

The School on the Green Nursery

Please find enclosed

Enrolment Form

Medical Form

Terms and Conditions

Permissions

All about Me

Communication with Parents/Carers

The School
on the
Green Nursery

Child's Name.....

Enrolment Form

Child's Details

Child's Full Name

Child's known name (if different to above)

Child's date of birth _____

Child's Position in Family _____

Child's first language _____

Child's Religion _____

Name(s) of Parent(s)/Carer(s) with whom the child normally lives

_____ Parent/carer 1

_____ Parent/carer 2

Is parent/carer 1 a legal guardian of this child Yes/No
(delete as appropriate)

Is parent/carer 2 a legal guardian of this child Yes/No
(delete as appropriate)

Mother's/Carer Name _____

(parent 1)

Address _____

Postcode _____

Home Phone _____

Job Title / Work Place _____

Phone number _____

Mobile number _____

Email address _____

Father's/Carer Name _____

(parent 2)

Address _____

(if different from above)

Postcode _____

Home Phone _____

Job Title / Work Place _____

Phone number _____

Mobile number _____

Email address _____

Emergency Contacts

My First Contact

Name _____ Relationship _____

Telephone number _____

Mobile _____

My Second Contact

Name _____ Relationship _____

Telephone number _____

Mobile _____

My Third Contact

Name _____ Relationship _____

Telephone number _____

Mobile _____

In the event that no one can be contacted in an emergency the Nursery Manager will allow other trained professionals to make decisions in the best interest of your child (e.g. medical staff).

Alternative Person to Pick Up Your Child

It is assumed that any of the above named persons will be allowed to collect your child unless stated. Please also state below the names of any other persons authorised to collect your child from nursery.

Please note if someone else is collecting your child you must inform staff by recording that person's name on our attendance sheet. Children will not be released to people whose names are not listed either above or on the attendance sheet. Adults who do not regularly collect your child will be required to supply staff with a password that will be checked before the child is released. Please set a **PASSWORD** we can use in this instance



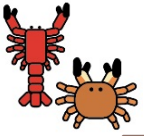
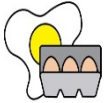
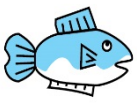
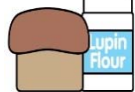








Password.....

It would always be helpful if you could meet the person before or provide a photograph to ensure your child's safety.

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Does your child have any known medical problems that we should know about (e.g. Asthma, Eczema)

Does your child have an allergic reaction to any of the following known allergens (please indicate allergy by ticking box)

 Celery <input type="checkbox"/>	 Wheat <input type="checkbox"/>	 Shellfish <input type="checkbox"/>	 Eggs <input type="checkbox"/>	 Fish <input type="checkbox"/>	 Gluten <input type="checkbox"/>	 Milk <input type="checkbox"/>
 Molluscs <input type="checkbox"/>	 Mustard <input type="checkbox"/>	 Nuts <input type="checkbox"/>	 Peanuts <input type="checkbox"/>	 Sesame seeds <input type="checkbox"/>	 Soya <input type="checkbox"/>	 Sulphites <input type="checkbox"/>

Any other allergies not listed above

How does your child react to these? (so that we know the symptoms to look for in cases of emergency)

Are there any special dietary needs or preferences?

Please give details

Terms and Conditions

Session Times

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am- 12:00pm	9:00 am- 12:00pm	9:00 am- 12:00pm	9:00 am- 12:00pm	9:00 am- 12:00pm
12:00pm- 3:00pm	12:00pm- 3:00pm	12:00pm- 3:00pm	12:00pm- 3:00pm	12:00pm- 3:00pm

Lunch Club

Monday	Tuesday	Wednesday	Thursday	Friday
12:00pm - 1:00pm	12:00pm - 1:00pm	12:00pm - 1:00pm	12:00pm - 1:00pm	12:00pm - 1:00pm

Lunch club is available for children wishing to extend the morning session for a further hour Monday - Thursday for non-funded children the fee is £6.00.

Parents are asked to provide the children with a named lunch box containing a healthy lunch no, sweets please. Please include an ice block to keep the lunch cool.

We must insist that NO Nuts, peanut butter or cakes / biscuits containing nuts are sent in any lunchbox. We have a child who is severely allergic to nuts, and are aware of the severity and consequences if that child accidentally or mistakenly eats them. We would therefore appreciate your co-operation with this request.

Arrival

The front door will be opened at 8:50 am, parents and children can wait in the reception; the classroom door will be opened for the start of the session at 9:00am. Children can be dropped off any time between 9:00- 9:30am; the front door will be locked promptly at 9:30am. The front door will be re-opened 5 minutes before the end of each session.

Leaving your child

We would ask parents/carers to co-operate with the wishes of the Manager when leaving their child, as the children are so young it may take them a while to settle with us. Parents are requested to go, stay or come back within a short time span, whichever is appropriate. Our best interests are for each child to make the break with home as confidently and happy as possible.

Session Structure

On arrival children find their name and sit for a short welcome circle time. During this circle time children take turns to be the "helpers" with daily routines such as days of the week, weather chart and counting the children.

The children are introduced to the weekly theme and the activities available for them to explore that day. After the introduction the children choose where they want to play. Daily activities provide "learning through play" opportunities across the seven areas of the EYFS. There is usually an adult directed activity and other activities (including mark making, role play, numbers, sand, water, "messy" play and painting) for the children to explore independently. Children are also able to choose other resources to play with should they wish. In good weather we offer "free flow" access to the adjoining outdoor area during the early morning play session. There

is a particular emphasis on physical play in this outdoor area. At the end of the free play session, the children are encouraged to help with clean-up operation and responsibility.

Snack Time

The children sit with an adult in small groups at snack time. The children choose where they want to sit and have opportunities to talk with their friends and teachers. We encourage social interaction and independence. The children help to set and clear the tables, select their own snacks and pour their own drinks. We vary the snack available to the children at snack time from the list below, and offer the children a drink of milk or water. Water is also available for the children to drink throughout the session should they become thirsty.

Please let us know of any food your child can not have by indicating in the space below:-

Carrot	Grapes	Pitta bread
Cucumber	Oranges	Melon
Peppers	Satsuma's	Sweetcorn
Celery	Clementine's	Pineapple
Cherry Tomatoes	Apples	Plain Pancake
Peaches	Lettuce	Lemon /Sugar
Nectarines	Bananas	Pancake
Mango	Strawberries	Maple Syrup
Blackberries	Pears	Jam Sandwiches
Raspberries	Kiwi Fruit	Raisins
Blueberries	Plums	Star fruit

The Session continued

We then go outside either to the side garden or for a nature walk around our field. The side garden again provides opportunities to learn through play across the seven areas of the EYFS.

At the end of the morning session we have story time and the children talk about things they have enjoyed and learned that day.

In bad weather we will still offer children opportunities for outside play should they wish to but the built environment makes it impossible to offer "free flow" play.

On Tuesday mornings the children take part in a short French session, before going outside to play.

Outside Activities

We play outside every day; therefore it is vital you send your child to nursery in the appropriate clothing.

In the event of a hot summer, please send your child with a sun hat with sun cream already applied, sun cream is available in the reception should you forget to apply before a session. During the winter please send your child with a warm hat, gloves and wellington boots.

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.

Clothing

We have no compulsory uniform; however, The School on the Green Sweatshirts and Polo-Shirts are available for a small fee. We would suggest that your child wears comfortable clothing to enable them to use the toilet independently. We go outside to play every day, please provide a change of clothing for your child so we can change them if they get too wet or muddy.

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. **Please ensure that all clothing and wellington boots are clearly labelled with your child's name.**

Illness

We will refuse to accept children at a session who present symptoms of the following: Vomiting, Diarrhoea, Measles, Mumps, Raised temperature. Please keep your child away from nursery for a further 48 hours after a bout of one of the above.

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 nursery, 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'. 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. Should a child receive a knock to the head the Manager will phone to inform parents and you will receive a 'bump to the head' form.

Medicines

We must be advised of all medication that your child may take on a regular basis. We are unable to give any medicines unless they have been prescribed by a doctor and we have written consent - this means that we are unable to administer medicines such as Calpol unless a doctor's prescription label is on the bottle. If you require prescription medicines to be administered to your child details must be recorded in the medication book.

Child Observations

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

Changes in 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 maybe on your child's mind (e.g. new baby or moving house).

Late Collection

Please collect your child promptly, as we need to leave on time to collect our own children, however if you are going to be late it is very important that let us know.

In case of emergency The School on the Green's telephone number is **01494 715518**.

A late collection fee will be charged at £6.00 for the first half hour and £6.00 for each subsequent 15 minutes.

NB: Discretion will be used in exceptional circumstances - e.g. car breakdown etc.

Nursery Closure

There may be times when the nursery will have to close due to unforeseen circumstances e.g. bad weather or problems with the pavilion. The nursery will contact parents via text messaging if this occurs, please ensure we have your up to date mobile numbers. Details of closure can also be found on Buckinghamshire County Council website, under School Closures, which is updated daily.

Getting Involved

All the evidence shows that children's educational outcomes are much better when parents, carers and other family members are actively involved in their education; therefore we encourage all parents to spend some time in the nursery.

If you have a special job or skill that you could tell the children about during circle time or you would like to help with cooking, planting or a craft session please let us know by completing the question in this pack.

We understand that not all parents will be able offer their time in this way.

Policies and Procedures and information sharing

A complete set of policies and procedures are available in the reception area for you to read, a separate reference copy is also available, Personal copies will be sent out via email on request(you will appreciate the reproduction of paper copies is very costly).

If your child attends another setting/ child-minder or you employ a nanny we would like to share information we gather on your child with them. We should be grateful if you would give us permission by signing the section below.

I give permission for The School on the Green to share information about my child with my child's nanny/child-minder/ other provider (delete as appropriate).

.....(signed parent/carer)

.....(print name)

Child Development Updating of records

We now record the children's development using an online learning journal system called Tapestry- you will receive a safeguarding policy regarding this system. Throughout the course of the pre-school year staff use this system to observe and record information about your child's development, to be discussed during parent consultation meetings and for writing children's reports. Staff have been allocated time during the course of the week to update these records however there may be occasions where these records need to be update off the premises. Your child's key person has signed a declaration form stating that records will be kept safe and confidential at all times, ensuring they abide by the settings safeguarding policy.

If paper copies of the children's learning journals are removed from the setting, no photographic material will be removed from the setting. Please sign below for your permission for this to take place. Ofsted permission has also been given.

.....(signed parent/carer)

.....(print name)

Fees

Non funded fee is £18 per session; Free Flexible Entitlement (FFE) is available for all 3-4 year olds, who are entitled to 15 hours free childcare per week. Additional hours will be charged at £6 per hour. Extracurricular activities e.g. Cooking, French, Music & Dance and Wycombe Wanderers Mini Blues sessions, **may also** be charged for or payment for these activities can be made as part of the parental contribution.

Fees are invoiced at the beginning of the each term and parents are requested to pay within 14 days of receipt of the invoice.

If parents prefer, payments can be made on a weekly basis (due each Monday) or monthly (due on the 1st).

Payment can be made by cash, cheque made payable to ' The School on the Green Ltd' or directly into The School on the Green Ltd bank account, details of which are on the invoice. The School on the Green also accepts Nursery Vouchers.

Parents who are unable to make payment or are having difficulty making payment should speak to Nimalika Fonseka to discuss.

Where fees are paid late we reserve the right to charge interest on the sum due. In the event that payment is not received in full your child's place may be withdrawn until payment is received or a payment plan is signed and is in place.

Fees are reviewed annually.

Parental Contributions

As you are aware The School on the Green provides the children with a richly resourced learning environment, with highly qualified and experienced staff. There is a high adult to child ratio and we also offer extra-curricular activities such as French, Music & Dance, Football and Cookery.

As explained during your nursery visit, these activities and higher ratios are not factored into the funding we receive from the Government and the introduction of the 2010 Code of Practice no longer allows for a so-called 'top-up' fee. However to ensure we are able to deliver our enhanced provision, we require parental contributions that helps to meet the actual cost of this extra provision; we suggest the contribution is £2 per hour.

There are a number of ways to make a contribution at The School on the Green; some parents make a contribution once a term, whilst others like to arrange for a regular monthly payment and others choose to use their employer's childcare voucher scheme for all or part of their contribution. If you think your employer might offer such a scheme, do look into it, as it is a tax-free benefit to you.

It should be understood that these contributions are made on a purely voluntary basis and that no child will be excluded should a parent wish to take up the free entitlement.

Permissions

Do you give permission for First Aid to be administered to your child in case of an accident or emergency?	Yes	No
Do you give permission for medical treatment to be sought and administered in the case of an accident or emergency?	Yes	No
Do you give permission for your child's learning journey to be completed using the online Tapestry system(details of which will be supplied separately)	Yes	No
Do you give permission for your child's photo to be taken during activities and displayed in the nursery?	Yes	No
Do you give permission for your child's photo to be used for publicity purposes (i.e. in our prospectus and on the website?	Yes	No
Do you give permission for your child to appear in video clips for evidence of development	Yes	No
Do you give permission for your child to go on nursery outings (This includes nature walks & playing on the cricket field outside the boundary regarded as the nursery premises).	Yes	No
Do you give permission for your child to be photographed or recorded on video by other parents during school parties, nativity performances, sports day and fun day activities?		

Do you agree to be responsible for informing the nursery of changes of circumstance, including contact names, addresses, phone numbers, email addresses etc?	Yes	No
Do you give permission for the nursery staff to apply sun cream to your child?	Yes	No
Do you give permission for your child to take part in food activities? (cooking)	Yes	No
Do you give permission for your child to take part in gardening/planting activities?	Yes	No
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?	Yes	No
Do you give permission for your child to have their face painted during fund raising or party events.	Yes	No
Do you give permission for your child's to eat the following foods at fund raising events or party events?		
Pizza	Yes	No
Hotdog	Yes	No
Ketchup	Yes	No
Mini Milk	Yes	No
Ice Lollies	Yes	No
Pancakes	Yes	No
Sugar/Lemon	Yes	No
Do you give permission for your child to hot chocolate as a warming drink in cold weather	Yes	No

We will still ask for permission throughout the year to ensure you are happy for your activities.

Acceptance

Name of Child

I wish to enrol the above child at The School on the Green Nursery. I have read the Policies and Procedures and agree to comply with the terms and conditions as stated, plus any updated information when necessary. I have read and understand the paragraph regarding parental contributions.

Name of Parent(s)/Carer(s)

Signature of Parent(s)/Carer(s)

Relationship with child.....

Date.....

The School on the Green Signature

Mrs. Nimalika Fonseka on behalf of The School on the Green

Date:

Contact

The School on the Green
The Cricket Pavilion
Penn Street
Amersham
Buckinghamshire
HP7 0PX

Mrs Nimalika Fonseka

Day time Telephone Number 01494 715518

Mobile Phone Number 07853 879795

Email address: enquiries@theschoolonthegreen.co.uk

Website: www.theschoolonthegreen.co.uk

Feedback & Complaints

We welcome all feedback from parents, whether face to face, by phone, by email or in writing. We have a well-qualified, enthusiastic and energetic team and we know that the service we provide can only be improved by constant evaluation and re-assessment. Your concerns and views are a very important part of that process.

We also believe that parents are entitled to a courteous and prompt response to any concerns they may have. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with your concerns which comply with The Children's Act 2004 regulations. Please refer to our full Feedback and Complaints Policy for full details.

At any point before, during or after this process, a parent has every right to make a formal complaint to OFSTED (as per the Children's Act Regulations) at the following address: -

**Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231
www.ofsted.gov.uk**

Official use only

Initial visit Date.....

Advertising method.....
(word of mouth, website, leaflet)

Registration Form received Date

Requested start date.....

Moved to waiting list.....

Place still required (contact parent).....

Moved to Enrolment list Yes / No.

Enrolment pack and welcome letter sent out.....

Is able to help in nursery Yes/No.

Induction Date.....

All About Me

My Name is	(photo)
My Birthday is	
Names and ages of any Brothers and Sisters	
Pets if any and their names	
Any special family names (Grandparents, Aunties, Uncles, cousins)	
Names of Friends	
Favourite toy, story or rhymes	

<p>Does your child have any particular fears</p>	
<p>Details of other groups you attend e.g. swimming, music</p>	
<p>Comfort objects e.g. blanket</p>	
<p>Anything else you would like us to know about your child, e.g. what you have noticed he/he can do at home, count to 3, colours etc.</p>	
<p>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</p>	
<p>Is your child able to go to the toilet independently?</p>	<p>Yes / No</p>

Starting points for your child to be discussed with your child' key person	Next steps