



Churchdown Day Nursery Ltd
115 Parton Road
Churchdown
Gloucester
GL3 2JE
[*info@churchdownnursery.co.uk*](mailto:info@churchdownnursery.co.uk)
01452 531105

Dear Parent/ Carer,

Many thanks for your recent enquiry about spaces at Churchdown Day Nursery Ltd.
Please find enclosed all the relevant paperwork you will require to reserve your child's space with us here at Churchdown.

Enclosed in this pack you will find:

- *All about Churchdown Day Nursery.*
- *A reservation form.*
- *A conditions of contract.*
- *A medical form.*
- *Parental responsibility.*
- *Permissions.*
- *Price list.*
- *Example Menu.*
- *Exclusion periods.*
- *Parent's guide to the EYFS.*

Once again many thanks for your interest in Churchdown Day Nursery Ltd.



Churchdown Day Nursery Ltd

Churchdown Day Nursery Ltd is a privately run nursery based in Parton Road, Churchdown, and has been established since 1997, and is conveniently situated between Cheltenham and Gloucester.

The nursery was established in 1997 by Cathy and Ashley Coe and was based in their original home, in May 2009 we relocated to our current purpose built building, which has been designed over two floors with stairs and lift access to the second floor.

The whole nursery has been designed with additional needs in mind and thus is equipped with accessible toilets, wide corridors and doorways in order to make access easy for all.

The nursery prides itself on its state of the art biometric fingerprint access system that allows parents to be able to access the nursery during session times.

Here at Churchdown 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.

Cathy Coe

Owner



Ber Bishop.

Manager.



Churchdown Day Nursery Ltd

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info@churchdownnursery.co.uk



Churchdown Day Nursery Ltd

Mission Statement

Here at Churchdown Day Nursery we value children as unique individuals and believe in providing high quality care for children aged 3 months to 5 years in a purpose built setting through a range of learning and care experiences that are aimed at allowing each child to thrive as an individual to reach their full potential.

Here at Churchdown Day Nursery we believe in encouraging children to develop their independence. This is achieved through a system of planning that has a balance of both adult and child initiated activities that allows children to take managed risks. This allows children to become confident and creative learners with a high self-esteem.

We make use of continual observational assessments to ensure that the planning reflects children's interests, and individual care and learning requirements are met. Our continual self-evaluations and quality assurance audits identify strengths and allow us to identify any priorities for development that will improve the provision for all who access it.

We understand that parents and carers are a child's first educator, and thus we value and respect our children's families and aim to have an honest, open and supportive relationship with all involved with each child's care and education to ensure the best possible outcomes for each individual.

We believe that children develop best in an environment where everyone knows what is expected of them, and where children are free to develop without fear of being hurt or hindered by anyone else. For this, we set clear boundaries and will through simple rules maintain consistency for the children within our care.

Here at Churchdown Day Nursery we promote a healthy lifestyle for all children through a range of physical activities and a healthy and balanced diet making use of locally sourced meat and vegetables. Our older children are also encouraged to take part in daily tooth brushing to encourage good oral hygiene.

Here at Churchdown Day Nursery we work together with both parents and other professionals to promote children's welfare and protection. It is our duty and responsibility to protect children from harm.



Churchdown Day Nursery Ltd

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 months invoice.*

Child's Name _____

Date of birth _____ *Ethnicity* _____

Language/s spoken at home _____

Address _____

Telephone Number _____

E-Mail _____

Requested start date

Sessions required

	<i>8am – 1pm</i>	<i>1pm – 6pm</i>	<i>8am – 6pm</i>
<i>Monday</i>			
<i>Tuesday</i>			
<i>Wednesday</i>			
<i>Thursday</i>			
<i>Friday</i>			

Parents/Carers name _____

Parent/Carers signature _____

Emergency Contact Details

1st Contact

Name _____

Relationship to child _____

Does this person have parental responsibility? Yes No

Home telephone number _____

Work telephone number _____

Mobile telephone number _____

2nd Contact

Name _____

Relationship to child _____

Does this person have parental responsibility? Yes No

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 _____

Parental responsibility and legal access

This section is to be completed by staff only.

Birth Certificate and parental responsibility seen and checked
by _____ position in the
company _____.

Birth Certificate number _____ Are any court



Churchdown Day Nursery Ltd
Conditions of Contract



This agreement is between Churchdown 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 15 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*_____



Churchdown Day Nursery Ltd

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 have any dietary requirements? Yes No

If yes, please give details _____

Are the dietary requirements Personal Religious Medical

*Do you give permission for the nursery to seek medical attention for your child in the
unlikely event of an accident* Yes No

Do you give permission for your child to receive Liquid Paracetamol if they have

a raised temperature or are in obvious pain but we are unable to contact you immediately? (It can only be given by senior management with a witness present)

Yes No

Do you give permission for your child to be taken to hospital in an emergency and to receive any treatment necessary where delay could endanger your child's health? Every effort would always be made to contact parents/carers first.

Yes No

Do you give your child permission to have plasters applied if required?

Yes No

Do you give permission for your child to have teething preparations that you have provided?

Yes No

Does your child require any ongoing medication?

Yes No

If yes, medication name, dosage & frequency _____

Parent/carer signature _____

Date _____



Churchdown Day Nursery Ltd
Parental Responsibility



Name of Child _____

Date of birth _____

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

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.

<i>Name</i>	<i>Address</i>	<i>Relationship to child</i>	<i>Work address</i>	<i>Telephone contacts</i>

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



Churchdown Day Nursery Ltd

Permissions

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



Churchdown Day Nursery Ltd



Price List

Piglets, Roos & Kangas – (Under 2's)

AM Session £23.50

PM Session £22.50

Daily Rate £46.00

Full Time £207.00

Tiggers- (2-3 Years)

AM Session £23.00

PM Session £22.00

Day Rate £45.00

Full Time £202.50

Eyores/ Winnies – (Pre-School)

AM Session £22.00

PM Session £21.00

Day Rate £43.00

Full Time £193.50

Should you have any queries on this matter please feel free to speak to a member of the office staff.

Many Thanks

Churchdown Day Nursery Ltd



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Example Menu

	<i>Breakfast</i>	<i>Snack</i>	<i>Lunch</i>	<i>Snack</i>	<i>Tea</i>
<i>Monday</i>	<i>Choice of cereal</i>	<i>Fresh Fruit</i>	<i>Spaghetti Bolognaise & garlic bread Yoghurt</i>	<i>Crackers</i>	<i>Assortment of sandwiches Fresh fruit</i>
<i>Tuesday</i>	<i>Choice of cereal</i>	<i>Breadstick and dip</i>	<i>Roast Turkey, roast potato, broccoli & carrots Melon</i>	<i>Fresh fruit</i>	<i>Spaghetti on toast Fresh fruit</i>
<i>Wednesday</i>	<i>Choice of cereal</i>	<i>Fresh fruit</i>	<i>Chicken casserole, Peas, sweetcorn, carrots and new potatoes Strawberry whip</i>	<i>Breadsticks and dip</i>	<i>Pizza Fresh fruit</i>
<i>Thursday</i>	<i>Choice of cereal</i>	<i>Crackers</i>	<i>Jacket potato, Gammon, beans Crème caramel</i>	<i>Fresh fruit</i>	<i>Hot dogs Fresh fruit</i>
<i>Friday</i>	<i>Choice of cereal</i>	<i>Fresh fruit</i>	<i>Fish pie Pineapple</i>	<i>Breadsticks and dip</i>	<i>Assortment of sandwiches Fresh fruit</i>



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Illness exclusion periods

<i>Illness/ Disease</i>	<i>Exclusion Period</i>
<i>Diarrhoea and/or vomiting</i>	<i>48 hours from last episode.</i>
<i>Flu (influenza)</i>	<i>Until recovered.</i>
<i>Tuberculosis</i>	<i>Consult HPU – Seek Medical Guidance.</i>
<i>Whooping Cough</i>	<i>Five days from beginning of antibiotic treatment or 21 days from onset of illness.</i>
<i>Athletes foot</i>	<i>None.</i>
<i>Chicken Pox</i>	<i>Until scabbed over</i>
<i>Cold Sores</i>	<i>None – Caution should be exercise around pregnant woman/ the very young and anyone with a suppressed immunity.</i>
<i>German Measles</i>	<i>5 days from onset of rash</i>
<i>Hand, foot and mouth</i>	<i>Until scabbed over</i>
<i>Impetigo</i>	<i>Until lesions are crusted or healed.</i>
<i>Measles</i>	<i>5 days from onset of rash- caution around pregnant women.</i>
<i>Scabies</i>	<i>Until treated.</i>
<i>Scarlet Fever</i>	<i>2 days after start of antibiotics.</i>
<i>Slapped cheek/ fifth disease/parvovirus B19</i>	<i>None – Caution around pregnant woman.</i>
<i>Shingles</i>	<i>Only if rash is weeping or cannot be covered – caution around pregnant women.</i>
<i>Warts and Verrucae</i>	<i>None.</i>
<i>Conjunctivitis</i>	<i>None.</i>
<i>Glandular Fever</i>	<i>None.</i>
<i>Head Lice</i>	<i>None.</i>
<i>Mumps</i>	<i>Five days from onset of swollen glands</i>
<i>Threadworm</i>	<i>None</i>
<i>Tonsillitis</i>	<i>None</i>
<i>Antibiotics</i>	<i>24 hours from first dose</i>
<i>Swine Flu</i>	<i>Until well enough to return</i>