



# New Starter Pack

Fernbank Nursery Ltd  
Member of the Pre-school Learning Alliance  
Registered Charity No. 1167561 Company No. 4843570

## Welcome to Fernbank Nursery

Dear Parent / Guardian

Thank you for choosing Fernbank Nursery.

I would like to welcome you to the practice and look forward to sharing a journey together helping your child to grow and build on their learning.

**As a nursery it is necessary for us to collect personal information about you and your child. We will make sure the information about you is accurate and up to date when we collect it or use it. We will keep the information about you and your child secure and stored away in a safe area. To help you understand further why we need to collect this information we are providing a Data Protection Privacy Statement with this form. Please do read it and understand it. We will comply with the Data Protection Act (DPA) 1998 and General Data Protection Regulation (GDPR) 2018 and any subsequent legislation on information handling and privacy.**

As part of the new starter process please find enclosed some information for you to read. Please can you complete, sign and return the pack back to the nursery before your child's first day.

We can provide you with a copy of this pack upon your request.

Thanking you in advance for your time and co-operation

Kind Regards

Nursery Manager

FOR AND ON BEHALF OF THE COMMITTEE



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## Nursery Session times and Days

Funded children can now access 15 hours per week over three days or more to a maximum of 15 hours for 38 weeks. Please note these places are limited. Please fill in the table below indicating the days and session times that you would like your child to attend by placing a tick in the box.

Full Day Care	Session Time	Mon	Tues	Wed	Thurs	Fri
Includes all meals and snacks	8.00am – 6.00pm					

Half Day	Session Time	Mon	Tues	Wed	Thurs	Fri
Morning with pack lunch	8.00am – 1.00pm or 9.00am - 2.00pm					
Morning with school lunch	8.00am – 1.00pm or 9.00am - 2.00pm					
Afternoon with light tea	12.00pm – 5.00pm					

NEF 3 hour Session (Limited places)	Session Time	Mon	Tues	Wed	Thurs	Fri
Morning	8.30am – 11.30am or 9.00am - 12.00pm					
Afternoon	1.00pm – 4.00pm or 12.00pm - 3.00pm					

Requested start date \_\_\_\_\_

**Fernbank Nursery reserves the right to charge for additional activities such as outings or meals.**

## Emergency Treatment

From time to time it may be required to give your child first aid treatment for minor injuries or accidents. The nursery may also be required to seek emergency treatment via a third party source i.e. ambulance if the child requires this. For Fernbank Nursery to do this we will need permission from the child's parent/guardian

I give permission for the staff to administer basic first aid to my child whilst in their care. I give permission for the staff to seek emergency medical treatment via ambulance, should my child require this.

Child's Name.....

Parents Signature..... Date.....



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## Parents / Fernbank Contract of Agreement

Fernbank Nursery agrees to provide quality childcare and education for your child in a welcome and secure environment with fully trained staff. Following Ofsted's standards, we aim to base our activities on Every Child Matters, Early Years Foundation Stage preparing your child for their progression to school.

### PLEASE READ THE FOLLOWING TERMS AND CONDITIONS AND SIGN BELOW

I the undersigned agree to the following terms and conditions:

#### Fees

1. All fees are payable on the 1<sup>st</sup> of every month or the first week, whichever comes first.
2. **All fees are still payable if your child is ill or on holiday. The sessions you choose for your child are all applicable to this.**
3. **PLEASE NOTE, IF FEES ARE NOT PAID ON TIME, YOU MAY INCURR A LATE FEE PAYMENT CHARGE.**
4. Nursery Free Entitlement (NFE) is provided by the government for eligible 3 and 4 year old children and covers 15hr per week, 38 weeks per year only.
5. Nursery Free Entitlement (NFE) is provided by the government for eligible 2 year old children and covers 15hr per week, 38 weeks per year only.

#### Absences

1. I agree to notify Fernbank as soon as possible if my child is ill or absent for whatever reason.
2. I understand that my child's place will be forfeited if an absence of 4 weeks has not been reported.
3. **I also understand and agree that in cases of sickness and diarrhoea, I must keep my child at home for another 48hrs after the sickness and diarrhoea has ceased.**

#### Time Keeping

I agree to collect my child at the agreed time. I understand no person under the age of 16yrs or who appears to be under the age of 16yrs will be allowed to collect any child from nursery. **If I am late, I understand and agree financial penalties will apply of £10.00 up to 15 mins, £15.00 up to 30 mins and £20.00 after 30 mins. No child should be waiting for their parent.**

#### Notice

I agree and understand that if I decide to take my child out of Fernbank Nursery I will give one months' notice. **I understand and accept that failure to do so will result in any fee charges being made whether that be funded or private. Fernbank Nursery have the right to issue an invoice showing these charges.**

#### Extended Sessions

Please discuss this with management. We would like you to book in advance, but we try to be as accommodating as possible. **Fernbank Nursery also hold the right to combine AM and PM sessions to accommodate certain events/festivities/functions where we may need to combine sessions to cater for these situations. All timings and dates will be handed out well before these sessions so that parents can make arrangements for drop off/collection.**

#### Outdoor play

I agree and understand that children must have free access to the outdoors in all weather conditions. I agree and understand that if my child is well enough to attend nursery they are well enough to play out. I agree and understand that children need to take reasonable risk throughout their play in order for them to develop their understanding of risk taking and safety.



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## Jewellery

We **do not** allow any jewellery of any description to be worn by the children. This is purely in the interest of the children's safety. For children who wear a Thaweez, please can they be taped or sewn into a pocket in the child's clothing.

## Messy Play

I agree and understand that some play does involve messy materials. Children need to explore messy media to enhance their sensory experiences. Aprons are provided and children are encouraged to wear them. Unfortunately some children may refuse to wear an apron, but want the experience of the messy media, therefore please do not get upset if your child comes home dirty. As they say a "Happy child is a dirty child" taking reasonable risks.

## Footwear

Suitable footwear is essential, i.e. full flat shoes, wellies for rainy days etc. I understand that open toed/backed sandals are NOT appropriate footwear as some of our toys are very heavy and could hurt their toes/feet or fly off when running outside.

## Behaviour

I agree and understand that children within Fernbank Nursery are expected to respect each other and the equipment and we ask families to support this. We will not accept any action that will cause physical harm to themselves or others. Staff deal with minor incidents as they occur. Parents will be informed of their child's behaviour if there is cause for concern. We are committed to work in partnership with parents for the best interests of the child.

Staff are committed to work in a calm and professional manner. We strive to promote a happy and successful three way partnership with parents, staff and nursery. However aggressive behaviour towards any members of staff will not be tolerated and may result in the loss of your child's place. Please treat all staff with the same respect and courtesy as you would expect to be treated yourself.

## Safe Guarding

I agree and understand that any carer, who suspects that a child in his /her care may have been abused or neglected, has a duty of care to report this firstly to the Manager/ in her absence the deputy manager who may refer it to The Local Safe Guarding Children's Board. All staff undergo regular training on Safe Guarding children.

## Policies and Procedures

I agree and understand that Fernbank Nursery have policies and procedures relating to the day to day running and care of the children which are available for viewing in the reception area for my perusal.

I agree and understand that I as a parent, I am responsible for reading the policies and procedures of the setting. By signing this document I confirm that I have read and understood the policies and procedures of the nursery.



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## Privacy Notice

We Fernbank Nursery Limited are the data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the learning records service. We hold this personal data and use it to:

1. Support your teaching and learning
2. Monitor and report on your progress
3. Provide appropriate pastoral Care
4. Assess how well your nursery is doing

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to. We are required by law to pass some of your information to the local authority and the department for education. If you want to see a copy of the information we hold and share about you then please contact us. You may find the following websites of interest:

<http://www.blackburn.gov.uk/server.php?show=ConWebDoc.48677>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotes/pupilsdata/>

If you are unable to access these websites, please contact the LA or DfE as follows:

Blackburn with Darwen Borough Council  
Early Years Excellence Department  
F.F.E Business Team Tel: 01254 666653

**Please note that by accepting a place at Fernbank Nursery, your child is not automatically allocated a place in the reception classes at Lammack School. There are guidelines and specific criteria which need to be followed and you will still need to make an application to the school of your choice. Application forms are available from September from your chosen school.**

I/We have read and understood the settings policies and procedures.

Child's Name.....

Parents Signature ..... Date.....

Nursery Manager Signature ..... Date.....



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## Late collection of children

As stated in our policies and procedures, Fernbank Nursery aims to provide a quality service for the duration of the hours that we operate. **However, after contractual hours that have previously been agreed with yourselves it is unreasonable for children to be waiting for their parents.**

### Staff are not allowed to take children home.

Parents, upon signing their personal childcare contract agreement state that they understand and agree to keep to the times stated.

**If a parent is delayed they must contact the nursery as soon as possible to inform who will be collecting their child, along with a brief description of the person collecting who is also on the collection list previously given. The password will be required before the child is released.**

Under no circumstances will a child be released to an adult who is not on the collection list. If an emergency arises where parents need someone else to collect their child the parents should inform the nursery as soon as possible giving a description of the person and a password if not already set up.

Every effort will be made by management to contact parents, the procedure is as follows:

1. Staff will attempt to contact parents and then the emergency contacts in order they appear on the list.
2. This will be repeated on a regular basis until such time as management feel is appropriate.
3. When parents arrive the staff will expect an explanation.

**If a child is left longer than an hour over there contractual hours or 30 minutes over the nursery closing hours management will contact the Local Safeguarding Board on 01254 587547.**

**It is our policy to charge parents who are late collecting their child:**

- £10.00 for the first 15 minutes
- £15.00 for 30 minutes
- After 30 minutes £20.00

After one hour management will contact the Local Safeguarding Board on 01254 587547 to arrange collection of the child.

Continuous late collection will result in the committee being informed and the possibility of your child's place being withdrawn due to continual breach of contract by parents.

I have read and understood the above

Child's Name.....

Parents Signature ..... Date.....



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## Fernbank Library Book Scheme

All Children are invited to join the library book scheme which operates here at Fernbank Nursery. The scheme will run every morning/afternoon during key worker time. Each keyworker has an allotted day. Please see the table below. Please bring in your book on this day only. **(Staff to notify parents)**  
Thank you

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

This scheme enables children at Fernbank to select a book, take it home in their names book bag. All children are required to have a library bag to transport their reading books to and from nursery. This can be bought from the nursery at the cost of £3.00. This is an opportunity for you as parents to read them, thus developing an appreciation of books and early literacy skills, ready for school.

Damaged or lost books will be charged at the full cost of replacing them.

I accept the terms and conditions set out above

Child's Name.....

Parents Signature ..... Date.....



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## Electronic Profile Permission Slip

As a reflective practice we are constantly looking for ways to update and improve as a childcare provider. As part of this progress we are introducing the Electronic Profile System which enables the keyworker to build a child's profile highlighting any gaps in the child's learning.

This is a system used by many primary schools. Keyworkers will be able to send you an electronic PDF report of your child per term (Christmas, Easter, and Summer). This will also enable us to transfer the report electronically to the child's new school prior to their start.

For Fernbank Nursery to do this we will need permission from the child's parent/guardian.

I give consent for the Electronic Profiling Assessment to be passed on to my child's future reception class.

Child's Name.....

Parents Signature ..... Date.....

## Nursery Register

A parent/guardian must bring their child into nursery and sign them in on the daily register also a parent/ guardian must sign their child out on the daily register before leaving nursery. Fernbank nursery will not take responsibility of any child brought to nursery by a minor i.e. a person under the age of 16 years or who appears to be under the age of 16 years. Fernbank nursery will not allow any child to leave the nursery with a minor.

I have read and understood the above

Child's Name.....

Parents Signature ..... Date.....





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## Healthy Eating

### Packed lunches

As part of our promotion of healthy eating within the nursery and in conjunction with local primary schools, we encourage all our children to eat healthily. **Please provide an ice block in your child's lunch box.**

Parents are requested to bring a healthy packed lunch suggested items include:-

Fruit

Yoghurt

Cheese

Sandwiches with a healthy filling such as tuna, egg mayo, chicken etc

Sandwiches containing sweet fillings such as chocolate spread are not encouraged.

**Healthy packed lunch should not include crisps, chocolate, sweets, fizzy drinks etc.**

Children will not be given the above items to consume whilst on nursery premises.

We would also like to ask parents whose children stay for lunch to **provide a toothbrush and cover** for your child, with their name on so that we can incorporate 'Smile for Life' into your child's care and education.

### Meals provided by the nursery

Fernbank Nursery work with Blackburn with Darwen Council who offers a menu analysis service for early Years settings, which analyses the nutritional profile of food available in nurseries and child care settings.

The service comprises of a week's analysis using nutritional analysis software, a report on the nutritional content of the meals provided and recommendations on how to improve the menu if necessary.

Fernbank Nursery can provide your child with Breakfast Lunch and Tea if required.

### Breakfast

We offer a range of cereals or toast for your child depending on their/your preference. Please speak with a member of staff regarding this when requesting breakfast as a meal option.

### Lunch and Tea

Fernbank Nursery work on a three week rota for both Lunch time and Tea time meal options. This is to ensure we provide a healthy and nutritious balanced diet plan. Please find within this starter pack our lunch and tea time menus. **Please ensure you notify nursery before 9.30am if your child is ill or absent on their day of attendance as nursery have to pre-order meals from the**



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**school.** Please bear in mind the nursery has the right to charge you for these meals as they are included in the sessions you as a parent have chose for your child.

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## Website Photo Approval

We have developed for Fernbank Nursery our own website, providing customers with fully intensive information on Fernbank Nursery and Facebook Page, providing an insight in to the day-to-day antics of the nursery. This can be viewed at

[www.fernbanknursery.org.uk](http://www.fernbanknursery.org.uk)  
[www.facebook.com](http://www.facebook.com)

Whilst we have been granted permission to photograph your child on their application forms we would like your consent to add the photographs of your child to the website and facebook page.

If your consent is not given, no photograph of your child will appear on the web site or social network page..

I **do/do not** give (delete as appropriate) permission for the setting to take photographs of my child for use on the nursery website and facebook page.

Child's Name.....

Parents Signature .....

Date.....

To make the nursery a picture friendly nursery and so that children will feel proud of their work we are asking parents for permission to display their child's work in and around the nursery setting.

I give permission for my child's work to be displayed in and around the nursery setting so that it is in view for all to see.

Child's Name .....



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## Parent Consent .....

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### Emergency Inhaler Permission

We at Fernbank Nursery would like to request permission from parents to administer the use of an emergency inhaler if your child so needs it.

Importantly we would appreciate it if parents provided the nursery with an inhaler and a spare, for their child if the child uses one at home. But on certain occasions this is not done and we cannot do anything but to inform parents of emergency situations and request them to collect their child.

If your child is an inhaler user and in emergencies you would like Fernbank staff to administer an inhaler then please give consent below.

Name of child .....

Date .....

Permission given by (Parent/carer) .....