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Building Blocks Too Nursery

105 Fairwater Way, Cwmbran, NP44 4PS

Building Blocks Too aims to provide a high standard of care and education for children aged from birth to 5 years in a safe, caring and stimulating environment where learning is fun.

Owners -Joanne Boycott and Lesley Price

Nursery Manager – Katie Carr

Tel: 01633 480250

Email: bbtoo@live.co.uk

Web site: www.buildingblocksnursery.net

Gwobr Iechyd y Gweithle Bach
Small Workplace Health Award
Aur - Gold
Cymru iach ar Waith
Healthy Working Wales

Arolygiaeth Gofal Cymru
Care Inspectorate Wales

Dear Parents,

Building Blocks Too nursery believes in traditional values. One of our many aims is to provide a happy, relaxed and homely environment to help your child feel secure and safe.

The nursery has an open door policy, which encourages parental involvement; Parents are encouraged to view the nursery at any time however it may be beneficial to ring to make an appointment so that we can ensure that there is somebody free to show you around, and spend time discussing your needs and requirements. You are able to discuss your child's progress with staff on a daily basis. Upon request, developmental records of your child's progress can be viewed. Social parent events are held 2-3 times a year and give you the opportunity to visit the nursery, speak with staff and spend time looking at all your children's displays.
We aim to work alongside parents to encourage children to become a confident and active member of society. Professionals from other back grounds are invited into our nursery to offer the staff support as working together benefits the children.

We welcome any comments you have to make regarding the nursery, as we aim to provide you and your child with the very best care and attention.

If you have any questions or queries, please do not hesitate to ask for more information. We look forward to meeting you and your child.

Yours sincerely

Lesley Price/Joanne Boycott
Nursery Owners

General Information and Location

Welcome to Building Blocks Too Nursery, We are a sister nursery to Building Blocks in Croesyceiliog. The nursery comprises of 2 main indoor play areas each with space for messy play such as painting, sand, water and plays dough and areas which allow for building, puzzles, reading and quiet time. We have a separate sleep area for the babies and a quiet relaxing area for the older children. The management team can be found in the nursery office should you wish to speak to them. The office can also be used by staff which to allow parents to have adequate space and privacy to speak with a member of staff should the need arise.

Building Blocks Too is located in Fairwater, Cwmbran. The nursery is on site with Cheeky Monkeys indoor play centre. It is set away from the busy main roads, with a secure fence around the perimeter. It is within walking distance to a local playing area and shops.
Building Blocks Too Nursery opened in April 2009, The nursery is registered to accept 50 children, both boys and girls from birth to 5 years old. We offer both full time and part time places and this be accessed at any point throughout the year, depending on the space available. We provide an after school club for children attending Coed-Eva School, based in the school itself.

Building Blocks Too Nursery is registered with The Care and Social Services Inspectorate for Wales (CIW), with inspections carried out every two years. Our reports are on our notice board for you to read. We can offer eligible parents access to the 30 hour Childcare offer available for children aged 3-4 years. Eligibility, help and advice for this can be gained via the Family Information Service.

The nursery has undertaken a selection of quality awards to ensure we maintain our reputable high standards. In 2019/20 we achieved excellent results for the ‘’Infant Toddler Environment Rating Scale ITERS3) which is Torfaen Quality Assurance Mark. Sustained shared thinking and emotional wellbeing scale (SSTEW) was trailed in 2019. These are both assessed annually.
Quality for All was reassessed at the beginning of 2020 giving us a ’Highly Commended’ mark. The Gold Small Workplace Health Award was also gained at the beginning 2016.
Embedded are practices in nutrition and oral health, active play and most recently mental health and wellbeing.

Joanne Boycott and Lesley Price own the nursery. Katie Carr is the Nursery Manager and is supernumerary, Abbey Eaves is the Deputy Manager and Chelsea Simmonds is the room leader of our 2+ children. Staff in each room take responsibility for the general day to day running of the rooms. The nursery employs staff qualified to NNEB or NVQ level 5, 4,3 and 2 in Early Years Childcare and Education. Additional assistants and a nursery cook are employed at lunchtimes and also trainees and students are often present to gain valuable experience. All of our staff have enhanced DBS (police checks) and over 90% of our staff are first aid trained.

The nursery has an open door policy, which encourages parental involvement; you are able to discuss your child's progress with staff on a daily basis. Developmental records of your child's progress can be viewed at any time on request, and also at an annual parents evening. We aim to work alongside parents to encourage your child to become a confident and active member of society. We also welcome other professionals into our nursery as working together benefits the children.

Policies

Policies.

Nursery policies, newsletters and information are available at all times for parents to view in the file and on the walls in the reception area. These will be updated when needed. Below is a small selection of policy information and is not the full content of all policies.

Health and Safety.

Parents will be able to access the foyer of the nursery. The door giving access to the nursery has finger print scanner for staff to use. Staff will release the door to allow parents access to the building. Upon leaving the building, you will need to press the door release button to open the door. Parents are requested to leave and collect their child from their playroom giving you the opportunity to communicate with the staff caring for your child, and see the environment in which they play on a daily basis. Please inform the nursery in advance if any person other than yourself will be collecting your child, a password will be requested.

Equal Opportunities Nursery Policy.

Every child is different; they all have individual needs.
Each child is entitled to equal access to opportunities in a secure and accessible environment.
The nursery staff will treat every child with equal concern, to meet their individual needs, with regard to racial origin, culture, religion, language, gender, age and attainment.

Additional Learning Needs

Building Blocks Too is an inclusive nursery. We believe all children are unique and should have the opportunity to develop to their full potential. We welcome the opportunity to discuss with you the individual needs of your child.

Maintaining a healthy environment.

If your child is ill please, DO NOT bring them to Nursery. This is to maintain a healthy and safe environment. If your child becomes ill whilst at nursery, every effort will be made to contact you or any other named carer. Please familiarise yourself with our exclusion guidelines and report all illness to nursery for us to record and if needed report to the necessary authorities.

Medical policy.

Medication that has been prescribed by a GP for illness may be administered by a senior member of staff. We will not administer mediation bought over the counter. Children requiring prescription medication or antibiotics must be well before entering nursery. A child must have 48hrs at home after the antibiotic course has started before they can return to nursery or 24 hours for non –antibiotic treatment. A child that has a specific condition requiring medical attention i.e. Ventolin for asthma; a medical form must be completed and signed before it can be given. Medication can be given for teething, and Calpol will be administered to children prone to febrile convulsions. This is in the event of an emergency situation only, with written consent from the parent.

Child protection.

We are committed to ensuring the welfare and safety of all of our children. In most circumstances we endeavour to discuss all of concerns with the parents however there may be exceptional circumstances when we will discuss concerns with Social Care/police without parental permission. We will aim to maintain a positive relationship with all our parents. Our full safeguarding policy is available to view.

Behaviour Management Policy

- All staff are to treat children, parents and one another with respect care and courtesy. This will provide a positive role model for the children.

- Positive strategies are to be used by all when dealing with any conflict. It is important to help the children find solutions that will suit the child's age and stage of development (praise, distraction and rewards).

- It is important to praise desirable behaviour such as kindness and the willingness to share.

- Children's behaviour should be handled according to their age and stage of their development. By distraction, discussion or by withdrawing the child from the situation.

- Everyone must encourage those children that have behaved in an unacceptable way, to see what was wrong and how to cope more appropriately. Guide and support using a 6 step approach (When appropriate for the age of the children):

1. Approach calmly.
2. Acknowledge feelings.
3. Gather information.
4. Restate the problem.
5. Ask for solutions and choose one together.
6. Be prepared to give follow up support

- Children should never be sent out of the room to sit by themselves.

- We never threaten or use physical punishment.

- Never use techniques intended to single out and humiliate a child or use techniques intended to single out and humiliate a child.

- Physical intervention should only be used to prevent physical injury to children and adults and or serious damage to property. Details of this should be recorded i.e. what happened, what action was taken and by whom and the name of a witness.

- If a child causes physical harm or distress to another child or seriously misbehaves, we should make clear immediately of the unacceptability of their actions by means of an explanation rather than personal blame; again adopt the 6 step approach.

- It is important to work in partnership with the child's parents. Parents need to be regularly informed about their child's behaviour. Reoccurring unacceptable behaviour needs to be observed and recorded to help understand the cause and how to jointly respond to this effectively. If deemed necessary a support plan will put into place to ensure all staff are aware of how to deal with an individual situation outlining strategies that may help the child and staff . Parental permission is to be obtained.

- With parental permission, other outside agencies (e.g. health visitor, educational psychologists) may be contacted to provide additional support for parents and nursery.

- If all strategies are failing and a child continues to cause distress or physical harm to another child/staff we will consider the possible suspension/exclusion of the child from nursery.

CCTV Policy.

We have CCTV cameras installed in and around the nursery. These were installed by a company called Dragon security and are inspected annually. The system comes complete with a hard drive that records images over a 24hr period. The system holds the recorded footage for a maximum of 10 days and is then recorded over.

We have had a CCTV system installed on the nursery grounds for added security. We were experiencing a moderate level of vandalism; this is no longer a problem.

We would like to ensure parents that the footage captured by the CCTV cameras would only be used to;

- Protect our staff should a complaint ever arise
- Protect parents and children should a complaint ever arise
- Protect our nursery grounds and property
- For use in occasional staff training on the premises.

No CCTV footage will leave the nursery premises unless enforced by the police or other legal representatives. Parents of the children captured on CCTV for the days in question will be notified should this situation ever occur.

If a parent has a concern/complaint, the nursery management would hold the right to decide if pre-recorded footage is viewed. Parents do not automatically have the right to view any nursery footage as GDPR and confidentiality must be considered in all cases. We would, where possible, adhere to our complaints policy before any other action was taken.

Complaints

If a parent has a complaint or a concern they are encouraged to discuss the matter with the nursery manager, if the matter cannot be immediately rectified then the complaints procedure will be followed. All discussions will be confidential unless the agreed solution requires communication with others. Details of the complaint and outcomes will be recorded. It is anticipated that a mutually agreeable solution will be reached. The full procedure and details can be viewed in the parent's information file in the hall.
If necessary and at any point parents can contact;

Care Inspectorate Wales, (CIW)
South East Wales regional office,
Government Buildings
Rhydycar
Merthyr Tydfil
CF48 1UZ
Tel; 0300 7900126
Fax; 0300 0628548

CIW is happy to receive information about any social care service but it is not a complaints agency and has no statutory powers to investigate individual complaints between people and their service providers. They cannot make judgements on behalf of people or decide who is right or wrong.

Settling your child at nursery

All children are different, some children adapt to nursery with ease, others find it more difficult, and take longer to adjust. Here are some guidelines for helping your child settle.

* Visit with your child, so that he/she can meet the nursery staff, the other children and familiarise themselves with the new environment.

* Encourage your child to look forward to coming to nursery. Talk about the exciting things they will be doing, and making for you when you collect them.

* A special item or toy can be brought to nursery to help your child settle in the beginning. (This must be labelled with their name.)

* Come into the nursery and find an activity you feel your child will enjoy. A member of staff will help your child to feel secure.

* Explain to your child that you are going; reassure him/her that they will have a lovely time and that you will be back later. Say good-bye and leave quickly.

* Your child may be upset that you are leaving, but please be reassured that children rarely cry for long. You are encouraged to ring to enquire about your child.

* If your child remains upset and cannot be comforted, we will contact you, to collect your child early if necessary. It may be beneficial to pick your child up a little earlier, on the first couple of occasions if possible.

* The priority of the nursery staff is that your child becomes confident and happy in the nursery, so that he/she can grow, learn and develop to their full potential.

* The more often a child attends nursery the easier it is for him/her to develop a trusting relationship with the caring staff.

* It is quite normal to feel apprehensive, and children are surprisingly good at picking up on your emotions. It is a good idea to talk to other parents, as they may have gone through similar experiences as you.

* Please feel that you can confide in staff if there are any problems your child may be experiencing for example, parent separation, moving house or a new baby may have an unsettling effect on your child and it helps if the staff are aware of any difficulties.

* If you have any questions or comments, a member of staff will be pleased to help you.

We hope that this helps you and your child to be very happy in the nursery.

Continue…

What you need to bring with you.

Please clearly label children's bags and belongings.
We request that parents provide a change on clothes for your child.

Babies/Toddler Room

Any nappies, wet wipes creams. (Should you run out of nappies or wipes, we will use nursery's but there will be a charge of £10 per day for this)
For babies please bring bottles and milk powder separately, any other food required for the day, unless your child is having nursery food. Parents can provide juice/water bottles or beakers for their children's use throughout the day although we do have nursery ones available. We will provide all drinks and snacks if you want us to. You may like to bring with you any comforters your little one requires. We encourage the children to clean their own teeth at least once during the day. We will provide toothbrushes unless you wish to send one in.
Children go outside in all weathers please provide sun lotion, hats, for the warmer weather, and wellies, umbrellas, scarves, hats, gloves for the colder weather.

Tots/Toddlers/Pre-School Room

Drinking water is provided daily in sports bottles, the children may bring their own bottles if desired. We encourage the children to clean their own teeth at least once throughout the day.
Children go outside in all weathers please provide sun lotion, hats, for the warmer weather, and wellies, umbrellas, scarves, hats, gloves for the colder weather.

Clothing and Personal property

Please mark all your child's clothes and belongings with their name. If the children want to bring items from home, whilst every care is taken, the nursery cannot accept responsibility for any items lost or damaged. Please speak to a member of staff about labels.
Please do not put your children in their 'best outfit' for nursery, we have lots of messy play.

Healthy Eating

The nursery cook provides children with fresh meals daily where individual dietary needs are taken into account. We feel healthy eating is an essential part of a child's ability to thrive. All our food is checked to ensure it contains as few additives as possible and we avoid adding sugar or salt to any of our main meals. The children are provided with fresh fruit and milk at least twice through one full day, water is always available if required.
We use a four week rota menu which is displayed on the notice board in the hall for parent's information.

A general meal for our children consists of:
A snack compromising of Cereal/ Fruit/Yoghurt
A home cooked lunch followed by fruit/yoghurt/biscuit/home-made cake
A snack compromising of fruit
A light tea followed by vegetable sticks/fruit sticks

The younger babies will be provided with fresh vegetable and fruit purees when weaning. The menu will be adjusted as your child gets older.

EDUCATIONAL PROGRAMME

The nursery staff aim to help each child to reach their full potential. The children's own interests influence the planning and the chosen topic. We do have an educational programme based on themes for the year taking into consideration the season, and various festivals. These are used as reference points. Primarily we are an English speaking nursery however we do use a moderate amount of the Welsh language. Children are very receptive to this.
Our 0-3 year groups use child hood development stages and the foundation phase profiles to support their planning. Once the children reach the age of 3yrs the staff will plan activities based upon the foundation phase. However, we are now adopting the new educational framework which we aim to have embedded by 2022.
The four purposes of the curriculum are;

- ambitious, capable learners, ready to learn throughout their lives.
- enterprising, creative contributors, ready to play a full part in life and work.
- ethical, informed citizens of **Wales** and the world.
- healthy confident individuals and are ready to lead fulfilling lives as valued members of society.

All of our activities are about enhancing the learning experiences which enable children to be creative, imaginative and have fun whilst learning. Through appropriate focused activities your child will receive a solid foundation for the development of reading and writing. We will promote discovery and independence and place a greater emphasis on using the outdoor environment as a resource for children's learning.
There are six areas of learning,
Expressive Arts
Health and Wellbeing
Humanities
Language, Literacy and Communication
Mathematics and Number
Science and Technology
Observations of the children are carried out throughout their day at nursery. This will enable staff to highlight areas of individual progress. Personal development charts are completed to show progression. If there are concerns with any area of your child's development, we are happy to discuss them with you. This way we can all work together and help your child reach their full potential.

Groups. The children are grouped according to age and stage of development.

0-2 years	12	Babies	4 staff
2-3 years (approx.)	20	Toddlers	5 staff
3 years plus	16	Pre-school	2 staff

A trainee will be available to support the groups if child; ratio requires so.
The approximate age is given to allow flexibility so that each individual child's needs are taken into account prior to them moving to the next group.

Daily Routine

This routine is intended as a guide to the general structure of the nursery day.

Baby room

Babies follow their own individual routine with regard to eating, sleeping and nappy changing. The structure of the day is flexible, daily activities are planned to promote stimulating play.

The older children

- The children are welcomed into nursery where they can choose from a range of activities including mark making, small world play, block play, arts and crafts
- The children are offered a snack of milk, fresh fruit/toast/cereal.
- The children are encouraged to use the bathroom throughout the day to promote independence and encourage good hygiene.
- Structured/spontaneous activities are carried out both indoors and outdoors to actively link with planning. (Outdoor activities are encouraged whatever the weather, as we believe the children need the exercise to enable them to thrive.) At this time we encourage sand/water play, painting, play dough as well as the activities mentioned above.
- The children participate in story, rhyme time or music and movement before lunch.
- Lunch is served at approximately 11.45pm, this consists of a well-balanced meal which is adapted to suit individual needs
- After lunch, the children are taken to the bathroom to brush their teeth and all children have their hands and faces washed.
- The younger children are taken into the sleep room to rest after lunch, although the children are welcome to sleep at any time of the day. The older children are given the opportunity to rest whilst having a story
- The afternoon routine is similar to the morning routine with a snack being offered at around 2pm
- A light tea is served around 3.45pm.
- The children are asked to help tidy their nursery before it is time to go home.
- See You Tomorrow!

The routine is very flexible and is adapted to suit the age and stage of individual children. We find during the summer months the children spend more time outdoors in the garden or going for walks.

Nursery Fees

(Prices may change. Correct prices for September 2021).

		Based on 50 weeks of the year (monthly price may vary when starting mid-year)					
Session Times	Daily charge	Weekly price	Monthly	Monthly 4 days a week	Monthly 3 days a week	Monthly 2 days a week	Monthly 1 day a week
7.30 -6.00	£45	£195 (discount applied)	£812.50 (discount applied)	£ 750	£ 562.50	£ 375	£ 187.50
8.00-5.00	£42	£ 180 (discount applied)	£ 750 (discount applied)	£700	£ 525	£ 350	£ 175
8.30-5.30	£42	£ 180 (discount applied)	£ 750 (discount applied)	£ 700	£ 525	£ 350	£ 175
8.00-12.30	£23.00	£115.00	£ 480	£ 384	£ 287.50	£ 192	£ 96
1.00-5.30	£23.00	£ 115.00	£480	£ 384	£ 287.50	£ 192	£ 96

- The above prices are inclusive of care and food costs.
- Fees must be paid a month in advance.
- Bills are worked out over a 50 week period and divided into 12 equal payments (pro rata if you start mid-year). You will receive a spreadsheet invoice that is also your receipt. It should be signed every time you make a payment. This receipt will be essential should there be any bill discrepancies. You will be liable to pay your bill if you do not have proof a payment has been made.
- Are registered to accept many forms of voucher payments, tax free back account payments plus payments from colleges, university, employers and local council payments.
- Discount from the child care offer cannot be used in conjunction with any other offers or discounts; including daily, weekly or sibling discounted rates.

		30 hour childcare offer charges.			
Session Times		Breakfast	Lunch	Snack	Tea
7.30 -5.30		£2	£2	75p	£2
8.00-1.00		£2	£2		
1.00-6.00				75p	£2

The 30 hour child care offer will allow a parent(s) working over 16 hours per week the opportunity to apply for help with child care costs. You will be eligible the school term after your child turns 3 years of age. The funding will provide 10 hours of education per week plus 20 hours of care per week (minus costs for food). All other nursery fees will be calculated minus any other discounts (i.e. weekly discount rate for a full time place.) The 30 hour funding will only be made for 48 weeks of the year and not the full 50 that we are open. You can choose to remove your child for a period at the end of Aug or pay for the spaces at rates above. You can contact the family information service for more advice regarding this.

All absences are to be paid in full. The nursery must be informed of the absence immediately and likely return date. Should Torfaen with hold any funding, the parent will be asked to pay the fees at the prices above.It is recommended that children take at least 2 sessions a week. A single session is sometimes not beneficial to the child's emotional and social development. However we are happy to provide as many sessions as you require.

The nursery will close for one week at Easter and one week at Christmas, **no charge will be made for these closures**. **All other holidays must be paid in full.** The nursery will be closed for Bank Holidays with the exception of Good Friday.

Avoidable Nursery costs / charges

- Charges for copies of bills and contracts for reasons such as tax credits etc. will incur a fee of £6. Please keep the original copies that you are given to avoid this charge
- Any child arriving before a session start time or leaving after a finish time will be charged £25.00 on their next bill. Please adhere to the correct times to avoid this charge.
- Bill periods run from September – September. In order that bills can be dealt with quickly, we ask parents to pay on the 1st of the month. We will charge 8% of the total bill for payments that are late. Charges will apply within the first week of the bill being paid late. Please pay on time to avoid this charge.
- Failing to provide nappies or wipes will incur a £10 daily charge for the use of nursery products. This will be added each day until nappies or wipes are sent in. Please check your child's diary for requests.
- Payments made by vouchers cannot be refunded.

All charges will be added to your account and will need to be paid at the beginning of the following month.

Bill queries can be emailed to bbtoo@live.co.uk, you will receive a response within 10 working days.

Temporary changes in place

In order to ensure that the nursery is made and maintained as Covid-19 secure as possible, we have made a few temporary changes to some of our policies and procedures.

We are currently not allowing parents and carers into the nursery to drop off and pick up their children, one adult per family is permitted to attend the door of their child's room and they must wear a mask unless exempt.

The children have their temperatures taken on arrival and staff will log this and sign their child into our signing in book which is situated by the front door, the child must also be signed out when they leave. Pushchairs are to be left under the sheltered area by the front door instead of being brought in to the foyer. When waiting to enter the nursery parents/carers form a socially distanced line against the wall, which has been marked in order to keep the car park clear and safe.

We are encouraging parents/carers who wish to discuss anything with a member of staff to email the nursery and book a telephone consultation, so that we can ensure there is appropriate time.

The children are currently placed into "bubbles", we have been very lucky that most of our rooms provided this environment prior to Covid-19, Preschool have their own room. Babies and toddlers has been partitioned to allow separate defined areas. We are very lucky that our garden area is large as we have been able to partition this off to make separate areas for bubbles to use, all equipment is sprayed with a chlorine solution after the children have gone back inside.

We are currently holding "look around" sessions at 5.30pm once most of the staff and children have left for the day. We are permitting two adults and their child/children to attend the session and again all adults must wear a mask. These sessions must be booked in advance so that full preparations can be put into place.

The children are not currently brushing their teeth whilst at nursery, this will resume once the threat of Covid-19 has ceased.

Building Blocks Too Nursery - Application Form

Please use block capitals.

1. Child's full name _____
   Gender Male Female
   Date of Birth _____
   Address _____
   _____
   Telephone _____
   Email address _____

2. Please tick sessions required

	Morning 8.00-12.30	Afternoon 1.00-5.30	Full Day 7.30-6.00	Full Day 8.00 -5.00	Full Day 8.30-5.30
Monday	☐	☐	☐	☐	☐
Tuesday	☐	☐	☐	☐	☐
Wednesday	☐	☐	☐	☐	☐
Thursday	☐	☐	☐	☐	☐
Friday	☐	☐	☐	☐	☐

3. Father's/Carer's full name _____
   Father's/Carer's mobile number _____
   Father's/Carer's Employer _____
   Address _____
   Telephone _____

4. Mother's/Carer's full name _____
   Mother's/Carer's mobile number _____
   Mother's/Carer's Employer _____
   Address _____
   Telephone _____

5. Child's Doctor _____
   Surgery address _____
   Health Visitor _____

6. Birth details: Full term ☐ Premature ☐ Late ☐

7. Details of immunisations and development checks your child has received.
   _____

8. Any medical details (i.e. convulsions), allergies (i.e. plasters) or disabilities
   _____
   _____

9. Diet requirements. Please indicate if your child should NOT be given certain
   Foods or drinks _____
   Medical _____
   Religious _____

10. Whilst every care and attention is given, bumps, bruises etc can be accidentally received in normal play. However should your child require emergency medical attention, and you can not be contacted, please sign to give permission to obtain it.
    _____

11. Please give details on culture, religion, and spoken language.
    _____

12. Good communication is necessary between parents and staff to ensure that we work together to provide the best for your child. Are there any other details that we need to know regarding your child?_____

13. We may take photos of your child during nursery for reasons such as displays, development charts and training purposes. Photos may also be taken by 3rd parties for community events i.e. Torfaen official photographer or by a photographer in order for you to purchase. Please sign below if you are happy for your child to be photographed.

_____

14. Please sign below to give permission for your child to be taken for short walks and outings in the locality. We are fully insured for these trips.

_____

15. The information we have collected about you and your child will be held on file, both in the form of paper copies and digital copies. This information will remain on our systems in accordance with regulatory bodies i.e. CIW, Social Service, HMRC etc. Please sign to say you understand and accept that it s a legal requirement for this information to be stored.

_____

16. By providing an email address, you are giving consent for nursery to send information to you via this method. If you have additional email address you would like us to use please write it below

_____

17. I/We give permission for my child to have their face painted during the celebrations or festivals at nursery.

_____

18. I/We give permission for my child's photo to be uploaded on to Nursery social media accounts

_____

19. I/We understand that during festivals and concerts, some parents may wish to record/photograph their child. I/We give permission for my/our child to continue to take part in these events.

_____

Please provide contact numbers of friends or relatives who are authorised to collect your child.

Name _____ Relationship _____
Telephone _____

Name _____ Relationship _____
Telephone _____

20. Please supply a password to be used, should anyone different collect your child

_____

21. Please indicate how you heard about the nursery_____

22. One months' notice must be given to reduce sessions or remove your child from the Nursery.

23. I have received, and read the regulations of the nursery and agree to comply with them. I will make myself aware of policies and procedures and I have given my consent where appropriate I therefore wish to apply for admission to Building Blocks Children's Nursery.

Signed _____ Date _____ /_____ /_____

Please remember it is important to keep this information up to date please inform us of any changes as soon as possible.

I wish my child to start nursery on: - _____

BUILDING BLOCKS TOO

Contractual Agreement

This together with the information contained in the nursery booklet and application information forms a legally binding agreement between: - **Building Blocks Too Private Nursery**

and The parent(s) Carer(s) _____,

of Child/Children's Name _____.

I/we understand that upon acceptance of a childcare place, payment of the estimated monthly fee is required in advance. Each charging period will be for one calendar month and all fees will be based on an annual attendance (pro rata for midyear start dates)

I/we understand that Building Blocks Too reserve the right to increase the said fees at any time.

I/we understand that any government funding cannot be used in conjunction with any other nursery discount including the discounted daily fee or weekly fee. The normal hourly rate is £8 per hour.

I/we understand that if there are outstanding fees at any time, the Nursery reserves the right to immediately suspend or terminate childcare services for the child until the position is rectified. Any cost incurred as a result of suspension or termination will be paid for by the parent/guardian of the child. Any charges associated with cancellation of standing order mandate, the re- instatement of a standing order or similar schemes, or Bank or administrative charges, will be refundable in full by the parent/guardian.

I we/understand that in the event of any fees becoming outstanding the nursery reserves the right to add a 8% late payment fee. I/we also understand that other charges will apply as laid out in the information pack.

I/we understand that as parents we must give one month's written notice to reduce sessions or remove our child from the nursery and this is non-negotiable.

I/we understand that upon departing nursery, should a debt be outstanding, this information will be passed to the debt collectors, child tax credits and may be shared at nursery network meetings. In the event that this matter is passed to debt collection we reserve the right to charge an administration fee.

I/we understand to always be respectful and polite to the staff of the nursery. I/we understand any form of abuse towards staff will be in breach of contract and your child's place will be terminated immediately.

I/we understand a **minimum** deposit of £100 is required to reserve a nursery place. This is non-refundable but will be taken off your first month's bill.

I/we understand that the nursery staff cannot undertake the care of sick children as clearly laid out in the "maintaining a healthy environment policy". I/we have read and understood the exclusion policy. I we/ agree to conform to all rules surrounding exclusions for illness at nursery. Should our child or member from the same house hold display any signs of illness I/we will report this to nursery immediately and follow all necessary rules.

I/we understand the nursery policy on the administration of medication. I give permission for medical attention to be obtained in the event that I/we cannot be contacted.

I/we have received, and read the regulations of the nursery and agree to comply with them.

I am/we are aware that there is a file of all the nursery policies and procedures kept in the entrance hall for parents information. I/we have read and agree to these policies and procedures. These will be updated when needed.

I/we understand that children are taken for walks, visits or outings etc. I/we give permission for our/my child to be included in such outings; the nursery is fully insured for these trips.

I/we will keep this information up to date and inform the manager of any changes to details.

I/we understand that the nursery are unable to offer any refunds or compensation for closure or suspension of nursery activities as a result of third party action, inclement weather, fire, flood or any other event beyond our control.

I/we understand that the nursery cannot be held liable for the loss or damage of any item belonging to the public on the premises. This particularly applies to children's clothing and toys as well as motor vehicles, prams and buggies.

By signing acceptance of the Terms & Conditions you give the nursery express consent to retain and process that information provided by the parent/guardian, which directly relates to the child and family, for the sole purpose of childcare. Such information will remain with the nursery as required by regulatory bodies and may be transferred to a school of your choice, once your child leaves the Nursery.

I/we have completed an application form and agree by the conditions as set out in the nursery booklet.

Both Parent/ legal Carers to sign

Signed _____ Parent(s)/Carer(s) Date _____ /_____ /_____

Signed _____ Parent(s)/Carer(s) Date _____ /_____ /_____

Signed _____ On behalf of Building Blocks Nursery.