Purple childcare Welcome pack

Enrolment form

"All about me"

Term and Conditions



Name:

DOB:

**Information about how we use your child’s information at Purple Childcare**

**Information we collect**

* Personal information (such as name, date of birth and address)
* Characteristics (such as ethnicity, language and nationality)
* Attendance information (such as sessions attended)
* Contact details of close family and at least one additional emergency contact.

**Why we collect and use the information**

We use the child’s data:

* to support their learning and development
* to monitor and report on their progress
* to provide appropriate pastoral care
* to assess the quality of our services
* to comply with the law regarding data sharing

**Collecting child information**

Whilst the majority of child information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. On the welcome pack below we will mark **(R)** **required** for information we must have from you and **(V)** **voluntary** for information which will help us to support your child but which you are not required to give us.

**Who we share children’s information with**

We routinely share children;s information with:

* schools that the children attend after leaving us (with your consent)
* agencies to help support children’s development such as speech and language therapists or portage and inclusion services (this will not be done without your consent)
* Our local authority

**Why we share children’s information**

We do not share information about our children without consent unless the law and our policies allow us to do so.

**Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the early years census) go to

<https://www.gov.uk/childcare-parenting/data-collection-for-early-years-and-childcare>.

**Requesting access to your personal data**

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child’s educational record, contact Hannah Ross (Data protection officer) or Felicity Shapter (Manager) Purple Childcare, 223 Passage road, Bristol, BS10 7DL.

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
* claim compensation for damaged caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

**ENROLMENT FORM**

Child's details

**(R)**  Child’s Full Name/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(R)** Child’s date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Gender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(V)** Child’s first language \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Religion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(V)** Child’s second/ third language \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s ethnicity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(R)** Child’s nationality\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(R)**  Name(s) of Parent(s)/Carer(s) with whom the child normally lives \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(R)** Names of all parent(s)/ carer(s) with parental responsibility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parents/Carers Information **(R)**

**Parent 1 Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title / Work Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent 2 Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (if different from above) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title / Work Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contacts (We need at least one emergency contact who is not listed above) **(R)**

My first Contact:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Time number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Second Contact

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Third Contact

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the event that no one can be contacted in an emergency the Nursery Manager will

allow other trained professionals (e.g. medical staff) to make decisions in the best interest of your child.

Alternative Persons Authorised to Pick Up Child

It is assumed that any of the above named persons will be allowed to collect your child

unless stated. Names of any other people authorised to collect your child from nursery:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Breakfast club (please specify 7:30, 8:00 or 8:30)** | **Full day session**  **(9-3)** | **Long day session (9-4)** | **Afternoon club (please specify 5:00 or 6:00)** |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |

Please state a password which will be used in the event that you nominate a different person to collect your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Session Details Please state your preferred sessions:

\*Please note, government funded hours may be used only between 8 -5 and must include a full day session per day.

Preferred start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical Information **(V)**

Child’s Doctor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surgery Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Health Visitor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your child had any of the following childhood Illnesses? (please tick as appropriate) **(V)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | yes | no |  | yes | no |
| Chicken Pox |  |  | Measles |  |  |
| Rubella |  |  | Mumps |  |  |
| Whooping Cough |  |  | Convulsions / Fits |  |  |
| Scarlet Fever |  |  |  |  |  |

Does your child have any known medical problems that we should know about (e.g.) **(R)**

Asthma, Eczema)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Has your child any allergies, food intolerances etc.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, how does your child react to these? (so that we know the symptoms to look for in

cases of emergency) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are there any special dietary needs or preferences? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any other special needs and / or require any additional support?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are there any other professionals involved with your child? (e.g. Social services, Speech

therapy etc. **(V)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| **(R)** Do you give permission for First Aid to be administered to your child in  case of an accident or emergency? |  |  |
| **(R)** Do you give permission for medical treatment to be sought and  administered in the case of an accident or emergency? |  |  |
| **(R)** Do you give permission for your child to be taken on outings and short  walks to the park etc? |  |  |
| **(R)** Do you give permission for your child’s photo to be taken during activities  and displayed in the nursery? |  |  |
| **(R)** Do you give permission for short videos to be taken of your child for the purposes of observation. These will not leave the site or be viewed by anyone other than staff and agencies such as Ofsted or health visitors |  |  |
| **(R)** Do you give permission for your child’s photo to be used in advertisements including posting on our website, Facebook and Twitter ? |  |  |
| **(R)** Do you agree to be responsible for informing the nursery of changes to  contact names, addresses, phone numbers etc? |  |  |
| **(R)** Do you give permission for the nursery staff to apply sun cream to your  child? |  |  |
| **(R)** Do you give permission for staff and other agencies such as Ofsted, Area  SENCo and Health Visitor to carry out and record observations on your child  for the purpose of developmental assessment? |  |  |
| **(R)** I understand that in an emergency situation such as a history of febrile seizures, under medical advisement or a temperature over 38°C Staff will administer Calpol to reduce the risk of serious injury/ illness. |  |  |
| **(R)** I understand that Purple Childcare use an online learning journal system. The staff at Purple Childcare and family members I designate will be the only people who have access to my child’s learning journal however, **(R)** I understand that my child may appear in the background of other children’s pictures or videos and that this may be seen by parents or relatives of other children. Purple Childcare is not responsible for any actions taken regarding photos put onto online learning journals |  |  |
| **(R)** I agree not to copy any photos which contain children other than my child or to put these photos on social media. |  |  |

**(V)** All about me

Child's personal information

My Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names and ages of any brothers and sisters (V)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pets if any and their names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Favourite toy and story \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of my friends \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any particular dislikes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of any other group you attend e.g. swimming, playgroup or music group.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food dislikes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comfort objects e.g. blanket\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_

To help us settle in your child as quickly as possible, please let us know if there is anything your

child particularly enjoys e.g. painting, singing

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child's current and developing skills (e.g. walking/ rolling over/ saying new words)

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Anything else you would like us to know about your child

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**What should my child bring to nursery?**

To make sure your child gets the most out of the day please send them to nursery with a bag including the following:

* A water bottle;
* A spare change of clothes including pants (even children who rarely have accidents can spill water or paint on themselves!)
* Wellies, an all-in-one suit or a coat plus hat and gloves in cold weather;
* Loose clothing, sun hats and sun cream in hot weather (we are happy to store sun cream at nursery if you wish);
* Any comfort items that will help your child feel secure are welcome however, although we will do our best to keep objects safe we cannot guarantee the safety of items that children bring into nursery so please bear this in mind;
* Milk if your child is not yet drinking cows milk (if your child has an intolerance or allergy we will provide milk alternatives);

Please note the following:

* In warm weather please apply sun cream before dropping your child off at nursery. We have a well-resourced outdoor space and will spend time in it!
* We provide home-cooked meals daily however, if you wish to provide your own food we are not able to re-heat food for children. Please either provide a cold lunch or food in thermos Tupperware. We cannot take responsibility for food in packed lunches. We are however, required to ensure children have access to nutritionally balanced meals. Please ensure that any packed lunches contain nutritious, healthy and age appropriate foods;
* Our aim at nursery is that children learn, explore, develop and have lots of fun. This has a wonderful effect on the children but not so much on their clothing. It is advisable to dress children for nursery in old or inexpensive clothes so that it is not a concern for you if they get a bit mucky. We do use stain free paints and mark making tools but we cannot guarantee that these will be 100% effective.

As soon as your child starts at Purple Childcare they will be assigned a key person. The key person will be responsible for planning for your child and monitoring their progress and will likely know them the best. As a small nursery however, it is also likely that all staff members will have some contact with your child as we all take an interest in all of the children in our care. Wherever possible your key person will be with your child for their settling in periods and complete a starting points form with you. They will also try to be at the door to speak to you at hand over and pick up times. If your key person is not available at these times (we are open 55 hours per week and none of our staff are here all the time!) then information about their day will be passed onto another member of staff who will discuss it with you. When your child transitions from room to room it is likely that their key person will change. We will do everything we can to ensure that you know who your key person is at all times however, if you are unsure or unhappy with your key person please get in contact with Hannah or Felicity on admin@purple-childcare.co.uk.

**Terms & Conditions**

Fees are invoiced on a monthly basis in advance of the month. Fees should be paid within seven days of receipt of the invoice and no later than the 1st of the month the payment is for. Payment can be made by cash/ cheque or bank transfer. Cheques should be made payable to Purple Childcare Bristol Ltd. One reminder for payment will be issued and any subsequent late payment will be met with an additional charge of 5% of the bill for each subsequent reminder until fees or an agreement is made to settle any outstanding amounts. We reserve the rights to ultimately refuse admissions if fees remain unpaid. If your child is ill or absent no refund can be made.

Notice of Leaving / Changing Sessions

Once you have signed to accept these Terms and Conditions, one month's written notice is required to change or cancel sessions and you will be liable for the month's fees should you remove your child mid month or not use your allotted sessions. Notice must be given by the beginning of the month preceding the change to sessions i.e. if you wish to make a change to sessions in the middle of March notice must be given before the 1st February.

Holidays

We offer a 50% discount on two weeks of holiday per child per year (April-April). This may be taken if notice is given by the beginning of the month preceding the month in which holidays are to be taken

Outside Activities

Whenever possible we will be using our bikes, trikes and scooters outside. Please send your child with a sun hat and sun cream marked with his/her name.

To allow us to be outside whatever the weather please send your child with a warm hat and gloves along with wellies and a coat or rain mac as well as a change of clothes.

There is no compulsory uniform however, Purple Childcare hoodies are available at a cost of £15.00. We would suggest that your child wears old comfortable clothing. Aprons will be provided for messy play and whilst washable products are used (pens & paints) there is no guarantee staining will not result from spills.

Collection

Please note that the staff have to be paid for any additional hours resulting from late collection of children. As such, a late collection fee will be charged at £5.00 for every 5 minutes that Parents/Carers are late to pick up after the allotted time. This will be automatically added to your invoice at the end of the month. Discretion will be used in exceptional circumstances – e.g. breakdown etc. If we are unable to contact you or your emergency contacts after 30 minutes, we are obliged by Law to contact the Police, who will collect your child. This will be the case for any late pick-ups, including those which occur during nursery opening hours.

Discipline

We aim to deal with children in a positive manner at all times. Children are encouraged to be kind and caring towards each other and adults. Should problems arise, we would want to be firm but fair. Adults will not shout or raise their voice in a threatening way. No child will be physically chastised or punished. In extreme cases of consistent challenging behaviour or disruption, this will be discussed with the parent(s)/guardian(s) of the child and a personalised plan developed.

Illness

We will refuse to accept children at a session who present symptoms of the following: Vomiting, Diarrhoea, Conjunctivitis, Measles, Mumps, Raised temperature, Hand foot and mouth. Please keep your child away from pre-school for a further 48 hours after the symptoms of the above have ceased.

Head Lice

The staff will not actively check your child’s hair for signs of head lice, however, should they notice any infestation you will be advised. Should you require any information or guidance on how to treat the problem, the staff will be pleased to furnish you with any information they may have.

Accidents

In the event of a serious accident, staff will attempt to telephone parents or the emergency contacts as provided. The child’s own doctor would also be contacted. Should a child need to receive emergency treatment away from the pre-school, a member of staff would accompany the child to either a surgery or hospital until a parent/carer arrived. All major and minor accidents are recorded in the ‘Accident Book’ located within Purple Childcare. If your child experiences an accident during their time at Purple Childcare, or has had an accident at home, you will be asked to sign an accident form by a member of staff

Please be aware that we need to keep a record of all accidents and if you are approached by a member of staff to complete our accident records we would appreciate your co-operation.

Medicines

Purple Childcare must be advised of all medication that your child may take on a regular basis. We are able to give medicines prescribed by a doctor after they have been administered for the first time by a parent or guardian with written consent. Staff will need to see a copy of the prescription note or sticker with the child’s name and date of birth clearly visible along with the name, dosage and timing of medications. Medicine should be brought to Purple Childcare in its original bottle and handed to staff on arrival. You will be required to read, check and sign a prescribed medicine form both when you drop your child off and when you collect them. Medicines will be stored in a locked medicine cabinet. Please do not leave any medicines in your child’s bag without informing staff.

Nursery closures

Payments will not be refunded if the nursery closes unexpectedly (e.g. due to weather conditions). We will however, do our best to ensure that we close only when absolutely necessary.

Parents are welcome:

* To visit the nursery by prior arrangement;
* To attend parents’ evenings or to book a meeting to discuss their child’s progress;
* To share their culture, customs and celebrations with the staff and children;
* To read the parents’ book in the entrance hall and offer any suggestions or comments;

Child Observations

We occasionally have staff and/or students at Purple Childcare completing course work. If you do not wish your child to be included, please let us know and your wish will be respected.

Changes to Family Circumstances

Changes in your family environment, however subtle, can have a very unsettling effect on your child. Please help us to understand any changes in their behaviour by advising us of any recent or imminent events that may be on your child’s mind (e.g. new baby or moving house).

Contact details:

Purple Childcare Bristol 223 Passage road Bristol, BS10 7DL Telephone Number: 01174310836 Email: admin@purple-childcare.co.uk

Acceptance

I wish to apply for the admission of the above child to Purple Childcare Bristol. I have read the welcome pack and agree to comply with the policies, plus any updated information when necessary.

Name of Parent(s)/Carer(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent(s)/Carer(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purple Childcare Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I enclose:

Cash □ Cheque payable to Purple Childcare Bristol □ Bank transfer to: s/c 30 98 28, a/c 30199068 (please reference this with your child’s name) □

For a deposit of £100 to secure my child’s place. I understand that this deposit will be held until my child's time at Purple Childcare is terminated (please see policies and procedures pack for further information)

Total paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Office use only] Date Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Policies and procedures tick sheet. [Please note our full policies and procedures can be found at http://www.purple-childcare.co.uk/documents/]**

As a parent or guardian please tick and sign to indicate you have read and agree with the following:

Admissions policy □

Behaviour policy □

Safeguarding policy □

Missing, lost or uncollected children □

Mobile phone and technology policy □

Data protection privacy statement □

Health and safety policy □

Equal opportunities policy □

Confidentiality and data protection policy □

Purple Childcare ethos and routines □

British Values □

Prevent duty □

Complaints procedure □

Intimate care policy □

Parent involvement policy □

Special needs □

Child collection policy □

Buggy sleeping policy □

CCTV Policy □

GPPR policy □

Name of parent/ Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent/ Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_