



Silver Cloud

Nursery

Child Registration

Parent Pack

Please Complete and return to nursery to
secure your place

Silver Cloud Nursery - Childcare registration form

It is helpful for the allocated key person or setting managers to complete this form with the parent(s)/carer(s) when the child starts at the setting.

Silver Cloud Nursery Childcare and early education registration form

Child's details

Child's first name(s) _____ Surname _____

Name known by _____

Child's full address _____

Gender _____ Date of birth _____ Birth certificate seen and copy made Yes No

Session Request

Preferred start date: _____

Please tick the sessions you would like your child to attend:

Morning (7:30am-1pm) Monday Tuesday Wednesday Thursday Friday

Afternoon (1pm-6pm) Monday Tuesday Wednesday Thursday Friday

Attendance schedule

Term Time only

All year round

Birth History (optional)

Was your baby admitted to neonatal care?

If your baby was born prematurely (before 37 weeks), how many weeks were they when they were born?

Family details

Who does the child live with? _____

Contact details 1 (including emergency information):

Parent/carer full name _____

Relationship to child _____

Daytime/work telephone _____

Mobile _____

Email _____

Home address _____

Work address _____

Does this parent/carer have parental responsibility for the child?

Yes No

Parent NI number _____

(for funding purposes only)

Contact details 2 (including emergency information):

Parent/carer full name _____

Relationship to child _____

Daytime/work telephone _____

Mobile _____

Email _____

Home address _____

Work address _____

Does this parent/carer have parental responsibility for the child?

Yes No

Parent/carer NI number _____

(for funding purposes only)

Contact details 3 (including emergency information):

Parent/carer full name

Relationship to child

Daytime/work telephone

Mobile

Email

Home address

Work address

Does this parent/carer have parental responsibility for the child? Yes No

Parent/carer NI number

(for funding purposes only)

Other person(s) with legal contact *to be completed where those persons with parental responsibility are separated and/or an S8 Order is in place.*

Name

Address

Contact telephone numbers

Relationship to child

Please give details of the legal contact arrangements that we need to be aware of

Ethnicity data gathered for monitoring purposes only. Parents are not obliged to give this information.

Ethnic origin is classified as special category of data under data protection legislation, and we require your consent to process and store this information. The Privacy policy explains how the data provided in this form will be processed and explains your rights with respect to the information given.

Privacy Notice

I confirm that I have received a copy of the Privacy Notice and give my consent to the processing of special category data.

Signed		Date	
White British	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Indian	<input type="checkbox"/>
White other	<input type="checkbox"/>	Asian other	<input type="checkbox"/>
Black British	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Chinese other	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	White and Black Asian	<input type="checkbox"/>
Other please state	<hr/>		

Collection permission authorisation (other than parents) *Please note that if the authorised person is not the person indicated on the daily signing in/out sheet, we will check before releasing the child. Only those over the age of 16 years can be named as authorised persons.*

Authorised Person 1 (parent/carer) – Name

Relationship to child

Full address

Daytime/work telephone

Home telephone

 Mobile

Authorised person 2 (other family member) - Name

Relationship to child

Full address

Daytime/work telephone

Home telephone

Mobile

Authorised person 3 (other family member)-

Name

Relationship to child

Full address

Daytime/work telephone

Home telephone

Mobile

Password for the collection of children by authorised persons

No Access – Name

Full address

Relationship to the child

Reason: e.g. court order or other?

Evidence seen Yes No

Copy provided Yes No

Emergency contact details for three named contacts – if parents/carers are not available *Only those over the age of 16 years can be named as emergency contacts. Please ensure emergency contacts are local and their consent has been given.*

Contact 1 - Name

Relationship to child

Address

Daytime/work telephone

Home telephone

Mobile

Contact 2

- Name

Relationship to child

Address

Daytime/work telephone

Home telephone

Mobile

Contact 3

- Name

Relationship to
child

Address

Daytime/work telephone

Home
telephone

Mobile

Allergy information and dietary requirements

Does your child have an allergy to any of the following? Is there any of the following foods your child is not allowed to eat?

Bananas	YES / NO	Oranges	YES / NO
Beef	YES / NO	Penicillin	YES / NO
Butter	YES / NO	Pollen	YES / NO
Cotton wool	YES / NO	Pork	YES / NO
Cow's milk	YES / NO	Soap powder	YES / NO
Eggs	YES / NO	Soya	YES / NO
Fish	YES / NO	Strawberries	YES / NO
Lactose	YES / NO	Sugar	YES / NO
Lamb	YES / NO	Wheat	YES / NO
Nuts	YES / NO	Dairy products	YES / NO
Vegan?	YES / NO	Vegetarian	YES / NO

We will make every effort to accommodate allergies, but we cannot guarantee that food will not contain traces of known allergens.

Medical

Does your child have any of the following?

Asthma	YES / NO	Eczema	YES / NO
Diabetes	YES / NO	Febrile convulsions	YES / NO
Downs Syndrome	YES / NO	Hernia	YES / NO
Eye problems	YES / NO	Pyloric Stenosis	YES / NO
Grommets	YES / NO	Sensitive skin	YES / NO
Cleft lip	YES / NO	Hay fever	YES / NO

Permissions

Can your child have / do the following?

Emergency Calpol / Calgel	YES / NO	Baby bath	YES / NO
Emergency medical attention	YES / NO	Use the nursery minibus	YES / NO
Medication	YES / NO	Nails cut	YES / NO
Nappy Cream	YES / NO	Vaseline	YES / NO
Nursery Sun Cream	YES / NO	Go on outings	YES / NO
Have photos taken for observations on Family and in the setting	YES / NO	Photos during shows and events	YES / NO
Use photos on social media	YES / NO	Read child protection policy	YES / NO

Emergency Treatment Declaration

In an accident or emergency involving my child, I understand that every effort will be made to contact me, and emergency services will be called as needed. I understand that my child may be taken to hospital accompanied by the manager or authorised deputy for emergency treatment. I understand that health professionals will be responsible for decisions about medical treatment in my absence.

Signed _____

Date _____

Name _____

For inhalers/auto-injectors (e.g., EpiPens) only

I give permission for a named member of staff who has been trained to administer the inhaler/Epipen or

Anapen (supplied by me) _____

To (*name of child*) _____

Signed _____

Date _____

Printed name _____

Medical details

Has your child received the following immunisations, this enables us to effectively manage any special education, health, or medical needs of your child (please confirm and date);

8 weeks old Diphtheria, tetanus, pertussis (whooping cough), Yes No Date:
polio, Haemophilus influenza type b (Hib) and
hepatitis B - DTaP/IPV/Hib/HepB
Meningococcal group B (MenB) - Men B
Rotavirus gastroenteritis - Rotavirus

12 weeks old Diphtheria, tetanus, pertussis, polio, Hib and Yes No Date:
hepatitis B - DTaP/IPV/Hib/HepB
Pneumococcal (13 serotypes) – PCV
Rotavirus – Rotavirus

16 weeks old Diphtheria, tetanus, pertussis, polio, Hib and hepatitis B - DTaP/IPV/Hib/HepB Yes No Date:
MenB - MenB

One year old (on or after child's first birthday) Hib and Meningococcal group C – (MenC) Yes No Date:
Pneumococcal - PCV booster
Measles, mumps, and rubella (German Measles) – MMR
MenB – MenB booster

Eligible pediatric age groups Influenza (each year from September) – LAIV Yes No Date:

Three years and four months old (or soon after) Diphtheria, tetanus, pertussis, and polio – dTaP/IPV Yes No Date:
Measles, mumps, and rubella – MMR (check first dose given)

For internal use: Check whether child has received additional childhood immunisations as per the selective childhood immunisation programme <https://www.gov.uk/government/publications/routine-childhood-immunisation-schedule/routine-childhood-immunisations-from-february-2022-born-on-or-after-1-january-2020>.

Has the child's health record book been seen to confirm immunisation dates? Yes No

Health and development

Did your child spend any time in neonatal unit following birth?

Special notes _____

Was your child born prematurely, if so, how many weeks early?

Special notes:

Does your child have any on-going medical conditions? If so, please specify:

If yes, please specify which external agencies are involved e.g. paediatrician, consultant, dietician, speech, and language therapist, etc:

Does your child require a health care plan? Yes No

Special notes

If yes, complete health care plan with parents.

Does your child have care or mobility needs that may mean they are eligible for, or are in receipt of Disability Living Allowance? Yes No

Special notes:

Do you have any concerns about your child's learning and development? Yes No

If yes, special notes:

Is your child known to have any allergies or food intolerances? If so, please specify:

Special notes:

A risk assessment is completed and kept on the child's file for any known allergies or food intolerance as mentioned above.

What are your child's dietary requirements? Please specify:

It is our usual practice to provide both a meat and vegetarian option. If this is not in keeping with your child's dietary requirements, please discuss this with the setting manager to ensure that we are working in partnership with you to meet your child's needs. Please refer to our nutrition procedures.

Details of professionals involved with your child

GP

Name _____ Telephone _____

Address _____

Health Visitor (if applicable)

Name _____ Telephone _____

Address _____

Social Care Worker (if applicable)

Name _____ Telephone _____

Special notes _____

Dentist (if applicable)

Name _____ Telephone _____

Address _____

Any other professional who has regular contact with the child

Name _____ Role _____

Agency _____ Telephone _____

Address _____

Two-year-old progress check/Integrated health check

As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and to share it with your child's health visitor. Please note that where a local authority has arrangements in place we complete an integrated check with you and your child's health visitor.

If your child is aged between 24-36 months, has a two-year-old progress check already been completed for your child? Yes No

Setting completing
check

Date
completed

Parental/carer permissions

E-safety (staff and children)

There are procedures in place that govern the use of IT equipment on site. Where iPads or similar are used by staff to record children's learning and development or as a management tool, a risk assessment is completed and only equipment owned by the setting is used. Visitors to the setting using IT equipment, such as Ofsted, the childminder agency, or Social Care, are advised of the procedure for its use and must seek prior permission from the setting manager.

In some instances, children will use ICT equipment to promote their learning and development under the supervision of staff. Children do not normally have access to the internet and never have unsupervised access to the internet.

I give permission for my child to use ICT equipment for the purposes stated above. I understand that there are procedures and risk assessment in place to govern its use and that staff and visitors may also use ICT equipment to record and monitor children's learning and development.

Signed _____

Date _____

Teething gel (babies)

I give permission for staff to administer teething gel (supplied by me) to my child when required in accordance with the manufacturer's instructions and to record and inform me of when it was administered. (*Medication Administration Record*)

Name of child: _____

Signed _____

Date _____

Nappy cream

I give permission for non-medicated nappy cream (supplied by me) to be administered to my child when required in accordance with the manufacturer's instructions. If medicated nappy cream is supplied by me, I give permission for it to be applied as above and to record its use and inform me of when it was administered. (*Medication Administration Record*)

Name of child: _____

Signed _____

Date _____

Paracetamol or Ibuprofen based medicine (e.g., Calpol or Nurofen for babies under two years old only)

I give permission for staff to administer paracetamol or ibuprofen-based products to my child in the case of a raised temperature and on the understanding that I will be planning for my child to be collected as soon as possible in accordance with the setting's policies and procedures. /

Name of child: _____

Signed _____

Date _____

Suncream

I give permission for staff to administer hypoallergenic suncream (supplied by me) to

(*name of child*) when necessary and to record its use.

Signed _____

Date _____

Short trip - general outings

I give permission for my child to take part in short trips or general outings. I understand that individual risk assessments are carried out for each type of trip or outing and are available for me to see as required.

Name of child: _____

Signed _____

Date _____

Photographs and videos

To record aspects of our curriculum and for children's individual development records, staff often take photographs or videos of children during their play. Only equipment supplied by us is used for this purpose and images taken are for display and for your child's learning records. We may be able to supply duplicates if requested although this might incur a small charge to cover our costs. Images are saved and stored on our equipment securely, and only kept for the period your child is with us. If we wish to use any images of your child for publicity or marketing purposes, we will seek your written consent for each image we wish to use.

I give permission for my child to be photographed/recorded as per the conditions above.

Name of child:

Signed

Date

Animals

We may occasionally have supervised visits of animals to our setting or have pets on site. We will ensure that our pets are healthy and are inoculated as appropriate and that animals showing any signs of disease are treated. Risk assessments will be carried out for visiting animals and will be made available to parents on request. Please state here any known allergies or aversion your child has to animals

Name of child:

Signed

Date

Key persons

Your child will have a key person assigned to them. It is the key person's responsibility to ensure your child receives the best possible care and attention and to ensure that their records are kept up to date whilst they are with us. Your child's key person may change as they progress through the setting, but you will be notified of these changes in advance. The key person should be the first point of contact for anything you wish to discuss about your child.

Your child's key person is:

Your child's back up key person is:

About your child

The following information will tell us a little more about your child.

Does your child have previous experience of attending an early years setting? If so, please give details:

Does your child have difficulty with walking, talking, or socialising? If so, please give details:

Is your child disabled? Yes No

Does your child require a care plan? Yes No

What languages does your child speak at home?

What religion does your family follow (if applicable)?

How would you describe your family's cultural background?

Are there any religious or cultural festivals that your child takes part in?

What is your child's usual sleep pattern?

Does your child have a feeding routine (for children under 2 years)? Yes No

Does your child have any food preferences? Yes No

Does your child have a pacifier i.e. dummy or thumb? Yes No

Does your child have a special toy or object they might bring with them? Yes No

What sort of things does your child enjoy doing at home, i.e. drawing or cooking?

Is there any other background information about your child that may be useful for us to know? For example, how do they prefer to be comforted when they are upset?

Please elaborate on any feeding, sleep routines and special items/comforters.

Transfer of records

With your consent we will transfer your child's records to the receiving school when they leave our setting. This will enable the school to continue to effectively manage any special education, health, or medical needs, and to continue with their development.

I agree for my child's records to be transferred to their receiving school

Name of child: _____

Signed _____

Date _____

Further information

I confirm that information about the setting's policies and procedures has been made available and explained to me, and I understand I can find more information as to how my personal data is handled through the Privacy policy.

For parent(s)/carer(s)guardian(s) under the age of 18, a guarantor aged over 18, must also sign this form on your behalf. The agreement would therefore be between the setting, you, and the guarantor.

Please sign below to indicate that the information on this form is accurate and that you will notify us of any changes as they arise.

Parent/carers name:

Signed		Date	
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Guarantor's name (if app)

Signed		Date	
Relationship to the child			
Daytime/work telephone		Mobile	
Email			
Home address			
Key person's name:			
Signed		Date	
Setting manager's name:			
Signed		Date	

Please note that the information on this form is always stored and maintained confidentially.

Parent Contract

Agreement to Terms and Conditions

Please take the time to read our parent pack before signing this agreement.
If you have any questions, please do not hesitate to contact the nursery and we will be pleased to help.

Declaration of Acceptance

- I have read the parent pack, and I am satisfied with the contents
- I understand that fees must be paid on the first day of my child's week, or the first day of the month.
Late payments will incur a strict 20-pound charge.
- I understand that if payments are made late that my child's place is not guaranteed to be reserved.
- I agree to pay one month's full fees following the first month of informing the nursery of a decision to terminate my contract. Fees will be paid in full before my child leaves.
- I agree to pay for days where nursery closes for all Bank Holidays.
- I understand that full fees are still to be paid in the event of sickness or family holidays.
- I agree to inform the nursery of any illness my child may have.
- I agree to inform the nursery of any changes to my contact details or details of authorised persons to collect my child.
- I agree to be bound to these terms.

CHILD'S NAME.....

PARENT/CARER SIGNATURE.....

PRINT NAME.....

RELATIONSHIP TO CHILD.....

DATE.....

To keep our standards high, please tell us where you heard about us

.....

Reason for your decision.....

2026 Session Pricing

Pricing

All Year	Total hours attended	How many funding hours am I using?	How many hours will I pay for?	What will my total cost be?
1 day per week	10.5	10.5	0	£12
2 days per week	21	21	0	£24
3 days per week	31.5	22	9.5	£86.70
4 days per week	42	22	20	£156.70
5 days per week	52.5	22	30.5	£226.70
Term Time				
1 day per week	10.5	10.5	0	24
2 days per week	21	21	0	24
3 days per week	31.5	30	1.5	£45.90
4 days per week	42	30	12	£119
5 days per week	52.5	30	22.5	£189

How does funding work? – 2026 Price table (approximate)

Morning Session	7:30am – 1:00pm	£41
Afternoon Session	1:00pm – 5:45pm	£41
Full Day Session	7:30am – 5:45pm	£70
Funded Only -	<p style="text-align: center;">£12 For funded children, unless a packed lunch, nappies and wipes brought in. <i>(4 x meals, nappies wipes and extracurricular outings and classes)</i></p>	



Silver Cloud Nursery

Funded Hours


Parental Agreement

Please complete and return to nursery
to secure your place

We will also need to copy your child's

- Birth Certificate
- Passport (if they have one)

Funded hours permission form and agreement

Childcare Funding Agreement Version Summer 2024	 Leyland // Penwortham
Childcare provider/school name:	
Ofsted registration number: Circle Setting 2754475	2754473 (I) / 2754475 (P)
EEF placement start date:	

Section 2: Child & Family Details

Child legal forename:		Child legal surname:	
Name by which child is known: (If different from above)		Child date of birth:	
Child ethnicity:		Child Gender:	
Child home address & postcode:			
Proof of DOB (e.g. birth certificate/passport etc)		Proof of DOB seen by (i.e. name of staff)	
Does your child receive Disability Living Allowance as the provider will be able to claim the Disability Access Funding?	Yes	No	

Parent Carer Details		Parent/Carer 1:	Parent/Carer 2: (optional)
Legal forename(s):			
Legal surname:			
National Insurance or NASS Number:			
Date of birth:			
2YO golden ticket voucher code (Issued by LCC – 6 digits)		Working parents' eligibility code (11-digit code issued by Childcare Choices)	

Section 3: Early Education Funded Hours

- Table 1 **MUST** be fully completed for all early education funded hours to be claimed, including the session times agreed and any additional charges that may apply for meals/snacks and/or consumables.
- As the government funding is not intended to cover the cost of meals/consumables parents should expect to pay for these. However, any additional charges cannot be a condition of accessing the funded hours/place.
- The childcare provider is only permitted to claim the hours that have been agreed in table 1.
- Where the total annual hours in table 1 is less than the child's annual entitlement the provider may agree to bank these hours to be used later in the term/year. Where this is the case the agreed hours to be banked each term **MUST** be recorded in table 2.
- A record of the actual dates that the banked hours are taken **MUST** also be kept by the childcare provider for audit purposes.
- If a parent does not use their banked hours, or gives written notice to end their child's place, before all the bank hours have been used the childcare provider **MUST** re-pay the unused hours to the Local Authority.

1: Early Education Funded (EEF) Weekly Hours

Day	EEF Session Times	Total Funded Hours per Day	Early Education Funded Hours (Zero cost to parent)			Daily Charges for Meals/ Consumables (If applicable)
			No. of Funded Hours (2YO Golden Ticket & 34YO Universal Hours)	No. of Extended/ Expanded Hours (Working Families' Entitlements)	£	£
Mon					£0.00	£
					£0.00	£
					£0.00	£
Tue					£0.00	£
					£0.00	£
					£0.00	£
Wed					£0.00	£
					£0.00	£
					£0.00	£
Thu					£0.00	£
					£0.00	£
					£0.00	£
Fri					£0.00	£
					£0.00	£
					£0.00	£
Total Weekly EEF Hours					£0.00	£
Number of weeks per year (e.g. 38, 47, 51, 52 etc)					£0.00	
Total EEF hours per year i.e. weekly hours x no of weeks					£0.00	
Hours available if banking (if applicable)					£0.00	
Total weekly charge for meals/ consumables (if applicable)						

2: Banked Hours (if applicable)

Term	No. of Funded Hours (2YO Golden Ticket & 34YO Universal Hours)	No. of Extended/ Expanded Hours (Working Families' Entitlements)
Autumn		
Spring		
Summer		
Total banked hours		
Total EEF hours per year (i.e. table 1 and table 2)		
Total Hours to be claimed in headcount (i.e. total EEF hours divided by 38 weeks)		

Section 4: Accessing EEF Entitlement Across Multiple Childcare Providers

Does your child take up any EEF hours at any other childcare provider?	YES	NO
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If **yes**, please complete the following for all the other providers where your child is accessing their EEF entitlements.

Note: It is the **parent/carer's** decision which provider will claim the funded hours and which provider will claim the extended/expanded hours. This is **NOT** the decision of the provider.

Name of Childcare Provider/School	No. of Funded Hours (2YO golden ticket and 34YO universal)		No. of Extended/Expanded Hours (working families' entitlements)	
	Per Week	Per Year	Per Week	Per Year
Note: the total number of EEF hours across all providers cannot exceed a maximum of 570 funded hours and 570 expanded/extended hours per year.				


If your child is in receipt of DLA and splitting the EEF entitlements across two or more settings, please nominate the main setting who will claim the DAF
Name of setting to claim DAF

Section 5: Notice Period

- I am entitled to reduce the number of funded hours outlined in this agreement or move my child from the above named childcare provider to a new childcare provider, providing I give the childcare provider at least [] weeks written notice.
- There will be no transfer of funding within the term unless written notice has been given by the deadlines specified in section 3 of Appendix 1 - Parental Agreement Terms and Conditions of Early Education Funded Places.

Section 6: Declaration

- I confirm that the information I have provided in this agreement is accurate and true.
- I give consent for the information contained within this agreement to be shared with Lancashire County Council (LCC) and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this childcare provider to claim the agreed funded entitlements, as outlined above, on my behalf.
- I confirm the childcare provider named above has provided me with a copy of the terms and conditions of funding (Appendix 1) and that I understand these.

Parent/Carer with legal responsibility		Childcare Provider/School (Mark Correct Setting)
Name		Silver Cloud Nursery Leyland <input type="checkbox"/>
Address		Silver Cloud Nursery Penwortham <input type="checkbox"/> 22 Hastings Road Leyland <input type="checkbox"/> PR25 3SP 2-4 Newl Lane Penwortham <input type="checkbox"/> PR1 9JE
Email Address		Silvercloudnurseries@gmail.com
Telephone No.		01772 953651 Leyland 01772 752411 Penwortham
Signature		
Date		



Silver Cloud
Nursery

Parent Pack

Information for you to keep

Welcome to Silver Cloud Nursery

We hope that this information helps you to settle into our nursery family and help to manage expectations for learning and development along with general information about our nursery.

The nursery is a family owned and run setting. Our ethos is to provide the standard of care the family would expect for our own children.

We do this by creating a home from home environment to help children settle into a comfortable setting where they feel safe and secure to play and learn at their own pace.

Settling In

Once parents have chosen our setting for their little ones, the manager will have a catch up to see how you feel would be the best way to settle your child. You know them best and so we will work at your pace by having as many or as few settle in sessions as you need, to make sure both you and your family are happy before your child's first day.



The sessions range from 30 minutes to an hour and will usually be arranged for days that your key worker will be in to help the settling in process. During the sessions we may ask for you to leave your child with us after a while to simulate a normal nursery session. Please bring anything that your child may need such as a comforter, dummy, or special toy. Plus, a bag with nappies and a change of clothes.

Communication - Parents as Partners

Our nursery uses an app called Family. Once we receive your registration forms back, we will create you an account where you can access your child's daily log including meals and sleeping to nappy changes.

Family includes a feature that enables parents to send a message to your key worker and management at any time. You can see when your child is signed in and out, access learning and development records, picture updates of your child and receive invoices. Please note that the children always come first so messages will be replied to in quieter moments to allow us to focus on the children.

We also use the newsfeed to update you on events at nursery, pass messages across to parents and allow you to upload pictures from home to ensure there is a consistent continuation of learning between home and nursery.

You can add as many contacts as you like to your child's account and include pictures to help us with safety checks should you allow designated people to collect your child. There is a section for this in your registration pack also. If your child will not be attending nursery for their session, there is a section for parents to log this as a sickness or absence along with a reason for our records.

Our Team

Our team are all qualified at level 3 or studying towards level 3. We have team members who are level 6 and Early Years Teacher status.

When choosing our team members, we are careful to take time and make sure that they are the right fit for our nursery family whilst undergoing DBS and reference checks before any contact with the children. All our team share our passion for making sure that we provide the best for our children combined with a calm and caring nature to provide emotional support when needed for your child.

Team members are **First Aid, Allergy Awareness and Food Hygiene trained**. We also continually update our knowledge using our noodlenow and NDNA platform, a training program with over 100 courses updated regularly paid for by the company for our staff to access at any time. We also take part in our local council courses to keep knowledge and experiences for the children fresh and exciting.

The Early Years Foundation Stage (EYFS)

You may see this around the setting or on your child's assessments. The EYFS is the framework that outlines the learning and development, assessment, safeguarding and welfare requirements that early year's providers must meet to ensure that your children are learning and developing whilst being kept healthy and safe. We are inspected by Ofsted to ensure compliance with these requirements.

Learning and Development

Our team will observe children in various ways, during their play and interactions with others, planned learning time and adult lead activities. We understand that you will have already made a start on your child's learning journey at home and so we want to understand from you where your child is up to. Along with our observations and yours, your child's key worker will consider how best to deepen and strengthen their current learning, development and next steps.



Parents will receive updates on their news feed while your child is at nursery with us, we call this a 'post'. Once a developmental milestone is reached your key worker will write an observation to document this. At the end of each term your child will receive an assessment which will help us to track your child's development and identify any areas that we may need to support your child further.

These will all be shared through our family app and you will receive a notification each time something is published for your child

We will also hold regular parents' evenings and stay and play sessions where you can talk to your key worker about your child's development.

We encourage parental input at nursery and so would benefit from parents sharing pictures or updates with us via family from home. Your key worker will use any information and updates from home during their planning for your child alongside their observations and the views of the children.

Our Vision

What do we provide for families at our setting?

- Emotionally confident and happy children
- Children who feel safe, supported and cared for
- Children who are making progress with their developmental milestones
- Parents who feel involved in their child's nursery journey
- Practitioners who key into interests and develop their rooms to reflect these and further learning.

Our Curriculum

Children follow the Early Years Foundation Stage Curriculum, which consists of seven areas of learning.

Prime areas

- Communication and Language
- Personal Social and emotional development
- Physical Development

Specific areas

- Mathematics
- Literacy
- Understanding the world
- Expressive arts and design

We teach children by ensuring challenging, playful opportunities across both the prime and specific areas of learning. We recognise that all children develop and learn at different rates and so our EYFS curriculum is designed flexibly to meet the needs of all individuals. We support individual learning through our skilful interactions and observations which lead to detailed next step planning.

The Characteristics of Effective Learning underpin our curriculum and children's learning, through an enabling and well-planned environment we ensure we provide meaningful opportunities for:

- playing and learning,
- active learning,
- creating and thinking critically.

As children utilise and develop these characteristics, they become effective and motivated learners who demonstrate high levels of well-being and involvement.

Our Environments

"Continuous Provision" is how we plan our learning environment. The purpose of continuous provision is "to continue the provision for learning independently". Each part of our learning environment has been carefully planned to meet and challenge the development needs of our children.



Learning opportunities are carefully planned around the interests of the children so they can lead, take ownership and become immersed in their learning. We support the children to develop their skills progressively in exciting, fun and creative ways to achieve the highest standards possible. We also provide enhancements to areas and 'scenarios' to support their ideas and to really engage the children in their new learning experiences.

As well as our indoor provision our outdoor provision provides varied and exciting experiences. This includes mud kitchen, allotment and access to a well-planned outdoor space which offers the children those experiences only available in the natural world.

We recognise that the environment plays a significant role in supporting children's learning and development and so our indoor and outdoor spaces are designed to promote high levels of involvement and the level of learning.

Well-planned, high-quality continuous provision provides for children with familiar and consistent areas and resources that are open ended and flexible, promoting all aspects of

learning and development.

We provide stimulating and challenging enhancements that give children new experiences and support new learning.

To enable children to participate in "risky freedoms" we ensure that both adults and children are involved in processes of assessing risk/ benefit.

Our environments are created to reflect and respond to children's predictable and specific needs and interests

Special Educational Needs and Disabilities (SEND)

To support all the children in our setting we have a designated SENCO special educational needs Co-ordinator.

It is hoped that upon registering at nursery we can collect all the necessary information we need to enable us to put a plan in place and support all children. This may require an additional meeting with any professionals involved and parents to ensure a smooth and successful start to nursery.

As part of the role the SENCO supports key workers where children may not appear to be reaching milestones or progress gives cause for concern.

At such an early age a delay in development may not indicate SEN, however it is important we rule out other factors such as hearing or speech difficulties. The SENCO along with yourself will make observations and determine if there would be a need for additional support from other professionals such as the health visitor who can provide us with additional assessment. We do this in the hope that early identification and intervention will help to overcome future barriers to learning.

General Information

Fees are reviewed annually in January. Parents can expect fees to increase by around £3 per full day and £2 per half day session. (This may be subject to change)

Upon arrival to Nursery we will offer your child breakfast, this varies each day and will be a selection of fresh fruit, cereals, crumpets, croissants, toast. We will also offer the option for a drink of milk or water.

Our lunch menu is available upon request or menu works on a three weekly rota and is designed to support our healthy eating policy with balanced nutrition for our children.

In the afternoon the children are offered a snack which is a fresh fruit platter along with raisins or crackers. Children are offered a drink of milk or water with snack.

At 4 o'clock the children are offered a light tea this is designed to bridge the gap between snack and a meal that the children share with their family at home in the evening. Light tea will usually consist of sandwiches, soup, chicken goujons and beans.

Nursery meals are included in the price of a nursery session where children are funded only, they could bring a packed lunch and their own snacks or for a small additional cost they may purchase.



We will assume you wish to purchase nursery meals unless you let us know otherwise.

Medication

We ensure and promote good health of all children in the setting.

While it is not our policy to care for sick children who should be at home, we will agree to administer prescribed medication as part of maintaining their health and well-being when they are recovering from illness and had suitable recuperation time at home.

Parents must give permission prior to administration of medication. When a child is brought in with medication, a senior member of staff will create a medication form on our family app which will alert parents via notification.

Senior staff members can only administer medication once the parent has acknowledged the form and so it is important that if your child requires medication at nursery that you acknowledge the form as soon as possible. Each time a child is administered medication at Nursery it is recorded and counter witnessed by senior members of the team on the Family app.

Nursery Uniform

It is not compulsory for children to wear uniform at nursery however we do have on offer polo shirts and jumpers for £12 and £12 each available from the office.

Belongings

Each day your child attends we request that you send a bag with a change of clothes and underwear and a suitable change of shoes for example wellies where necessary.

We request that a sun/winter hat stay at Nursery along with a suncream if you require a different one to the cream that Nursery provides. We request that children bring a named water bottle to place on our hydration station to ensure that children have access to water whenever they would like throughout the day.

We ask that children do not bring toys from home after the initial settling in process as these may become lost or broken which can be upsetting to children, these also may contain smaller parts which could possibly be a choking hazard to our younger children.

Child Protection and Safeguarding

Nursery is committed to promoting the welfare and safeguarding of all our children.

We expect all staff, parents and volunteers to share this commitment. The nursery follows Lancashire County Council child protection policy and procedures.

These policies are available for parents on request and can.

Please make sure that an adult always brings and collect your child, this must be someone over the age of 16.

If a different adult is collecting your child, please inform a member of staff as we do not allow children to leave the nurse with adults who we do not know.

You will be asked for a security password which enables the safety of your child as part of the admission pack any different adult collecting your child may be asked for this password and we asked that you sent us a photograph of them via our family app for additional security any questions when collecting a parent will always be called and the person collecting will be asked to remain outside of the nursery until confirmation is received from the parent or guardian.

Sun Safety

We are proud to be a sun safe accredited setting, this means we have taken additional steps to make sure that our staff are trained to understand UV levels and the safety precautions needed to keep children safe during warm weather. We also have a sun safe monitor who informs each team the UV levels and heat expectations to allow us to prepare ahead of time.

Nursery provides a factor 50 suncream that is applied regularly throughout the day. If you wish to send your own suncream into nursery we ask that you please clearly mark your child's name on the bottle and that it is sent into nursery to stay with us. We also ask that each child has a named sun hat which is sent to nursery and stays with us to ensure we always have adequate protection for the children.

Fees and Free Hours

Two-year-olds and all three and four year olds are entitled to funding. Your nursery manager will be happy to help you with additional information. You can also check your eligibility on:

<https://www.childcarechoices.gov.uk/>

From September 2024 this funding has been extended to 9months old and above.

Data Protection

Nursery is fully GDPR compliant. Our GDPR policy is available for parents on request

