax 01244 348456

www.pipersnursery.com email: mail@pipersnursery.com

11 November 2014

Dear Parent/Carer,

Pipers Day Nursery aims to ensure that all of the children in our care are happy, confident, and self-assured and feel welcome and secure.

Our current Ofsted grading of 1 – Outstanding summarises our teaching as “inspirational and has a very positive affect on children's learning, as staff use a superb range of methods to help children engage in challenging activities. Consequently, children make significant progress from their starting points and are very well prepared for school.”

With regard to our safeguarding “the utmost priority is given to securing children's welfare and safety by ensuring the safeguarding and welfare requirements are implemented, met and consistently monitored.”

Whilst we are very happy with our Ofsted assessment the real opinion that is most import to us is that of the children themselves and their parents. If you have any queries or questions please contact me, I shall be pleased to help.

Yours sincerely

Victoria Monsellato

General Manager

AT PIPERS THERE ARE NO HIDDEN EXTRAS!

- **No Booking Fees**
- **No Charges for Lunches**
- **No Charges for National Holidays**
- **No Minimum Numbers of Sessions**

OTHER ADVANTAGES

- **Flexible with Requests to change Sessions or Days**
- **Fee Discounts for Siblings**
- **Accept Childcare Vouchers**
- **Free Early Years Foundation Stage places for 2, 3 + 4 year olds**
- **Three Weeks per annum at Half Fees**
- **Choice of Payment Methods**

TERMS AND CONDITIONS OF THE ACCEPTANCE OF A CHILD INTO THE NURSERY

Your child is being cared for and educated during his/her most formative years and in order to maintain the high standards of the Nursery, it is important that Parent/Carer read the following terms and conditions:

Entry to the nursery

Pipers Day Nursery Ltd caters for children from 3 months to 5 years.

Babies will only be admitted after the first course of injections.

Pipers is registered with OFSTED for the care of 69 children between the ages of 0-5 years.

Matters taken into account when deciding whether child can be offered a place at the Nursery are:

1. Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements.
2. Extenuating circumstances affecting the welfare of the child or that of his/her family.
3. Children who have siblings already at the nursery.
4. Pipers is committed to the inclusion of all children.

We do not discriminate against children on grounds of race, religion, home language, family background, gender or disability and/or learning difficulty. Pipers takes all reasonable steps to ensure that all children have access to all of the nursery, including a fully accessible back garden.

Hours of Opening Monday - Friday

Morning sessions - 8.00am - 1.00pm (7.30 start if required)

Afternoon sessions - 1.00pm - 6.00pm

School sessions - 9.00am – 3.00pm

Day sessions - 8.00am - 6.00pm (7.30 start if required)

If any person other than a Parent/Carer is collecting the child, the Nursery or any staff member **must** be informed by the Parent/Carer of the identity of the person and given a recent photograph or a good description of the person.

Settling in

Before your child starts at nursery, free settling in visits will be arranged to enable us to get to know your child and for them to get to know us. If there are any concerns around your child settling in we will work in partnership with you to settle your child in successfully.

Absences

It is important that the Nursery is notified if a child is to be absent, by calling the Nursery on 01244 313960 or via email mail@pipersnursery.com

Holidays

The Nursery is open from Monday to Friday throughout the year, closing only for the Statutory (Bank) Holidays. There is no charge for Statutory (Bank) Holidays.

Three weeks holiday can be taken at half fees. Any further holidays will be charged at the full fee rate.

Clothing & Personal Property

We like the children to enjoy all the activities at the nursery and some of these activities such as, painting, can be quite messy, clothes often get wet and mucky even with aprons, and as such we advise that children wear clothes that are hard wearing, fully washable and without sentimental value.

Pipers Kids Uniforms are available:

Polo Shirts Sizes: age 2, age 3-4 and age 5-6 are **£6.50 each**

Over Head Hoodies Sizes: age 2, age 3-4 and age 5-6 **£9.50 each**

Full Zip Hoodies Sizes: age 5-6 **£9.50 each**

If you would like to order any please see any member of staff

It is important that a child's clothing and personal property is clearly marked with the child's name.

Children have free flow access to play outside, throughout the year and in all weathers. Each child should be provided with suitable outdoor clothing i.e. waterproofs, wellies, coat, gloves, warm hat or sun hat.

Each child should be provided with a bag, labelled with his/her name, containing spare clothes, nappies and or/underwear and comforters they may require for nap times.

In order to ensure all children have access to drinking water all day please could you provide a clearly named water bottle for your child.

Any articles of clothing and personal belongings are left at the Nursery at the owner's risk.

Nappies

Please can you ensure that your child has a good supply of nappies at all times.

If your child runs out of nappies and is provided with a spare nappy by the nursery the charge for this nappy, and any other nappies provided during the month will be added to the fees accrued during the month at a cost of £0.50 per nappy.

Illness

Pipers follows the [Health Protection Agency guidelines](#) for Infection control and aims to reduce the spread of infections by encouraging routine immunisation, high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean environment.

Any child suffering from vomiting and/or diarrhoea must be excluded from nursery for 48 hours from the last episode of diarrhoea or vomiting.

Should a child become ill at the Nursery, every effort will be made to contact the Parent/Carer using the telephone numbers provided.

All Parents/Carers must inform the Nursery where they can be contacted during Nursery hours and notify the Nursery immediately of any changes.

The person in charge reserves the right to move a child to hospital in an emergency.

Valuables etc.

Children must not wear/bring jewellery, money or other valuables to the Nursery.

Sweets and Drinks

Children must not bring sweets, chocolate, chewing gum or drinks to the Nursery.

Parking

Parking is available in front of the building in the marked bays. For safety reasons, parking is not allowed on the yellow hatched box in front of the main entrance door and in front of the double gates to the Playground.

Take extreme care when reversing in the car park and particularly look out for children.

If your child travels to and from Nursery by Taxi please ask the driver to park in Alder Grove and escort the child to or from the Nursery entrance door.

The Nursery will not accept responsibility for losses from, or damage to, vehicles in the car park.

Escorting Children to and from the Nursery

Always hold your child's hand when crossing the car park.

Do not let other children with you get out of the car and play in the car park.

If you require assistance crossing the car park please ask a member of staff.

Outdoor Play

Parents/Carers who would like their child to wear a safety hat and/or safety pads while riding bikes and sit on toys may bring them along and give them to the Nursery staff.

Policies and Procedures

Pipers has a regularly updated website; www.pipersnursery.com which provides more information and links to useful resources as well as a Parent's Notice board which contains all information found on the notice boards at the setting.

Below are excerpts from some of our Policies and Procedures

A full copy of all our policies and procedures is available in both entrance foyers on site and a copy will be provided upon request.

Parent's as Partners Policy

Pipers aims to provide a happy, loving and secure environment for the children, until the children's parents/carers resume responsibility for them.

Parents/carers may discuss the progress of their child with a member of staff at any time. Parents/carers are kept informed of events at the Setting through newsletters and notice boards.

The staff team is committed to working in partnership with parent/carers to provide high quality, safe and stimulating care, learning, and play opportunities for children. The Setting's aims to achieve this by:

- Ensuring that parents/carers are made to feel welcome and valued in all dealings with the Setting.
- Ensuring that parents'/carers' concerns are always listened to by the Setting whenever they are raised. The Manager will ensure that parents/carers receive a prompt response from the Setting
- Making all information and records held by the Setting on a child available to their parents/carers, unless it is subject to investigation by the police or other statutory agencies.
- Ensuring that the Setting's policies and procedures are made available to parents/carers on request.
- Encouraging parents/carers to comment on the Setting's policies and procedures and we will consult them on a regular basis about the activities that are planned and provided for their children.
- Ensuring that there are regular opportunities, such as parent's evenings, for parents/carers to meet with staff and discuss their child's progress and any problems that they might be encountering.
- Ensuring that any complaints from parents/carers are dealt with swiftly and effectively in accordance with the provisions of the Complaints Procedure policy.
- Encouraging parents/carers to undertake supportive roles in the Setting, such as volunteering or participating in activities.
- Providing parents/carers with formal, and if necessary, confidential means to comment on the work of the Setting. This will include an annual questionnaire survey.
- Keeping parents/carers up to date with any changes in the operation of the Setting, such as alterations to the opening times or fee levels.

We aim to encourage Parent's/Carer's to be involved in activities by bringing/finding things from home with their child. If a parent/carer has a particular hobby or skill that would be of interest to the children, we welcome them to come to the Setting to give a presentation/demonstration to the children.

Safeguarding of Children

Safeguarding and promoting children's welfare policy

Pipers believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.

Pipers has a detailed understanding of child development and how the quality of the care they are receiving can have an impact on their health and development. We recognise that as children grow, they continue to develop their skills and abilities. Each stage, from infancy through middle years to adolescence, lays the foundation for more complex development. Plans and interventions to safeguard and promote the child's welfare are based on a clear assessment of the child's developmental progress and the difficulties the child may be experiencing. Planned action is timely and appropriate for the child's age and stage of development.

The purpose of all interventions will always be to achieve the best possible outcomes for each child, recognising that each child is unique. These outcomes should contribute to the key outcomes set out for all children in the *Children Act 2004*.

The Common Assessment Framework (CAF) offers a basis for early identification of children's additional needs, sharing of this information between organisations and the co-ordination of service provision. Where it is considered a child may have additional needs, with the consent of the child, young person or parents/carers, practitioners may undertake a common assessment in accordance with the national practice guidance to assess these needs and to decide how best to support them.

The findings from the common assessment may however give rise to concerns about a child's safety and welfare. Practitioners should be particularly concerned regarding children whose parents or caregivers are experiencing difficulties in meeting their needs as a result of domestic violence, substance misuse, mental illness and/or learning disability (see paragraphs 9.13–9.66). All staff members who have or become aware of concerns about the safety or welfare of a child or children should know:

- who to contact in what circumstances, and how; and
- when and how to make a referral to local authority children's social care services or the police.

Discussion of concerns about a child's safety and welfare

Possible child in need under section 17 of the Children Act 1989

Irrespective of whether a common assessment has been undertaken, where there are concerns that a child may be a possible child in need, and in particular where there are concerns about a child being harmed, relevant information about the child and family will be discussed with the manager, or a named or designated health professional or the SOCCO. Concerns can also be discussed, without necessarily identifying the child in question, with senior colleagues in another agency, (for example, children's social care services) in order to develop an understanding of the child's needs and circumstances.

Not a possible child in need under section 17 of the Children Act 1989

Where a child is not considered to be a possible child in need under section 17 of the Children Act 1989 Pipers will consider what other types of services, including possibly a common assessment, should be offered. If it is agreed that the child may be a child in need under the Children Act 1989, then a referral to children's social care will be discussed with the child, if appropriate, and those with legal responsibility for the child. If they consent, then the child will be referred to local authority children's social care and the processes set out in this chapter followed. If the child is believed or suspected to be suffering significant harm a referral will always be made to children's social care. If concerns arise about a child who is already known to local authority children's social care the allocated social worker will be informed immediately of these concerns.

Safer Recruiting

Pipers is fully committed to ensure that safe recruiting practice is followed.

Two references must be received in all instances, including confirmation from previous employer on fitness to work with children.

An enhanced CRB disclosure will be applied for by Pipers.

At least one person on the interview panel will be appropriately trained and certified in safer recruitment.

All offers of employment are made conditionally and permanent employment is dependent on satisfactory references and enhanced CRB disclosure and subsequent trial employment period.

Identification and Qualifications will be verified.

Fitness for the role will be verified by doctors reference.

Appropriate records of all staff are maintained

All staff must undertake an induction into the Nursery and verify their understanding of all Policies and Procedures.

Suspicion of Abuse

All members of Staff are trained to be aware of signs of abuse of children.

The Setting's child protection procedures comply with all relevant legislation and other guidance or advice from the Local Safeguarding Children Board (LSCB).

The Setting is committed to reviewing its Child Protection policy and procedures at regular intervals. The policy and its procedures will be shared with parents/carers during their child's settling in period.

All children will at one time or another have unusual marks on their bodies when they attend the Setting and we will naturally ask the Parent/Carer how they occurred. We must log the reply in the Accident at Home Form (if it is a permanent mark i.e. a birthmark it will be noted on the child's records) and we must ask the Parent/Carer to sign the Accident at Home Form or child's records against entry.

Staff who suspect a child is being abused must record and report their suspicions to the SOCCO who will carefully investigate the situation as far as possible and talk to the Parent/Carer about the concerns and officially record the reply.

If explanations are unacceptable or concerns persist, the SOCCO will report the incident to the Manager or the Child Protection Officer. If they feel there are reasonable grounds for believing that a child has been – or is in grave danger of being – subject to abuse, the following services will be contacted.

The Children's Contact and Referral Team or the Emergency Duty Team (out of hours).
Children's Contact and Referral Team

Location: Wyvern House, The Drumber, Winsford, CW7 1AU

Opening Hours: 8.30 am to 5.00 pm from Monday to Thursday,
8.30 am to 4.30 pm Friday

Telephone: 01606 275099

Secure Email: childreferral@cheshirewestandchester.gov.uk.cjism.net

Ordinary Email: childreferral@cheshirewestandchester.gov.uk

Local Children's Social Care Offices

Alternatively, you can visit one of our three office locations and speak with a Duty Social Worker.

Chester: Goldsmith House, Hamilton Place, Chester, CH1 1SE

Ellesmere Port and Neston: 4 Civic, Ellesmere Port, CH65 0BE

Vale Royal: Wyvern House, The Drumber, Winsford, CW7 1AU

Emergency Duty Team (for out of hours emergencies)

Location: Wyvern House, The Drumber, Winsford, CW7 1AD

Opening Hours: 4.30 pm to 9.00 am from Monday to Thursday, from 4.00 pm on Friday and 24 hours at weekends and bank holidays

Telephone: 01244977277

Secure Email: edt@cheshirewestandchester.gov.uk.cjism.net

Ordinary Email: edt@cheshirewestandchester.gov.uk

Note: Please do not use email to send referrals to the Emergency Duty Team. Ensure that any emails sent to this address do not contain any personal information about specific children or young people, as this is not an encrypted email address

Alternatively, in an emergency, phone the police on 0845 458 0000.

In cases of suspected sexual abuse we will not notify the Parent/Carer that we are contacting Social Services

Team	Operating Hours	Location	Telephone/ Fax	Email Address
Contact and Referral team	8.30am – 5.00pm Mon – Thurs 8.30 am - 4.30 pm Friday	Wyvern House, The Drumber, Winsford, CW7 1AU	Tel: 01606 275099 Fax: 01606 275601	childreferral@cheshirewestandchester.gov.uk
Emergency Duty Team	4.30 pm - 9.00 am Monday - Thursday From 4.00 pm Friday and 24 hours at weekends and bank holidays	'Meadowside' The Meadows Meadow Drive, Barnton, Northwich Cheshire, CW8 4PH	Tel: 01244 977277 Fax 01606 275776	edt@cheshirewestandchester.gov.uk edt@cheshireeast.gov.uk
Children's Safeguarding Unit	8:30am to 5:00pm Mon to Thurs 8:30am to 4:30pm Fri	4 th floor, 4 Civic Way, Ellesmere Port, CH65 0BE	Tel: 0151 337 4645 or 0151 337 4570 Fax: 0151 355 4692	

A children's social care multi-agency referral form has been developed. This should be completed by practitioners in making a referral to the Contact and Referral team. The referral form is currently in Microsoft Word format and is available by contacting the Contact and Referral team. Shortly the referral form will be available in a web-based format and practitioners will be able to complete the form via a secure email site.

Please note completing the multi-agency referral form doesn't replace the requirement for practitioners to telephone the Contact and Referral team. In making a referral to the Contact and Referral team, please remember practitioners are required to confirm details of their referral in writing within 48 hours, in accordance with Working Together to Safeguarding Children (2010).

A practitioner should be notified by a children's social worker about what action will be taken in response to the referral within 24 hours of receipt. If a practitioner hasn't received notification within 3 working days, they should contact the Contact and Referral team

If an allegation is made against a member of our staff we will contact the Contact and Referral team and Ofsted (0300 1234 666).

Complaints Procedure

Pipers is committed to providing a safe, stimulating, consistent, and accessible service to children and their parents/carers. We always aim to provide high quality services for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put right and learn from our mistakes.

This policy constitutes the setting's formal Complaints Procedure. It will be displayed on the premises at all times. Under normal circumstances, the Manager will be responsible for managing complaints. If a complaint is made against the Manager, the Directors will conduct the investigation. All complaints made to staff will be recorded in detail on an Incident Form.

Stage One

If a parent/carer has a complaint about some aspect of the Setting's activity, or about the conduct of an individual member of staff, it will often be possible to resolve the problem by simply speaking to the individual concerned and/or the Manager. The Setting is committed to open and regular dialogue with parents/carers and the Setting welcomes all comments on its services.

In the first instance, parents/carers are encouraged to speak directly to the relevant member of staff, if deemed appropriate. If not, the Manager should be approached and they will try to resolve the problem. If a satisfactory resolution cannot be found, then Stage Two of the procedure will formally come into operation.

Stage Two

If informal discussions of a complaint or problem have not produced a satisfactory resolution to the situation, parents/carers should put their complaint in detail and in writing to the Pipers Manager. Relevant names, dates, evidence, and any other important information on the nature of the complaint should be included.

If the Nursery Manager has good reason to believe that the situation has child protection implications, they will contact the Local Safeguarding Children Board, according to the procedure set out in the Child Protection policy. If any party involved in the complaint has a good reason to believe that a criminal offence has been committed, then they will contact the police.

The Setting will acknowledge receipt of the complaint as soon as possible - within three working days at least – and fully investigate the matter within 15 working days. If there is any delay, the Setting will advise the parent/carer of this and offer an explanation. The Nursery Manager will be responsible for sending them a full and formal response to the complaint.

The formal response to the complaint in writing from the Setting will be sent to the parent/carer concerned and copied to all relevant members of staff if appropriate. The response will include recommendations for dealing with the complaint and for any amendments to the Setting's policies or procedures emerging from the investigation.

The Nursery Manager and Pipers Manager will arrange a time to meet the parent/carer concerned and any other relevant individuals, such as members of staff, to discuss the

complaints and the Setting's response to it. The Nursery Manager will judge if it is best for all parties to meet together or if individual meetings are more appropriate.

Stage Three

If at the conclusion of this process parents/carers remain dissatisfied with the response they have received, the original complaint along with the Setting's response will be passed to the Registered Person who will adjudicate the case.

The directors will communicate a detailed response, including any actions to be taken, to both the Nursery Manager and the parents/carers concerned within 15 working days.

Stage Four

If, after discussion, the complainant is not satisfied, then he/she should contact the Managing Director of the Nursery:

Mr David Stoppard

Managing Director

Pipers Limited

Alder Grove, Hoole, Chester

CH2 3ET

Telephone 01244 344020

If the complainant is still not satisfied, they should contact OFSTED quoting the Pipers Registered number 305245:

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

Telephone 0300 123 4666

FEE SCALES

Fees applicable from the 1st September 2014 -31st August 2015

	Age	2014/2015 rate
Morning or Afternoon Session	0-2 years	£26.50
	2-3 years	£25.50
	3-5 years	£25.00
9:00 am to 3:00pm	0-2 years	£36.00
	2-3 years	£35.00
	3-5 years	£34.00
Full Day	0-2 years	£46.00
	2-3 years	£44.00
	3-5 years	£43.00
Full Week	0-2 years	£215.00
	2-3 years	£205.00
	3-5 years	£200.00

- Morning sessions include mid-morning milk and lunch.
- Afternoon sessions include mid-afternoon milk and dinner.
- Full fees are payable for sessions missed through sickness.
- Late collection will incur a charge of £5:00 per full or part quarter hour up to collection.
- Fees are reviewed annually and increases are implemented the first week in September.

PAYMENT DETAILS

To reserve your child’s place we require a month’s fees in advance. This amount will be credited to your account once your child has completed their settling in sessions. Should your child fail to settle in the nursery during their settling in sessions this amount is fully refundable. In all other cases of termination of the enrolment the deposit will be retained.

If your child’s fees are to be paid for by a Third party, *e.g. college, training firm or employers*, please contact the office.

Fees must be paid in full and in advance in the first week of the month.

Fees are payable by:

- Child Care Vouchers
- Debit Card
- Monthly Standing Order
- Credit Cards incur a **2.5% surcharge**
- Cash

Bank Transfer: The bank details are: Account number 43143318 Sort Code 60 13 19
NatWest Bank, Liverpool, City Office, 22 Castle Street, Liverpool, L2 0UP

Notice is required of **termination of Enrolment Contract (in writing) 2 full working weeks or payment will be claimed in lieu of notice.**

1. Child to be enrolled:

Full Name of Child :	Date of Birth :
Child's Home Address:	
Child's Home telephone:	
Nationality:	
Language Used at Home :	

2. Medical Details:

Name of Child's Doctor :
Name of Child's Health Visitor :
Address of Doctor :
Telephone Number:
Details of any injections/immunisations already received:
Please give details of any Additional Medical Needs:

3. Medical Details:

PLEASE INDICATE IF YOUR CHILD SHOULD NOT BE GIVEN CERTAIN FOOD/DRINKS ON THE FOLLOWING GROUNDS ONLY. (If these are not applicable, please leave blank).

1. Religious (please give details):

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2. Pescatorian/Vegetarian/Vegan (please state which):

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4. Food Intolerances (please give details):

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5. Food Allergies (If your child has a food allergy please can you list the food, the severity of the allergy and which medication your child carries in case of accidental exposure):

Food	Severity <small>(e.g. mild/moderate/severe)</small>	Medication <small>(e.g. antihistamine/ adrenaline)</small>
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test		
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4. Is there is anything else that you would like us to know about your child?

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1. Person with Legal Responsibility for the child detailed above:

Title:	Full Name:
Relationship to Child:	
Place of Work:	Place of Work Address:
Place of Work Telephone Number:	
Mobile Number:	Email Address :

2. Person with Legal Responsibility for the child detailed above:

Title:	Full Name:
Relationship to Child:	
Place of Work:	Place of Work Address:
Place of Work Telephone Number:	
Mobile Number:	Email Address :

3. Mother (if different from Person with Legal Responsibility for the child detailed above):

Title:	Full Name:
Residential Address:	
Contact Telephone Number:	
Mobile Number:	Email Address :

4. Father (if different from Person with Legal Responsibility for the child detailed above):

Title:	Full Name:
Residential Address:	
Contact Telephone Number:	
Mobile Number:	Email Address :

EMERGENCY / ALTERNATIVE COLLECTOR CONTACT DETAILS

Please provide emergency telephone number(s) of a relative/friend, who can be contacted should those with parental responsibility be unreachable during scheme hours.

If you anticipate any person, other than those already listed with parental responsibility, will collect from the nursery please ensure that their details are listed here and a password is given and shared with the collector as we will be unable to release your child to anyone who is unable to provide the password.

Emergency / Alternative collector Contact 1:	
Name:	
Relationship to Child:	
Contact Number:	
Emergency Alternative collector Contact 2:	
Name:	
Relationship to Child:	
Contact Number:	
Emergency Alternative collector Contact 3:	
Name:	
Relationship to Child:	
Contact Number:	
Nominated Password (to be used by the person collecting your child):	

RESTRICTED ACCESS DETAILS

PLEASE INDICATE IF THERE IS/ARE ANY LEGALLY BINDING RESTRICTION ORDERS CURRENTLY IN FORCE AGAINST ANY PERSON/S IN THE RESPECT OF ACCESS TO YOUR CHILD.

Restriction: Description of current restriction order and its limitations:
Person/s: The following person/people should not be given to access my child as a result of the above described restriction order:
Issuing Court Name: (Please state which);
Issue Date:
Any further information:

ATTENDANCE DETAILS

Preferred start date	
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Tick boxes for sessions required:

WEEKLY CARE	Morning	Afternoon	9-3
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
TOTAL WEEKLY FEE	£		

OTHER SETTING DETAILS

Due to the new Early Years Foundation Stage Framework we are required to share developmental information with any other registered provider/carer that your child may spend time with eg. child minder/play group.

Other Carer/Setting name	
Address	
Session/Day Attendance	

Thank you for choosing to enrol your child at Pipers.

We want to ensure that we continue to provide you with the childcare you want. Please could you let us know why you chose Pipers?

Please indicate as many reasons as applicable	
Recommendation:	
Location:	
Atmosphere:	
Cost:	
Security:	
Other:	

AGREEMENT

I wish to apply for admission of the above named child to Pipers Day Nursery. I have received and read the scheme Fee Scales and the Terms and Conditions of Acceptance into the scheme and I agree to comply with them. I/We have been offered for my/our perusal a copy of the Policies and Procedures and I/We agree to read and abide by them.

Signed (Parent/Legal Guardian)

Signed for Pipers

Date

Please complete all the details requested and return the form to: -

The Manager

By post:

Pipers Day Nursery

Alder Grove,

Hoole

CH2 3ET

By email:

mail@pipersnursery.com

Telephone: 01244 313960

It is important that you notify the scheme if changes in circumstances alter any of the information on this form.

PERMISSIONS OF PARENT/CARER

ADVERSE REACTIONS

Any known adverse reactions to drugs/medicines/creams/foods must be brought to the attention of Pipers Staff.

Reaction

Signed(Parent/Legal Guardian)

Date

In the event of any member of staff noticing an adverse reaction to any drug/medicine/cream/food, it will be recorded here and you will be asked to sign that you have been notified.

Reaction

Name of Staff Member who observed the reaction.....

Signed(Parent/Legal Guardian)

Date.....

ACCIDENT/EMERGENCY

In the event of my child being involved in a minor accident that requires medical attention, I hereby give permission for the staff at Pipers to perform any necessary First Aid. Pipers Staff will keep me informed.

In the event of my child needing professional medical attention, I understand that Paramedics may be called or my child may be taken to the local Accident and Emergency Unit.

I agree to Pipers staff seeking any necessary emergency medical advice or treatment in the future. Pipers Staff will contact me immediately.

Signed(Parent/Legal Guardian)

Date.....

CHILD PARACETAMOL

I hereby give my permission for staff at Pipers to administer the above to my child in the event of my child having a raised temperature or fever. I understand that Pipers staff will always contact a Person with Legal Responsibility for additional permission and dosage information, within the health guidelines, before administering paracetamol, I also understand that I will be required to complete a medication form given over and above this declaration.

Signed(Parent/Legal Guardian)

Date.....

ADVICE

I hereby give permission for the staff of Pipers to consult with and request professional advice where needed, in relation to my child.

Signed(Parent/Legal Guardian)

Date.....

PHOTOGRAPHS

Photographs are taken on a regular basis, by nursery staff only, to comply with Early Years Foundation Stage requirements, to record the development and activities of the children.

These photographs may be displayed on the walls within the nursery and within each child's learning journey. Each learning journey book is given to each child's parent/legal guardian upon completion. No photographs taken will be displayed in any format outside of the nursery without express permission, given over and above this declaration, and for each individual instance. However in some instances an activity may have been completed by one or more other children working together as a team and as such photographs of your child may appear alongside another child or children in that child's learning journey and vice versa.

I hereby give permission for photographs to be taken of my child by the staff of Pipers for the purposes stated above.

Signed(Parent/Legal Guardian)

Date.....

TRANSPORTING CHILDREN IN CARS

Occasionally there are emergencies e.g. When a parent fails to collect a child and the child has to be transported to a place of safety.

I hereby give my permission for my child/children to be transported in a car owned by a member of Pipers staff on the occasions it may become necessary.

Signed(Parent/Legal Guardian)

Date.....

FACE PAINTS

I hereby give permission for face paints to be applied to my child's face by the staff of Pipers.

Signed(Parent/Legal Guardian)

Date.....

SUN CREAM

I hereby give permission for sun cream to be applied to my child by the staff of Pipers.

Signed(Parent/Legal Guardian)

Date.....