



Child's First Name: _____ **Surname:** _____

Date of birth: _____ **Position in family:** _____

Age of Entry: **Years:** _____ **Months** _____

Child's Address: _____

Town: _____

Post Code: _____

Home telephone number: _____

Full Name of mother/first carer: _____

Mother's Address: _____ **OR Same as Above**

Town: _____

Post Code: _____

Contact No: _____

Full Name of father/carer: _____

Father's Address: _____ **OR Same as Above**

Town: _____

Post Code: _____

Contact No: _____

Who Has Parental Responsibility? Mother Father Both

Religion/faith: _____

Ethnicity: _____

Home language: _____

Other spoken languages: _____

IMPORTANT FUNDING INFORMATION REQUIRED (please fill out FULLY- information required for PUPIL PREMIUM)

Mother's Date of Birth _____ Mother's NI Number _____

Father's Date of Birth _____ Father's NI Number _____

Any Medical/Health conditions:

Allergies: _____

Special Dietary Needs: _____

Other Information (professional involvement e.g. Speech therapist, physiotherapist):

Child's favourite toy/comforter or anything special to help settle your child in?

Previous nursery/pre-school setting attended:

Name of setting	From	To

Emergency contacts

Please note below 2 names and addresses of persons who may collect your child from nursery in case of an emergency.

CONTACT 1:

Full Name: _____

Relationship: _____

Address: _____

Town: _____

Post Code: _____

Contact Number (s) _____

CONTACT 2:

Full Name: _____

Relationship: _____

Address: _____

Town: _____

Post Code: _____

Contact Number (s) _____

Doctor's Details

Doctor's Name: _____

Surgery Name: _____

Address: _____

Town: _____

Post Code: _____

Telephone: _____

PERMISSION TO SEEK EMERGENCY MEDICAL ADVICE AND OR TREATMENT FOR MY CHILD & Information Sharing

I/we consent to Mehria School seeking medical advice when required for my child, and emergency treatment may be given where necessary. I understand that I will be contacted immediately if this should arise, and that it is my responsibility to inform them of any change in this decision. I/we also consent to Mehria sharing information with other Early Years settings attended by our child/children, as well as other professionals/agencies etc

Parents/carer signature: _____ **Date:** _____

Permission for taking/sharing photographs of your child for the use of observations and nursery displays.

Only the nursery camera and observations tablet will be used to take photographs of children. Under no circumstances will practitioners use others photographic/ video equipment. Only you and permissible members of family are able to access your child's e-profile which is password protected. The observation tablet is a restricted device for observational purposes only and does not allow access to the internet or applications.

Parents/carer signature: _____ **Date:** _____

Permission for taking children out on short visits.

At Mehria Wonderland Nursery, we aim to offer your children a wide range of experiences to enhance their learning and knowledge of the world. This could mean a very quick walk about to the local shops to buy basic groceries, or a trip to the local mosque, church or just a short walk to the nearest park to learn about the world we live in. Outings or day trips that require transport will need separate permission, and we will always ask your permission before taking your child on extensive outings.

Please sign below if you are happy to let us take your child out in small groups for short visits.

Parents/carer signature: _____ **Date:** _____

Permission for using internet and E-safety agreement

We often use different media such as videos and educational websites to stimulate children's learning whilst have fun. Children are not allowed to gain access on their own without adult supervision and staff only use a limited number of child-friendly websites that are restricted from adult content. If you would like your child to participate in ICT activities please sign below.

Parents/carer signature: _____ **Date:** _____

LEARNINGBOOK INTERACTIVE ASSESSMENTS POLICY

Aims

1. To use the *Learning Book* online interactive assessment system to enhance the teaching and learning of all areas of the curriculum.
2. To maintain children's privacy whilst the system is in use
3. To control usage and permissions effectively
4. To actively involve parents with the children's learning

Login details

Under no circumstances should login details be shared. Login details are considered to be:

- Username
- Password
- PIN Number

Staff and management must not use Learning Book whilst logged in on another account. i.e they must only use Learning Book while logged into their own account.

Access and permissions

Nursery practitioners have access to the Learning Book tablet within the nursery, the tablet is restricted to only the Learning Book system and does not allow access to the internet or downloading apps.

The nursery manager and deputy are responsible for allowing staff access to Learning Book.

Access is granted through the Learning Book tablet and an online configuration screen. The email address used for a staff accounts must be managed responsibly.

If staff access their Learning Book account from outside the nursery they are responsible for maintaining privacy of their account.

Parent access to Learning Book

The manager and deputy grants parents access to their child's Learning Book profile online

The manager and deputy is responsible for ensuring that the correct child profile is attached to each parent account

Parents are responsible in keeping their password protected, and to inform the deputy if their password has been exposed.

Uploading photographs

If permission has not been given by a parent for images of their child to be shared then they must not be included in photo evidence for observations of other children.

If another child is present in the photograph whose parents have not given permission then the photograph must not be uploaded to Learning Book, or the faces of irrelevant children must be obscured electronically prior to uploading.

Faults with Learning Book

In the event that Learning Book develops a fault which compromises the security of the privacy of the child profile the following procedure should be followed:

1. Log out of the Learning Book account
2. Inform management of the fault
3. Management will then inform Learning Book by telephone and give a description of the fault
4. Learning Book will not be used until the fault can be confirmed to have been rectified by a member of Learning Book staff
5. Parents are to be informed and updated accordingly

For more information: www.learningbook.co.uk

LEARNINGBOOK ASSESSMENT CONSENT SLIP

I Do/ Do Not (*delete as appropriate*) give permission for my child to be included in the LearningBook interactive profiles. I have read the LearningBook Interactive Assessments Policy and understand it is my responsibility to ensure passwords are kept confidential once a login username and password is provided by the nursery and to inform the nursery if my password has been exposed.

Name of Main parent with parental responsibility in (BLOCK CAPITALS)

_____ Mother/Father (*please circle*)

Name of Child (BLOCK CAPITALS) _____

Email Address _____

Signature _____ Date _____

Please fully complete the consent slip even if you do not wish your child to be included in the new assessment system, and return to the nursery as soon as possible. Thank you.

Nursery Policies- FOR YOUR INFORMATION – Please keep safe

Mehria Nursery Fee Policy Statement:

- 2 year olds: £5 an hour
- 3-5 year olds: £4 an hour

Age	Morning sessions (Three hours)	Afternoon sessions (Three hours)	Full day (six hours in total)	Weekly payment: Full week(half days)	Weekly payment: full week (Full days)
2 years	£15.00	£15.00	£30.00	£75.00	£150
3-5 years	£12	£12	£24	£60	£120

Mehria aims to provide affordable high quality education and care for our families. This is to give families in the local community the opportunity of returning to work or to start training courses.

Payment/Concessions:

For those parents who are accessing hours in addition to the 15 flexible hours

On accepting a place at the Nursery the family will be asked for a Deposit of £90.00 and a non-refundable set-up fee of £10.00 (£100.00 in total). The deposit will be held until the child ceases to attend the whole Nursery School.

Nursery fees are payable in **advance** by the 1st of every month. Children starting mid-month will be invoiced for sessions prior to starting. Fees can be paid in the following way:

- By cash or cheque
- By standing order

It may possible to claim financial support through the Tax Credit scheme

See leaflets in Nursery School for advice

3-5 year olds who have only the funded sessions do not have to come in during holidays, but the children who have the funded sessions and have the extra hours will have to still pay for those extra hours whether their child attends during holidays or not.

Absences:

It is at the governors' discretion to reimburse fees or offer concessions for unexpected, prolonged absence, e.g. hospitalization. However for absences of up to 5 days all sessions must still be paid for.

Late Payment/ Collection Charges:

Fees that are not paid by the 1st of the month will automatically receive a 10% late payment charge on any outstanding balance.

If fees remain unpaid by the 7th of the month we will ask that your child does not attend the Nursery until fees are settled in full.

If fees still remain outstanding by the 14th of the month then your child's day care place is withdrawn.

Children who have not been collected by the end of their session will incur a late payment charge of £5.00 for every 5 minutes they remain in our care. The governors may reconsider charges in the case of extreme emergency.

Financial Difficulties:

It is appreciated that some families may experience difficulties from time to time. We would like to work with you to reduce the disruption to your child's education and care. Please come and speak to the Head teacher/Nursery Co-coordinator as early as possible regarding payment of fees.

We hope our open and supportive relationship with our families will mean you keep us informed of any difficulties as they arise.

Termination of Contract:

Should your child have to give up their place in the Nursery, a written notice period of one Month is required. A full months fees are payable in lieu of such notice, otherwise fees will be added until notice given.

All disposable nappies and wipes are to be provided by parent/carer

The Nursery opens Monday to Friday from 09:00am to 03:00pm. Children will be collected by 03:00pm. In all instances the Nursery should be notified that you would be late

Any child who has been sent home from the Nursery because of ill health will not be re admitted for at least 24 hours. If a child is prescribed antibiotics they will not be allowed to return to Nursery for 48 hours. Should a child be on prescribed medication, it is the responsibility of the parent/carer to notify the manager or key worker.

Parents/carers during settling in may stay until both you and your child feel comfortable and secure in the Nursery setting.

Admissions Policy:

It is our intention to make our pre-school genuinely accessible to children from all sections of the local community. In order to achieve this, we will:-

Ensure that the existence of the pre-school is widely known in all local Communities.

Arrange our waiting list in order of date name put down, date of birth and term in which birthdays fall. Early intakes will only be offered if we have space.

Guarantee a minimum of 3 sessions to all three year olds whilst attempting to offer more if they are available.

Describe the pre-school and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including child minders and people from all cultural, ethnic, religious and social groups, with and without disabilities.

Monitor the gender and ethnic background of the children joining the Group to ensure that no accidental discrimination is taking place.

Make our equal opportunities policy widely known. Be flexible about attendance patterns so as to accommodate the needs of individual children and their families.

Settling in procedures:

When it comes to starting pre-school, please remember that all children are different. Some walk in and never look back, some take a lot longer.

Some parents prefer to hand their child over and leave straight away, some stay until after register. It is up to you.

If you leave and your child becomes very distressed then we would ring you and ask you to come back and review the way they are settled in

If you leave your child crying, we will ring you during the session to give you an update on how your child has settled and put your mind at ease.

Be warned of 2 things:

It will be very chaotic for 2 or 3 weeks, but it does all settle down. Some children go backwards. The 2nd or 3rd visits may be the worst for them. They know you are going to leave. Some will cry when you leave but be fine after a few minutes. You'll have an awful time whilst they are having a great time. But please, if you have any concerns or you just need a little reassurance, you can always talk to a member of staff.

Food and Drink: All pupils are given snacks at snack time. Food includes vegetables and fruit, pupils are also given bread/crackers with a spread etc. Care is taken with Individual dietary needs of pupils. Pupils are also given milk with their snacks.

Whistle Blowing Policy:

Wonderland Nursery aims to have a stimulating and team building environment for all staff and committee alike.

Staff at Mehria Nursery are committed to achieving high standards whilst a member of staff (paid staff or committee member.)

If a matter arises in the Nursery that an (individual) this could be a member of staff, committee member or student, thinks that another member of staff has acted in a way that has been a breach of their professional conduct, e.g. if a member of staff acts in an unacceptable manner towards an individual child parent or member of staff.

Then it is that individual's duty to report the matter immediately to the Head of Centre.

If the complaint is about the Head of Centre then the complaint should be brought to the Committee attention immediately.

If the complaint is about a member of the committee, the matter must be brought to the attention of the Head of the Committee.

Lost child Policy from premises or on outing

In the unlikely event of a child, going missing within the nursery the following procedure will be implemented immediately.

- * All staff present will be informed and an immediate thorough search of the nursery will be made followed by a search of the surrounding areas, ensuring that all other children remain supervised throughout.

- * A staff member will notify the Manager, whilst other staff continues searching.

- * The Manager will carry out a second search of the area.

- * If the Child is still not been accounted for the Manager will contact the police.

- * The Manager will also contact the parents of the missing child.

- * During this period, staff will be continually searching for the missing child, whilst other staff maintains normal routine as possible for the rest of the children in the Nursery.

- * The Manager will meet the police and the parent/carers.

- * The Manager will then await instructions from the police.
- * Any incidents must be recorded in writing on an incident report form.
- * OFSTED must be contacted and informed of any incidents.

Late and Non-collection policy

Mehria Nursery is committed to ensuring that all parents agree an approximate arrival time at the nursery and are informed of procedures on what to do if they expect to be late. This includes:

- Calling the nursery as soon as possible to advice of their situation.
- Ask a designated person to collect their child wherever possible.
- Deciding on a password and inform the nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate the distress that may be caused by this situation.
- If the designated person is not known to the nursery staff the parent must provide a detailed description of this person, including their date of birth where known. This designated person must know the individual child's safety password in order for the nursery to release the child into their care. This is the responsibility of the parent.

In the instance of a child not being collected from the nursery after a reasonable amount of time (10mins has been allowed for lateness), the following procedure will be initiated by staff:

- Inform the nursery manager if a child has not been collected.
- The manager will check for any information regarding changes to normal routines, parents work patterns or general information. If there is no information recorded, the parents/carers will be contacted on the numbers provided for their mobile, home or work. If this fails the emergency contacts will then be contacted as per the child's records. You must make sure ALL telephone numbers we hold are current.
- The manager/staff member on duty in charge and one other member of staff must stay behind with the child (if it falls outside normal operating hours). During normal operating times, staff ratios must be met and planned for accordingly.
- If the parents/carers still have not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls need to be logged on a full incident record.
- If we fail to contact anyone we will contact the police and hospital to see if any authorised persons have been involved in an accident or detained by police.
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the Social Services Emergency Duty Team and Ofsted to advise them of the situation. Needless to say, putting a child into care is a serious step and one that could have repercussions. Parents must ensure that we never have to use this action.
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child. The child's welfare and needs will be met at all times.
- In order to provide this additional care late charges will occur, and put on your weekly/monthly invoice.

Equal Opportunities Policy:

We give all children in our care the opportunity to reach their full potential. Sometimes this means adapting an activity to the child's ability and stage of development, providing additional resources or giving one child more attention and support than others during a particular activity or routine.

All children in our care are given the opportunity to play with all the toys (subject to health and safety with children under 3 years of age). No toys are just for girls or just for boys. We try to ensure our toys reflect positive images of children and people from different cultures and with different abilities. We have toys and resources that challenge stereotypical ideas on what careers are open to men and women.

No child in our care will be discriminated against in anyway, whether for their skin colour, culture, gender, ability or religion. We will challenge any remarks that we feel are inappropriate.

We encourage the children in our care to learn more about their own culture and to find out about the culture and religions of other children. We do in this in a fun way through sharing books, colouring sheets, cooking and eating food from around the world and celebrating special festivals. We provide resources such as woks and chopsticks, dressing up clothes and multicultural skin tone crayons and pencils.

We encourage the children to develop a healthy respect of each other's differences and to value everyone as an individual.

We encourage Parents to share with us any festivals, special occasions or artefacts, which may enhance the children's learning and understanding.

If you have any concerns regarding this policy please discuss them with us.

Mehria Wonderland: Nursery Deputy Manager: Miss Nadia Akhtar 01582 484 617

Mehria Wonderland Senior Manager: Mr Zia-ul-Mustafa Qazi 01582 484 617/ 07930672266

Address: Mehria Primary School
23 Westbourne Road
Luton
Bedfordshire
LU4 8JD

Website: www.mehriaschool.org
Email: info@mehriaschool.org