



Dear Parent/ Carer,

Many thanks for your recent enquiry about spaces at Bourton-on-the-Water Day Nursery Ltd.

Please find enclosed all the relevant paperwork you will require to reserve your child's space with us.

Enclosed in this pack you will find:

- o All about our nursery.
- o A reservation form.
- o A conditions of contract.
- o A medical form.
- o Parental responsibility.
- o Permissions.
- o Parent's guide to the EYFS.

Once again many thanks for your interest in Bourton-on-the-Water Day Nursery.



About us

Bourton-on-the-Water Day Nursery is a brand new Children's Day nursery, caring for children from 3 months to 5 years. We are a privately run Day nursery conveniently situated just off the A429 between Cirencester and Stow on the Wold.

The nursery is run and managed day to day by Hazel, who has 2 children herself, both active little boys. Since a very young age Hazel knew she wanted to be in childcare and as she gained more experience it became her dream to own her own day nursery. This is how Bourton-on-the-Water Day Nursery began! Hazel began her career as a nursery nurse, then progressed to room leader and as soon as an opportunity arose she took on a manager role, where she gained many years of experience managing a large day nursery in Gloucester.

Hazel's partner in the business is Cathy. Cathy owns her own large, day nursery in Gloucester (where Hazel used to work). Churchdown Day Nursery Ltd has been established for 20 years. It began as a small nursery in Cathy's family home, but as the business expanded she created her own purpose setting built setting. Cathy has 2 grown up boys of her own and 5 beautiful grandchildren. You may see Cathy around at times and occasionally her husband Ashley.

Bourton-on-the-Water Day Nursery is designed over 2 floors, the youngest children are housed on the top floor in a specially adapted under 2's unit. Downstairs houses a soft play area, library and designated music room alongside 3 more playrooms. There is a large indoor outdoor garden to the rear of the building which can be accessed by children of all ages allowing the children to have access to free flow indoor/outdoor environments.

Here at Bourton-on-the-Water Day Nursery we pride ourselves on providing a loving and caring environment with high standards of care. All of our staff hold, or are working towards, nationally recognised qualifications and are all experienced childcare practitioners who have been chosen for their individual skills and aptitude for working with children. All of our staff are trained in first aid and child protection and regularly attend training in order to develop their knowledge and experiences.

Throughout the nursery we operate a 'key person' system which allows your child to develop a close bond with a member of staff who will track your child's development and ensure that activities are planned to aid your individual child's development.



Reservation Form

When reserving a place for your child/children please provide evidence of the following:

- ∞ The child's birth certificate.
- ∞ Any court orders pertaining to the child.
- ∞ £100 deposit which is deducted off of your first month invoice.

Child's Name _____

Date of birth _____ Ethnicity _____

Language/s spoken at home _____

Address _____

Telephone Number _____

E-Mail _____

Requested start date _____

Sessions required

	8am - 1pm	1pm - 6pm	8am - 6pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Parents/Carers name _____

Parent/Carers signature _____



Emergency Contact Details

1st Contact

Name _____

Relationship to child _____

Does this person have parental responsibility? Yes No

Place of work _____

Home telephone number _____

Work telephone number _____

Mobile telephone number _____

2nd Contact

Name _____

Relationship to child _____

Does this person have parental responsibility? Yes No

Place of work _____

Home telephone number _____

Work telephone number _____

Mobile telephone number _____



3rd Contact

Name_____

Relationship to child _____

Does this person have parental responsibility? Yes No

Home telephone number_____

Work telephone number_____

Mobile telephone number_____

Parental responsibility and legal access

This section is to be completed by staff only.

Birth Certificate and parental responsibility seen and checked by _____
position held within
company_____

Birth Certificate
number _____

Are any court orders in place? Yes No

If yes what conditions?



Conditions of Contract

This agreement is between Bourton-on-the-Water Day Nursery Ltd and the parent/ carer.

Name of Parent / Carer _____

Name of Child _____

Address _____

_____ Postcode _____

Start date _____

- ∞ Payments are to be made monthly in advance by cash, cheque or debit card (2% charge for any payment made by credit card).
- ∞ Payments are to be received no later than 5th of the month. In the event of late payment a surcharge of £20 will be added.
- ∞ We accept all childcare vouchers.
- ∞ One months' notice is required on either side (or full fees in lieu of notice) to terminate this contract or to decrease sessions.
- ∞ There will be an additional charge of £5.00 per 30 minutes if your child is collected after the end of their session time.
- ∞ Fees are subject to an annual increase, but the nursery will ensure that you are informed of this in writing in advance.
- ∞ I/We understand that the nursery operates an open door policy to information and that I/we are welcome to view the policies and procedures under which it runs.
- ∞ I/We may arrange a meeting to discuss any problems or queries that we may have.
- ∞ I/We understand that children may need to be taken off of the premises in the case of an emergency.
- ∞ I/We will provide my/our child with nappies, wet wipes, nappy creams, a change of clothes, and sun hat and sun cream in the summer, or a coat and wellingtons in the winter.
- ∞ I/We will provide the nursery management with a security password should our child need to be collected by someone unfamiliar with the nursery.
- ∞ I/We agree that any holiday or sickness will still incur full fees.



- ∞ I/We have been made aware of current policies and procedures and agree to adhere to these at all times.
- ∞ I/We agree to keep the nursery up to date with any changes that may affect the health and well-being of my/our child.
- ∞ I/ We agree to inform the nursery as soon as possible if it will be someone different collecting at the end of the session.
- ∞ I/ We agree to adhere to nursery policies relating to illness and exclusion periods.
- ∞ I/We accept that should we be found to be presenting the nursery in a negative light that it may result in the cancellation of our child's place at the nursery.
- ∞ I/We accept that the use of threatening or abusive behaviour to staff, children and or parents may lead to the cancellation of our child's place at the nursery.
- ∞ I/We accept that there may be at times clerical errors that occur with billing, and that the nursery will work with us to resolve this issues swiftly. However, continual non-payment of bills may result in cancellation of your child's place at the nursery.
- ∞ I/We accept that if the nursery closes due to any unforeseen circumstances fees are still payable in full. This will then be reimbursed at a later date.
- ∞ I/We accept that twice a year (Christmas Eve and New Year's Eve) the nursery will close at 4pm to allow staff time off. This is payable in full.

Name of Parent/Carer _____

Signature of Parent/Carer _____

Date _____



Medical Form

Childs name _____

Date of birth _____

GP Name _____

GP Address _____

GP Telephone _____

Health Visitors Name _____

Health Visitor contact number _____

Does your child suffer any allergies Yes No

If yes please give details _____

Does your child suffer from any medical conditions Yes No

If yes please give details _____

Details of any other professionals involved with your child including contact details
(e.g. Physiotherapist, speech and language therapist)

Is your child up to date with their immunisations Yes No

Please detail any childhood illnesses your child has suffered (e.g. Chicken pox,
slapped cheek) _____



Does your child require any ongoing medication?

Yes

No

If yes, medication name, dosage, frequency & reason

Parent/carer signature _____

Date _____



Parental Responsibility

Name of Child _____

Date of birth _____

Name of person(s) with whom child resides	Relationship to child	Parental Responsibility	Legal access	Guardianship/ Parental care	Telephone Contact

Where a child lives with someone other than parents it is important that we have information on who has parental responsibility.

This is always the natural mother and father (as long as the father is named on the birth certificate)

If parents are divorced/ separated has a court order been granted? Yes € No €

What condition(s) does it state?

Please list those who have parental responsibility if they are living at different address.

Name	Address	Relationship to child	Work address	Telephone contacts

Birth Certificate checked to verify information	Yes	No
Signed (Staff) _____		
Position _____		
—		



Permissions

I agree for my child to receive emergency medical assistance if required (children would always be transported by ambulance)	I give permission for antihistamine to be given if required. (e.g. allergic reaction)
Signed:	Signed:
Date:	Date:
I agree to the use of plasters on my child.	I agree to my child being given paediatric Paracetamol, if taken unwell during the day.
Signed:	Signed:
Date:	Date:
I give permission for photographs of my child to be used within the nursery.	I give permission for photographs of my child to be used in outside media e.g. nursery brochure, nursery website and Facebook.
Signed:	Signed:
Date:	Date:
I give permission for my child to have sun cream applied by staff at Bourton-on-the-Water Day Nursery.	I give permission for my child to go on outings with nursery staff
Signed:	Signed:
Date:	Date: