

First Steps Nursery

Jolly Steppers After School & Holiday Club

Proprietor- Mrs. Sandra Green.

Lowton Branch: 01942 678803

Pennington Branch: 01942 679509

Childs full name..... Known as.....

Childs D.O.B..... Male/Female..... Security Password:.....

Parent/Guardian 1 name..... Mobile phone number.....

Address.....

.....Postcode.....

Home telephone number..... Email address.....

Parent/Guardian 1 place of work.....Work phone number.....

Does this parent have parental responsibility? (Please see attached policy)

Parent/Guardian 2 name..... Mobile phone number.....

Address (if different from above).....

.....Postcode.....

Home telephone number..... Email address.....

Parent/Guardian 2 place of work.....Work phone number.....

Does this parent have parental responsibility? (Please see attached policy)

Who to contact in an emergency (other than parents/guardians) and relationship to your child

1. Name:..... Relationship to child.....

Telephone Number Mobile

2. Name:..... Relationship to child.....

Telephone Number Mobile

People who are authorised to collect your child (names and telephone numbers) Please note they must be over 18 years old
First Steps Nursery assumes that the people listed below have given you permission to share and hold their details with until not needed

Name: _____	Name: _____
Relationship to child: _____	Relationship to child: _____
Telephone Number: _____	Telephone Number: _____
Name: _____	Name: _____
Relationship to child: _____	Relationship to child: _____
Telephone Number: _____	Telephone Number: _____

(Photographs are required for all people authorised to collect your child including parents/guardians)

Name of School attended:

Child's doctor..... Telephone Number:

Address

Are there any infectious diseases your child has not been immunized against?.....

Has your child any on-going health problems?
.....

Has your child had any major illness/operation?
.....

Is your child allergic to anything?
.....

Does your child have a special dietary requirement?
.....

FOOD ALLERGIES

Does your child have a specific allergy to the following ingredients? (please note not all of these are used in nursery but we are required by law to check against these 14 specific allergens)	
Cereals containing gluten, e.g. wheat (including spelt and khorasan), rye, barley and oats and their hybridised strains	Yes/No
crustaceans, e.g. prawns, crab and lobster	Yes/No
Eggs	Yes/No
Fish	Yes/No
Peanuts	Yes/No
Soybeans	Yes/No
Milk	Yes/No
Nuts, eg almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew, macadamia nuts or Queensland nuts	Yes/No
Celery (including celeriac)	Yes/No
Mustard	Yes/No
Sesame	Yes/No
Sulphur dioxide/sulphites (preservatives used in some foods and drinks) at levels above 10mg per kg or per litre	Yes/No
Lupin	Yes/No
Molluscs, e.g. clams, mussels, whelks oysters, snails and squid	Yes/No
If you have answered yes to any of the above please provide full details of allergy, reaction and medication your child would require:	

Child's ethnicity/cultural background?

Child's Religion? Child's Nationality

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?
.....

What language(s) is/are spoken at home?.....

The Jolly Steppers has an Additional Needs Policy. Does your child have any additional needs or disabilities?
.....

Are any of the following in place for your child?

	Yes	No
Early Years Action?		
Early Years Action Plus?		
Statement of special education need?		

What special support will he/she require in our setting?

.....

Name of other professionals involved with child

1. Name..... Role.....

Agency..... Telephone Number

2. Name..... Role.....

Agency..... Telephone Number

Does your family have a social worker for any reason? Yes / No (please delete as appropriate)

Name..... based at tel

What is the reason for the involvement of the social care department with your family?

.....

Has your child attended any other out of school club/child minder? Yes / No (delete as appropriate)

Name of provider..... Telephone Number.....

If so, have they been excluded? Yes / No Reason.....

Agreements – (Please Note - All signatures are compulsory for your child to join First Steps Nursery/The Jolly Steppers)

I give permission for a senior member of staff to take my child to hospital in case of an emergency Sign.....
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I agree not to discuss any aspects linked with First Steps Nursery/The Jolly Steppers on internet chat rooms or social networking site. Sign.....
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I give permission for staff at First Steps Nursery/The Jolly Steppers to act in loco parentis in the case of a medical emergency where any delay in getting my signature is considered by a doctor to endanger my child's health and safety. Sign.....

I give my permission for staff at First steps nursery/The Jolly Steppers to check my child's hair when we have a suspected case of head lice in nursery/out of school club (this will always be done in a fun way, all children are checked and a child is never singled out)* Sign.....

Holiday Club

I give permission for my child to take part in any of the Holiday Club Trips that are arranged during the holiday club sessions. Please be aware that your consent is for all the arranged Holiday Club Trips, both on the days your child attends the Holiday Club and the days they do not attend the Holiday Club .

Parents Signature:..... Date:.....

I understand that all the information I have provided will be treated as confidential. I also understand that if a matter of safeguarding my child arises, First Steps nursery/The Jolly Steppers may need to share aspects regarding my child without my consent.

Please note: -

1. All children need to have a summer hat that can be left at the Jolly Steppers (labeled)
2. During the wintertime we ask that you provide suitable winter clothes for playing outside (labeled)
3. Details of any accidents that occur while your child is in the care of First Steps Nursery/ The Jolly Steppers will be recorded on an accident form.
4. Details of any incidents that occur while your child is in the care of First Steps Nursery/ The Jolly Steppers (e.g. hurting another child) will be recorded on an incident form.

Late Payment of Fees Policy

All fees must be paid in advance and not in arrears. Payment can be made via standing order, cash, or cheque. Therefore we have 4 stages that we follow with regards late payments all stages are in letterform. Below is a guide for you to read to make you aware of the stages.

Stage One: Anyone who is more than one week behind with fee payment will be sent a letter, asking them to pay in full within 3 days.

Stage Two: Failure to pay will result in a second letter with an administration and loss of interest charge of £25 added onto your bill, you will have 7 days to pay this in full.

Stage Three: Failure to pay again will result in a third and final letter, this will have an administration and loss of interest charge of £50 added onto your bill and again you will have 7 days to pay in full.

Final Stage: If you still fail to pay your debt in full we will add 20% onto your bill and pass the debt over to debt agency collectors.

Fee's are payable for every session booked, including sickness regardless of whether your child attends. There are no reductions for sickness, holidays or occasional days off as the nursery overheads are still incurred during these periods. I confirm I have read and understood this policy.

Signature: _____

Deposit

At First steps nursery/The Jolly Steppers we require 2 weeks deposit (2 x your child's fees) to secure their place. This is kept until your child's last 2 weeks at the Jolly Steppers and is used to pay for (or in part payment of) their last 2 weeks. **All nursery/out of school club deposits are Non-refundable.** The parent/guardians attention is drawn to the terms and conditions overleaf with regard to the forfeit of their deposit.

Holiday Club

At First steps nursery/The Jolly Steppers we require full payment for the holiday club, which must be made when booking your place. Over the summer holidays the same rules apply as with the nursery/after-school, that at least your first week must be paid for in full when booking you place for the large holidays and any other subsequent days/weeks booked are paid for before they actually commence.

Acceptance

The terms and conditions overleaf are considered to be fair and reasonable. In the event of any term found by a court of law to be unreasonable then that clause shall be removed but the agreement shall remain in full force and effect. The parent /guardian has read and understands the terms and conditions contained overleaf and undertake to be bound by the same.

Parent/Guardian Signature.....Date.....

Signed on behalf of First Steps Nursery/The Jolly Steppers.....Date.....

Notice

This registration form incorporates the terms and conditions overleaf. Upon signing this form the parents are deemed to have read, understood and agreed the same.

Terms and conditions

First Steps Nursery Ltd hereinafter referred to as "the nursery" offer a definite/provisional place to the parents/guardian. The headings in this agreement are inserted only for convenience and shall not affect its construction.

1. Registration.

A registration fee as referred to on the fees sheet shall be paid by the parent/guardian to the nursery on the submission of the completed form and that fee shall not be returnable if such acceptance is later withdrawn by the parent/guardian.

2. Offer acceptance.

A deposit as is referred to on the fees sheet shall be paid by the parent/guardian to the nursery on the acceptance of the offer and the deposit shall not returnable unless 1 full months notice in writing is provided to the nursery manager. The deposit is not deductible from the first month's fees.

3. Payment of nursery fees.

*Payment of nursery fees to the nursery for the child's attendance at nursery shall be made by the parent/guardian 4 weekly, in advance.

*If the payment referred to above shall be outstanding for more than 14 days then the nursery may serve 14 days notice in writing to terminate this contract. Upon terminating this contract the child shall cease forthwith to be admitted to the nursery and the nurseries notice to so terminate shall be regarded as a formal demand for all outstanding monies.

* The nursery reserves the right to increase the said fees at any time upon giving 4 weeks written notice of the proposed increase to the parent/guardian.

4. Calculation of fees.

* The nursery year runs from January to December. The nursery closes for 1 week at Christmas (fees need not be paid for this week) and all other bank holiday (fees should be paid as normal)

* Fee's are payable in the event that nursery is forced to close due to forces of nature for the safety of First Steps Nursery staff and children.

*The fees payable by the parent/guardian are made 4 weekly; any other method of payment must be discussed and arranged with the manager.

* The fees payable by the parent/guardian can be made by standing order, cheque (made payable to First steps nursery), cash or we do accept nursery vouchers (please ask at the reception desk)

*The nursery does not permit the pro-rata reduction of payment of fees if the child is absent from nursery due to illness or holidays whilst the nursery is open. The parent/guardian is therefore obligated to make full payment. In the event of payment not being made then the nursery reserves the right to terminate this agreement.

* If you are late collecting your child, you will be charged £2 for every 5 minutes you are late.

5. Cancellation/Termination

* After acceptance of the offer by the parent/guardian either party may terminate this agreement by the service of 4 weeks notice in writing. During that 4 weeks period the nursery undertakes to continue to admit the child and the parent/guardian under takes to pay all fees due. In the event of the parent/guardians falling to pay the months fees the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment for such moneys.

* In the event of parent/guardian giving notice of withdraw of the child and immediately withdrawing the said child there shall be due to the nursery 4 weeks fees in lieu of notice. Failure by the parent/guardian to provide 1-month calendar notice or any notice at all shall render the parent/guardian liable to the nursery for 4 weeks fees.

*Notice must be in writing and posted to the nursery manager.

*If in any reasonable opinion of the nursery manager, or person of similar or authority it is considered that the continual presence of the child, referred to herein is detrimental to the health, safety or well being of the child or other children, of the said nursery or the teachers or other staff so employed. Then the nursery may serve notice to the parent/guardian or a request for the child to be immediately be removed from the nursery and the provision of 4 weeks notice as referred to the above herein after shall not apply. (Details of polices and procedures including the behaviour policy can be read at any time)

6. Non-Solicitation of staff

The parent/guardian of the child, the subject of the registration form, hereby agrees that during the terms of this agreement and for a period of 6 months following its termination (however so terminated) that she/he will not seek to employ, entice away or attempt to entice away from the employment of First steps nursery LTD any person or persons who was employed by the company in the 6 months preceding the date of termination of the agreement between the parent/guardian and the company. If the parent/guardian shall breach the aforementioned clause then she/he shall indemnify the company fully in respect of all and any costs reasonably and necessarily incurred by the company in replacing the member of staff together with all legal fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the company in replacing the member of staff together with all legal fees and disbursements.

7. Acceptance

The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a court of law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent/guardian has read and understands the terms and conditions contained and undertake to be bound by the same.

8. Food

It's our policy that no food is brought into nursery to be consumed, healthy or not, that has not been prepared within First Steps Nursery.

9. Policies

On signing this contract I am signing to confirm that I have read and understood and will fully adhere to the terms and policies written within this contract. I am aware that First steps nursery has further policies and procedures that I can view at any time; should I wish to view these I will ask a member of staff.

Complaints Policy - First Steps Nursery encourages parents and carers to share any concerns they may have regarding the running of the nursery as soon as a problem or issue arises. Parents should be aware of the complaints procedure and urged to use it in order to try and minimise concerns escalating before they are resolved. The complaints policy is available to view at any time.

10. Deposit

To secure your place a two week deposit is taken when you register your child, this is kept throughout your child's stay with us and taken off your child's final two weeks fees. The deposit is not your child's FIRST two weeks fees in nursery and must be used towards your child's final 2 – 4 weeks

11. Salary Sacrifice Schemes

The nursery accepts all salary sacrifice vouchers/Bacs payments, but please note these payments can only be used towards or payment of your childcare costs. These are non-refundable therefore ensure that you cancel payments prior to your child leaving.

PHOTO PERMISSION FORM

To comply with the General Data Protection act 2018 and in order to safeguard children, we need your permission before we take or use any photographs of your child.

I give permission for my child _____ to be photographed or videotaped while in the care of the nursery for the following purposes (*please tick all that apply*).

Internal use (within the setting only)

Photo albums (as part of our records)

Displays

Course work of staff undertaking qualifications

External use (outside the setting)

Promotional and publicity literature

Adverts in local newspapers

Parent Information packs

Flyers

Our own website

Our Facebook Page

If we are approached by a third party, for example a book publishing company, for photographs of the children, we will ask you separately for permission.

Child's name

Parent's name

Signature

Date

The Jolly Steppers

Parental Responsibility Policy

The Jolly Steppers needs to know who has 'Parental Responsibility' (PR) for each child in our care. This is to ensure that proper authority is given when The Jolly Steppers needs parental permission.

It will also make sure that anyone with parental responsibility regardless of whether they live with their child, can be provided with any reports and given an opportunity to be involved in the child's care and education. Persons who have parental responsibility automatically are:

- Mothers always have parental responsibility;
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them;
- For children born after 1st December 2003, unmarried fathers have parental responsibility where the mother and father register the birth of the child together i.e. if the name of the father is on the birth certificate.

There may be situations when other people also have Parental Responsibility for your child. For example, where the court orders that the child shall reside with a named person, that person gains parental responsibility. This could apply to grandparents or aunts and uncles. Adoptive parents of an adopted child also have parental responsibility for them. In these circumstances there will be an order from the court specifying who has Parental Responsibility.

If your child is in the care of the Local Authority under an order from the court, then the Local Authority will also have PR for them. Because of this, we will need to know the name of your child's social worker.

The Jolly Steppers is required to keep on the admission register details for each child of every parent, or person with parental responsibility, details of the person(s) with whom the child lives, and at least one telephone number where one of those persons can be contacted in the case of an emergency.

Parents do not lose their Parent Responsibility nor can it be "handed over" to a new partner.

The only circumstances when a parent no longer has PR is when, an Adoption Order is made by the court. We have a legal responsibility to involve anyone who has PR in your child's care and education, regardless of whether this is your wish. The only circumstance when this responsibility varies is if a court order is in place specifying that no information on your child should be given to that person. There may also be exceptional circumstances when the police or Children's Social Services tell us that a particular individual poses a risk, therefore should not have access to information.

In order for The Jolly Steppers to know who has PR for your child, we will need to see a copy of his/her full birth certificate. In the event that any other person has PR for your child, we will also need to see a copy of the court order specifying this.

Court Orders

The Jolly Steppers also needs to be aware of any legal orders relating to your child. For example, there may be a 'Residence Order' in place which states that your child must live with you, or there may be a 'Contact Order' in place which specifies when your child's other parent sees them. If your child is the subject of any of these orders, we will need to see the original order to make sure we have all relevant information.

As already stated, there may be occasions when a court order is made preventing a person from having access to any information on your child, or contact with them. If this is the case, we must see a copy of the order and a solicitor's letter will not be sufficient.

I have read and I understand the above policy.

Parent/Guardian Name (Print)

Signed Date

Safeguarding Policy

It is the aim of the Safeguarding Children Policy for all staff to be aware of the signs and symptoms of abuse and to follow the procedures and to support the 5 outcomes of Every Child Matters. The Jolly Steppers will work with children, parents and the community to ensure the safety of children and to give them the best start in life. We create, in our nursery, an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. Staff at The Jolly Steppers are committed to safeguarding children’s welfare whilst meeting their individual needs. Staff accept and recognise their responsibility and role in safeguarding children. We have a duty to protect others from harm, especially the most vulnerable and particularly the children in our care. Staff follow the procedures set in place by Wigan Safeguarding Children Board.

All staff who work at The Jolly Steppers undergo and enhanced disclosure (CRB), no unvetted adults will be left unsupervised with children. Any allegations against a member of staff will be treated seriously and investigated immediately. The management team will take appropriate action as quickly as possible. Any allegations made against staff will be reported to OFSTED and they will be kept informed of the outcomes of any investigations. We take safeguarding children issues very seriously. It should be therefore noted that action would be taken against any person making allegations that are found to be malicious, mischievous or vexatious.

For the full Safeguarding Children Policy please see the main policy files

Behavioural Policy

At The Jolly Steppers we believe in promoting positive behaviour. We value co-operation and foster a caring attitude in all our children in order to help them develop as responsible members of society. All staff at The Jolly Steppers understands that children benefit most when adults have a consistent and positive approach to the management of their behaviour. We establish clear boundaries according to the child’s level of understanding, children soon become aware of the club routines and procedures and know what is expected of them as stated in the main behavioural policy.

Parent Behaviour Policy

If any parent/guardian intimidates, bullies, shouts, swears or has general inappropriate behaviour towards a member of staff, parent or child, then we hold the right to telephone the police and prosecute if necessary. Also we hold the right to withdraw our care for the children of the parent in question. Depending on the severity of the situation, we will either give 4 weeks notice or terminate the contract with immediate effect.

First Steps Nursery/The Jolly Steppers does not tolerate any form of intimidation or bullying for any reason.

Illness/Sickness Policy

The Jolly Steppers does not aim to exclude children from the nursery unnecessarily. The decision of the senior management team is final when requesting the exclusion of a child for illness or infection. Decisions will take into account the needs of the child and of the other children in our care.

Children with infectious or contagious diseases will be excluded for the periods following guidance from the Health Protection Agency. Should staff suspect that a child has an infectious or contagious disease (including sickness and/or diarrhea), staff will request that parents consult a doctor before returning the child to the Jolly Steppers.

Sick children cannot be admitted to the Jolly Steppers. If a child becomes ill at the Jolly Steppers, staff will inform parents or an emergency contact. While awaiting the arrival of parents, the staff will ensure the comfort of the child, taking appropriate action which would include seeking medical advice if necessary. If the child is in danger, the staff will seek medical advice immediately, which includes calling an ambulance.

For the full Illness Policy please see the main policy files.

First Steps Nursery/The Jolly Steppers operate a strict NO SMOKING POLICY and NO MOBILE PHONE USE . You are asked not to smoke or use your mobile phone in either of the buildings or grounds. We ask that your mobile phone is switched off and remains out of view, therefore no images can be taken of children. Smoking is forbidden on the grounds. Your respect for this policy is very much appreciated.

I have read, understood and accept the policies within this document. I am aware that I can view the above full policies plus other policies of The Jolly Steppers at any time.	
Parent/Guardian Name (Print)	
Signed	Date

Privacy Notice (GDPR) Parental Consent Form

A new UK law will come into place on 25th May 2018 called General Data Protection regulation (GDPR). This will replace the Data Protection Act 1988. Due to this we have to inform you of the following information. First Steps Nursery/ The Jolly Steppers is the Data Controller for the Purposes of the GDPR Data Protection which came into force on May 25, 2018.

There is certain information that we need to hold about your child for them to attend the Jolly Steppers to ensure they are safe. This includes contact details for parents and also emergency contact details and your child's personal characteristics such as their gender and special educational needs. This ensures that we can contact someone in an emergency. We would class an emergency as a medical issue or that the Jolly Steppers is forced to close suddenly and somebody is required to collect your child immediately. We have to assume that parents have ensured that any contact details we hold for any other person has been given with their consent for First Steps Nursery/ The Jolly Steppers to hold this information.

We will not give information about you to anyone outside the setting without your consent unless the law and our rules allow us to do so. We reserve the right to pass on these details in case of a safeguarding issue to relevant professionals or for any other legal reasons such as non payment of fees. These details are destroyed 3-6 months after your child leaves by shredding unless we have a legal reason to keep them.

We collect information from you and may receive information about you from your previous afterschool/holiday club provider. We hold this personal data and use it to:

- Provide appropriate care.

To ensure there is no abuse of personal data we have the following controls, safeguards and limitations in place in regard to the use of and the sharing of the above information:

- a) the information will not be used for any purpose other than those stated in this notice
- b) the information will be held and, when appropriate and necessary, shared securely in accordance with our policies and relevant legislation

The information can only be held and used with your consent and your consent can be withdrawn at any time by contacting:

Data Protection Officer Mrs J Grimshaw

Email address info@first-steps-nursery.co.uk

You can also contact the above officer in you wish to access any records we hold about you or your child or, if you believe we hold any information about yourself or your child that is not accurate or we have no legal right to hold, to request that the information is rectified or erased. The above officer can also give you details of our General data protection Regulation policy and our retention & disposal of Information policy.

As you are already aware you can change and update your child's registration form at any time and that includes removing consent for photographs or medication etc. For further information regarding the data we hold or if you would like further information about removing consent please do not hesitate to speak to a member of the management team or Data Protection Officer.

Please sign below to confirm you have received this information and are aware that you can view information regarding the GDPR Policy including our Privacy Notice and information regarding withdrawing consent at any time. This form will then be added to your child's registration form.

Name of 1 st Parent/Guardian.....	Date.....
Signature of Parent/Guardian.....	

Name of 2 nd Parent/Guardian.....	Date.....
Signature of Parent/Guardian.....	

Jolly Steppers Rules

- * We have an Equality Policy, where no child or member of staff will discriminate or treat an individual differently on the grounds of colour, ethnic origin, sex or disability.
- * We have behavioural policies, which we expect all children to follow; these include no shouting, no kicking, fighting or hurting another child or member of staff, no verbal bullying etc. Please note members of staff are not allowed to use any physical intervention e.g. holding unless it is necessary to prevent personal injury to the child, other children, or an adult or serious damage to property.
- * All children will be treated equally and opportunities will be given to stimulate children's individual needs.
- * All staff will value children's diversity and encourage opportunities for children to share and learn together.
- * Children must wear their safety belts on the mini bus/people carrier at all times, for safety reasons. If the child's height is under 135cm they must sit on a booster seat.
- * No eating or drinking will be allowed on the mini bus/people carrier.
- * All children must wait inside school to be collected.
- * Parents must ring First steps nursery to cancel their child's pick up from school, due to illness or parent holidays, fee's are still due as normal.
- * All children will respect the property of First Steps Nursery/Jolly Steppers After school club
- * If a child persistently causes injury or damage to property, he/she will be made to leave with no notice given.
- * If any accident or incident happens while your child is in our care, the staff will ask you to sign the relevant forms.
- * We are an Healthy eating nursery and we have an healthy eating policy which stated **NO SWEETS** and **NO FIZZY POP** are allowed to be brought into the nursery/ the Jolly Steppers.
- * We ask that children do not bring valuable items to out of school club such as mobile phones, tablets, ipod's etc. If they do so they will be kept in the main office for security/safeguarding reasons.
- * If you wish to see any of our policies, they are in the Reception area for you to view at any time.

Parental/Guardian Consent Form

Please circle for your consent

(If you leave any un-circled we will presume you mean NO to that area)

I _____ give consent for members of First Steps Staff/The Jolly Steppers to administer my son/daughter _____ with any of the below.

Please circle for your consent

Cream

Sudocrem	Yes/No
Baby Wipes	Yes/No

Medicines

Paracetmol	Yes/No
*Ibuprofen	Yes/No
*Piriton/antihistamine	Yes/No

Emergencies

Plasters	Yes/No
Cotton Wool	Yes/No
Antiseptic wipes	Yes/No

* **Ibuprofen** can be given in cases of extremely high temperatures. If administered, your child will be sent home.

* **Piriton /Antihistamine** can be given in cases of emergency when it would be detrimental to a child's health such as not to treat an allergic reaction

(First Steps Nursery/The Jolly Steppers does not accept responsibility for any allergic reactions caused by medicines or creams listed above)

Where did you about the Jolly Steppers?

Newspaper advert (please specify)

Magazine advert (please specify)

Recommendation

Other (please specify).....

Amended 2019