

OFFICE USE ONLY

SD:

AM:

DL:

P:



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: _____ Email.....

Full Name of father/carers: _____

Father's Address: _____ OR Same as Above

Town: _____

Post Code: _____

Contact No: _____ Email.....

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 Nursery

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 members 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:** _____

Parental Consent Form – Tapestry

Child's name: _____

Class: _____

Please tick all relevant boxes to provide consent to the use of Tapestry.

We/I:

Give permission to Mehria Wonderland Nursery to store my personal data including but not limited to my child's name, family names and contact details including my email addresses, home address and contact numbers. Please note that without this information full functionality of Tapestry is limited.	
Give permission to Mehria Wonderland Nursery to create a Tapestry profile for my child and store their personal data including but not limited to their date of birth, full name and any benefits they may receive. Please note that without this information full functionality of Tapestry is limited.	
Give permission for our child's image either in a video or as a photograph to be uploaded as part of an observation for their online learning journal.	
Give permission for our child's image to be included in newsletters and displays.	
Give permission for our child's image to be used in our publicity, prospectus or on the website.	
Give permission for our child's image to occasionally appear in other children's online learning journals, meaning other families will be able to see my child's picture, and my child might feature in other children's PDF journals – which can be exported by parents - and printed books.	
Agree to protect images of other children who may occasionally appear in any photographs or videos contained in our child's online learning journal. Failure to do so will revoke access to Tapestry.	
Agree to not publish images of my child or other children and/or staff members on any social media sites, including but not limited to Instagram or Facebook. Failure to do so will revoke access to Tapestry.	
Agree to refrain from sharing our personal login details to others keeping our child's account private to ourselves.	

Parent or Carer 1

Name (in print): _____

Email address*: _____

Relationship to child: _____

Parental responsibility: Yes/No

Signature: _____

Date: _____

*To be used for your Tapestry profile.

Parent or Carer 2

Name (in print): _____

Email address*: _____

Relationship to child: _____

Parental responsibility: Yes/No

Signature: _____

Date: _____

*To be used for your Tapestry profile.

NURSERY POLICIES- FOR YOUR INFORMATION – PLEASE KEEP SAFE

Mehria Nursery Fee Policy Statement:

- 2-4 year olds: £7 per hour

Mehria Wonderland 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

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 daycare 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.

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.

Nursery to School Transition:

Mehria Primary School and Mehria Wonderland Nursery operate separately. The transition from Nursery to School typically involves a formal enrolment process rather than an automatic transfer. Parents need to register their child for School, providing necessary documents and completing required forms. It is essential to follow the specific procedures outlined in the school policy.

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
Continue 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.

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 these 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

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

Address:

**23 Westbourne Road
Luton
Bedfordshire LU48JD**

Website: www.mehriaschool.org

Email: info@mehriaschool.org

Nursery email: sofia@mehriaschool.org

Free childcare entitlements – parental declaration form

Provider	Mehria Wonderland Nursery
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Your child details

Child's legal surname	
Child's legal forename	
Preferred name (if different)	
Address (including postcode)	
Gender	
Date of birth	
Start date with provider	

Child's ethnic group

Luton Council is required to compile information on the ethnicity of children accessing the free early education entitlement in Luton. The information will only be used to compile statistics on the ethnicity of children benefitting from the free entitlement. No individual children will be identified in our statistics.

Child's ethnic group	
Child's first language	

Please tick the appropriate box below to indicate your child's needs.

No Special Educational Needs	<input type="checkbox"/>	SEN Support	<input type="checkbox"/>	Education Health and Care Plan	<input type="checkbox"/>
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Parent details

The information in this section is needed to make eligibility or validation checks for the extended entitlement, Early Years Pupil Premium, or Disability Access Funding

	Parent/Carer 1	Parent/Carer 2*
Parent/carer's legal surname		
Parent/carer's first name		
National Insurance or NASS No		
Parent/carer's date of birth		
Parent/carer's telephone no.		
Parent/carer's email		

Document check

Please tick the appropriate box below to indicate what document you are providing as proof of child's date of birth

Birth Certificate	<input type="checkbox"/>	Passport	<input type="checkbox"/>	Other	<input type="checkbox"/>
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Document reference number	
Document recorded by (staff member)	
Date document seen	

Free childcare entitlements

Please indicate which funding entitlement/s you are claiming

Working parent entitlement: 9 month to 2 years old	<input type="checkbox"/>	Disadvantaged: 2 year old funding	<input type="checkbox"/>
Working parent entitlement: 2 year olds	<input type="checkbox"/>	Universal funding: 3 and 4 year olds	<input type="checkbox"/>
Working parent entitlement: 3 and 4 year olds	<input type="checkbox"/>		

Disadvantaged 2 year old code	
Childcare for working parents eligibility code	

Please record the total number of hours per day.

	Provider one	Provider two	Provider three
Setting name			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Total funded hours per week			
Number of weeks per year e.g. 38, 45, 51			
Total non-funded hours per week			

Disability Access Fund (DAF)

Children claiming the free entitlements who are in receipt of Disability Living Allowance (DLA) are eligible for DAF. This is an extra payment made once a year to help support your child in their setting.

Is your child in receipt of DLA?	
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A copy of your most recent DLA award letter must be provided with this form.

If your child is splitting their funded entitlement across two or more providers, please nominate the main setting where the Local Authority should pay the DAF.

DAF nominated setting	
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* Please seek permission from the parent/carer 2 before providing their details

Early Years Pupil Premium (EYPP)

Children from families on lower income may be eligible for EYPP. This is an extra payment to your childcare provider to help support your child.

Please tick below if you give your consent for your details to be checked for eligibility for EYPP.

Yes – please carry out an EYPP check	<input type="checkbox"/>	No – I do not consent to an EYPP check	<input type="checkbox"/>
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Parent/carer/guardian with legal responsibility declaration

I confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise the above named provider/s to claim free entitlement funding as agreed above on behalf of my child.

	To be completed by parent/carer with legal responsibility
Signed	
Print Name	
Date	

	To be completed by childcare provider
Signed	
Print Name	
Date	

In collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) Luton Council is exercising the function of a government department. Luton Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2s will qualify from September 2024.

Data Privacy

Luton Council is committed to protecting your privacy when you use our services. We will make sure we hold records about you (on paper and electronically) in a secure way, and we'll only make them available to those who have a right to see them. If you want to know more about how the Council keeps your data safe please see our privacy statement

<https://m.luton.gov.uk/Page/Show/privacy-cookies/privacy-notice/service/Pages/Children-families-education.aspx>

All About me

My name is

I like to be called

Things I can do....

- I can wash myself
- I can go to the toilet by myself
- I can put on my coat on
- I can dress myself
- I can eat on my own
- I can eat with a knife and fork

I need help with...

The Things I Like...

Favourite food	
Favourite Song/Rhyme	
Favourite Game	
Favourite Toy	
Favourite TV programme or film	
Things I like to do at home	
My Pets	

What I am Like...

I am happy when	
I am sad when	
I get cross when	
I get worried when	
I don't like	
Best of all I like	