



Our Mission Statement

The Rochford Day Nursery is all about your children's happiness and well being. We provide excellent care for your children from birth until 5 years, in a friendly caring environment. We aim to develop children's social skills, learning, encouraging independence and most importantly making it fun.

Our premises

The Rochford Day Nursery is conveniently situated at 2-4 Ashingdon Road, Rochford. It is within 1 minute walk to Rochford mainline railway station. It was previously used as the Rochford Church Hall and more recently as a day-care centre for the elderly.

We are open 52 weeks of the year and our opening times are
7:00am - 18:30pm daily

Michael (The Proprietor)

I have two daughters, Georgia and Abigail. I was in a situation where Georgia had gone to nursery and I felt sympathetic to families leaving their children in Nurseries also. So I decided to open my own nursery so that I could adapt to the needs of individual families and parents. I have a diploma in Pre-School practice.

I regularly visit the nursery to ensure that the support and resources are available to provide the highest possible quality childcare for your children.

Staff

The nursery is senior managed by a qualified Early years professional. The Managers of the setting are Christina Murphy and Michelle Weller. Our staff have a level 3 qualification or above in childcare and the management team are all qualified to a level 3 or above, also consisting of another qualified Early Years Professional. All of our staff have First Aid training and we also keep up to date with all the necessary training.

Our Setting

Our setting is split up into 3 main rooms which are sorted by the age and individual needs of the children. We will settle children into their new room gradually, using our transition procedures.

The Baby Room – The ratio in this room is 1 staff member to 3 babies and children are usually in this room from birth until their 2nd birthday.

Toddlers Room – The ratio in this room is 1 staff member to 4 toddlers. Children are usually in this room from their 2nd birthday until the term after their 3rd birthday.

Pre-School Room – The ratio in this room is 1 staff member to 8 children. Children are usually in this room from the term following their 3rd birthday until they are ready for school.

We send home daily sheets with the children so you will be able to see who has looked after them. This information will include what they have been doing, what they have eaten, if they have had a sleep, how many nappy changes etc.

Our Learning Objectives

There are four guiding principles that shape practice in our setting, these are:

- Every child is a **Unique Child** who is constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through **Positive Relationships**.
- Children learn and develop well in an **Enabling Environment**, in which their experiences respond to their individual needs and there is a strong partnership between us and parents and/or carers.
- **Children Develop and learn in different ways and at different rates**. We respect children as individuals.

The Early Years Foundation Stage emphasises 7 areas of learning.

- Communication and Language
- Physical Development
- Personal Social and Emotional Development
 - Literacy
 - Mathematics
- Understanding the World
- Expressive Arts and Design

For more information please ask one of our staff.

We believe in access to all, and all children are treated equally. No child will be disadvantaged because of his/her race culture, beliefs or physical needs. Our aim is that all children enjoy their time with us and leave to go to school as happy, confident and sociable with a sound knowledge that will set them up for full time school.

Children's details

*All personal data provided by you in this registration booklet is needed for us to provide our service. All information with a * needs to be completed, any without is offered voluntarily by you. All personal data will be used as in our Privacy Policy (copies available on request).*

Child's name*:	
Sex M/F*:	Date of birth*:
Religion:	Ethnic origin:
Child's first language*:	
Home address*:	
Home telephone number*:	
Does your child have and feeds during the day? If so what and when?*	
Does your child have any comforters?*	
Does your child have any sleeps? *	

Contact details

*Please acknowledge it is your responsibility to keep your details up to date with us.
A change of detail form can be collected from the office.*

Parent/ carer holding responsibility for your child:

First Contact*:		Second Contact*:	
Relationship to child*:		Relationship to child*:	
Full address (if different from child's) *		Full address (if different from child's) *	
Contact numbers*:		Contact numbers*:	
Home*		Home*	
Work*		Work*	
Mobile*		Mobile*	
Email*		Email*	
Work address:		Work address:	

Emergency contact details*

By completing a third party's details below you are giving consent on their behalf to use and store their information as in our privacy policy (copies available on request).

Name	Relationship to child	Contact number	Allowed to collect	Password

Medical Details*

Doctors Name		Health Visitors Name	
Doctors Address		Health Visitors Address	
Telephone		Telephone	

I.....do/do not give permission for The Rochford Day Nursery to contact my Health Visitor regarding my child.

Does your child have any allergies? If so how are these managed?

Does your child have any dietary requirements?

Does your child have any medical conditions? If so how are they managed?

Do you consider yourself to be disabled? (YES/NO)

If yes, please let us know if you have any specific requirements:

(We will use this information to make our service more accessible to you, for example if you require use of a disabled parking space)

.....

Other information*

Injections received.....

Parent Permission

I do/ do not give permission for The Rochford Day Nursery to administer sun cream (supplied by me) as and when necessary.

Signed..... Date

I do/ do not give permission for The Rochford Day Nursery to take photographs of my child (please tick that apply)

- Evidence in personal folders
- Wall displays
- Information for the nursery(website)
- The local paper

Signed..... Date

I do/do not give consent for photographs featuring my child to be added to other children's learning journeys.

Signed..... Date

I *do/do not* give consent for my child's name to be used in observations, which are added to other children's learning journeys.

Signed..... Date

I *do/do not* give consent for my child to attend trips/outings outside of the setting spontaneously.

Signed..... Date

I agree to pay fees monthly in advance or by prior arrangement

Signed..... Date

I understand that The Rochford Day Nursery have a legal obligation to contact Social Services should they have any concerns regarding your child

Signed..... Date

Permission check list*

Photos of your child	Yes	No
Display pictures within the nursery		
Display photos of your child in other children's learning journey		
Allowed to be in publicity photos		
Photographs in the media		
In photos by other parents at nursery events		
Photos for learning journey		
Display pictures on website		
Display pictures on facebook page (closed group)		
Medical		
Administer Calpol (in an emergency)		
Administer the following when provided by parents/carers:		
Administer ibuprofen		
Administer Calgel		
Administer Bonjela		
Administer Sudocream		
Administer Suncream		
Application of plasters		
Administer medicines with prior consent		
Emergency medical attention including blood transfers		
Apply face paint		
Is your child baby led weaned or puree weaned? Please circle	Baby led weaned	Puree weaned
Spontaneous outings		
Trips to local parks		
Trips to duck pond		
Trips to sensory room at The Rochford Day Nursery		
Trips to see the chickens within waterman primary school grounds		
Trips to Library bus		
Trips to other schools		

Other		
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Information sharing	Yes	No
Permission to contact outside agencies in regard to your child's learning		
Permission to contact another nursery that your child attends to in order to work in partnership to develop your child's development		
Other information		
Does your child have any special educational needs?		
Your child's religion is?		
Your child's ethnicity is?		
Are there any celebrations you DO NOT want your child to celebrate if so please state.		

Calpol / Nurofen Emergency consent form*

This will be used in the event of your child becoming unwell with a temperature while at the setting, and the person with parental responsibility not being available to give consent to administer medication.

Please could the parent holding parental responsibility please complete this form, please be aware that this authorisation will only be used in the instance that all measures have been taken to contact you.

I/ we give permission for a senior member of staff to administer calpol / nurofen (please delete as appropriate) to my child..... In the event that I am un-contactable and my child is in need of medication to reduce a high temperature.

The amount I wish my child to be administered is (please delete as appropriate)
 2.5mls 5mls 7.5mls 10mls Amount required

Parent/ guardian.....
 Name of person
 authorising..... Date.....

Sessions

Please tick which session you would like

	7am-1pm	7.30-1pm	1.15-6.30pm	1.15-6pm	7.30-6pm	7-6.30	2yrs/ 3-5yrs
Monday	Am	Am	Pm	Pm	Full Day	Full Day	Funded session
Tuesday	Am	Am	Pm	Pm	Full Day	Full Day	Funded session
Wednesday	Am	Am	Pm	Pm	Full Day	Full Day	Funded session
Thursday	Am	Am	Pm	Pm	Full Day	Full Day	Funded session
Friday	Am	Am	Pm	Pm	Full Day	Full Day	Funded session

15 AND 30 HOUR FUNDED SESSIONS

	AM	PM	PM	FULL DAY
Monday	08.00-13.00	13.00-18.00	13.00-6.30	08.00-18.00
Tuesday	08.00-13.00	13.00-18.00	13.00-6.30	08.00-18.00
Wednesday	08.00-13.00	13.00-18.00	13.00-6.30	08.00-18.00
Thursday	08.00-13.00	13.00-18.00	13.00-6.30	08.00-18.00
Friday	08.00-13.00	13.00-18.00	13.00-6.30	08.00-18.00

15 HOUR FUNDED SESSIONS ONLY

	AM	PM
Monday	8.45-11.45	13.00-16.00
Tuesday	8.45-11.45	13.00-16.00
Wednesday	8.45-11.45	13.00-16.00
Thursday	8.45-11.45	13.00-16.00
Friday	8.45-11.45	13.00-16.00

****FUNDED SESSIONS CAN ONLY BE SELECTED FROM ONE OF THE ABOVE TABLES AND NOT A COMBINATION OF BOTH****

When would you like your child to start?.....

Full time (52 weeks of the year)

Term Time only (38 weeks of the year)

- A morning session is either 7am-1pm or 7.30am-1pm and includes breakfast, morning snack and lunch.
- An afternoon session is either 1.15-6.30pm or 1.15pm-6pm and includes afternoon snack and tea.
- A full day is either 7am-6.30pm or 7.30am-6pm and includes breakfast, morning snack, lunch, afternoon snack and tea.

TERMS AND CONDITIONS (Our Copy)

The Rochford Day Nursery normal opening times are from 7.00am until 6.30pm. We are open Monday until Friday all year round except on Bank Holidays, where the Nursery will be closed. Full fees will apply for all holidays taken including bank holidays.

- Fees are payable monthly in advance by standing order or by cheque made payable to The Rochford Day Nursery. Late payment will incur a 10% fine.
- It is the responsibility of parents/guardian to collect the invoices from the basket at the desk, they are released on 20th of the month to be paid by the 1st.
- A £20.00 administration fee will be imposed should a cheque be represented or returned, together with a 10% penalty fee is appropriate
- A fee of £10.00 will be charged automatically if children are collected later than agreed for the first 15 minutes and £10.00 for each fifteen minute period there-after.
- There is a 10% reduction for siblings deducted from the older child's fees on children that attend on a full time basis.
- A £30.00 non-refundable registration fee is required for each child.
- Prices will be reviewed at the discretion of the management.
- We are unable to offer a reduction for sickness or absence.
- Four weeks written notice is required to withdraw your child from The Rochford Day Nursery and or change permanent sessions.
- Our policies and procedures manuals are available for all to read and are kept in the main office.
- The Rochford Day Nursery must be notified of any changes of address, telephone numbers of any person authorised to pick up children from the nursery.
- Should any parent/guardian employ any member of staff from The Rochford Day Nursery whilst their child is still attending or within one year of attending the setting then there is a finder's fee of £750.00 to be paid immediately to The Rochford Day Nursery.
- Medicines can only be administered on completion of a The Rochford Day Nursery medication form. We are unable to accept any child suffering from infectious diseases, until the isolation period has past. Children suffering from sickness and diarrhoea must have a clear 48-hour before returning to the nursery. Fees are still due at the full price.
- Any requests for statements, letters or copies of invoices we reserve the right to charge a fee of £5.00 per item
- Credit accrued on any childcare account is always used to offset future fees. There is a £25.00 administration fee for any accrued credit that is refunded to the payer.

GENERAL INFORMATION

- We require authorisation in advance if anyone other than those designated people will be collecting your child.
- A fire alarm system is installed.
- A CCTV system is installed and all camera show in the main foyer for parents.
- Breakfast and Tea are prepared on the premises. An example of the weekly menu is available on the main notice board
- All personal data provided by you is used and stored as per our GDPR Policy, copies available on request.

SIGNED IN AGREEMENT..... PRINT NAME.....

..... PRINT NAME.....

<u>AGE</u>	<u>SESSION</u>	<u>PRICE</u>
All Ages	7.30am-6.00pm	£54.00
All Ages	7.00am-6.30pm	£59.50
All Ages	7.30am-6.00pm (full week)	£248.00
All Ages	7.00am-6.30pm (full week)	£275.00
All Ages	7.30am-1.00pm	£32.00
All Ages	7.00am-1.00pm	£37.00
All Ages	1.15pm-6.00pm	£27.50
All Ages	1.15pm-6.30pm	£32.00

For all children attending on a full-time basis and full week then Friday afternoon is given as a free session.

For regular attenders, an hourly rate of £9 with a minimum four hours for a pre-booked, one-off session.

Additional charges (if attending sessions outside of the sessions above) will be charged

Additional charges (if attending sessions outside of the sessions above):

Breakfast and pudding	£2.50
Hot Lunch and pudding	£3.00
Tea and pudding	£2.50

Ethnic category form

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Albanian (excluding Kosovan)
- Italian
- Kosovan
- Greek/Greek Cypriot
- Turkish/Turkish Cypriot
- White Eastern European
(including Bulgarian, Czech, Latvian, Lithuanian, Polish, Romanian, Russian, Slovak, Ukranian,)
- White Western European
(including French, German, Spanish, Portuguese, Scandinavian)
- White other
(Other children of White background not represented in the categories above)

Black or Black British

- Caribbean
(including Antigua and Barbuda, Bahamas, Barbados, Dominica, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Trinidad and Tobago)
- Angolan
- Congolese
- Ghanaian
- Nigerian
- Sierra Leonian
- Somali
- Sudanese
- Black Other African
(including Black South African, Ethiopian, Rwandan, Ugandan, Zimbabwean)
- Black any other background
(Other children of Black background not represented in the categories above, including Black Canadian, Black European, Black North American)

Mixed/dual background

- White and Black Caribbean
- White and Black African
- White and Asian
(including White and Bangladeshi, White and Pakistani, White and any other Asian background)
- White and any other ethnic group
- Mixed any other background
(Other mixed race children not represented in the categories above, including Asian and Black, Asian and Chinese, Asian and other ethnic group, Black and Chinese, Black and other ethnic group, Chinese and other ethnic group)

Asian or Asian British

- Indian
- Pakistani
(including Mirpuri Pakistani, Kashmiri Pakistani and other Pakistani)
- Bangladeshi
- Nepali
- African Asian
(including East and South African Asians)
- Asian Other Asian
(Other Asian children not represented in the categories above, including Kashmiri Other, Sinhalese, Sri Lankan Tamil)

Chinese

- Hong Kong Chinese
- Other Chinese
(Other Chinese children not represented in the category above including Malaysian Chinese, Singaporean Chinese, Taiwanese)

Any other ethnic background

- Afghanistani
- Filipino
- Thai
- Vietnamese
- Any other ethnic group* (see below)

***Any other ethnic group**

(children of ethnic backgrounds not represented in the categories above including, Palestinian, Kuwaiti, Jordanian, Saudi Arabian, Egyptian, Iranian, Iraqi, Japanese, Korean, Kurdish (from Iraq, Iran, Turkey), Central American, South American, Cuban, Belize, Lebanese, Malaysian (other than Malaysian Chinese), Moroccan, Polynesian, Fijian, Tongan, Samoan, Tahitian, Yemeni)

- I do not wish an ethnic background category to be recorded - Refused**

<u>Action</u>	<u>Date completed</u>
Birth Certificate brought in	
Completed funding form	
T-shirt given	
Ethnic Origin Form	
Registration fee paid (£30)	
Permission checklist	
Terms and Conditions signed	

Any other information you feel we should know:

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