



Family Information Pack

185 COPPERMILL LANE,

WALTHAMSTOW,

LONDON E17 7HF

0208 520 9543

CALL TODAY TO ARRANGE A VISIT

Contents

Page	Content
3	Welcome to Giggle Tots
4	Babies to Pre-school
5	Extra curriculum activities
6	Admissions/Settling in
7	Outdoor learning/Learning Journals
8 – 9	Food and Nutrition
10	Safe and Sound
11	Ofsted Comments
12	Location
13	Frequently Asked Questions
14	Free Early Education Entitlement
15	Fee Structure
16 - 17	Terms and Conditions
18 – 21	Registration Form

Dear Families,

Welcome!

Thank you for your recent enquiry.

I have pleasure in enclosing our Parent Information Pack.

We recognise the importance of making the right decision about your child's care and education. I hope that you find Giggle Tots to be a warm and welcoming environment that truly strives to be a 'home from home'.

The early years of your child's life are key to their educational, physical and social development, communication and as such it's vitally important to give them the best possible beginning. To ensure this happens, we provide well-resourced facilities and attract and retain staff that has had a thorough understanding of children and how they develop.

It is imperative that we earn the trust and confidence of you, and we want you to be happy with us and the way we work with your children. We pride ourselves on our ability to instil confidence and enthusiasm in your child from an early age; with an overall aim to help develop happy, content, children in a culture that nurtures and values a happy childhood.

We are committed to providing a safe, secure and stimulating environment for children from 3 months to 5 years and aim to help each child achieve their full potential in all areas of development.

The Parent Information Pack will give you an insight into what we provide for the children in our setting, however, the best way to understand how we can suit the needs of your child is to visit our nursery where we would be delighted to show you at first-hand how we provide environment conducive to a child's development and care.

I hope you find the information useful, and I look forward to showing you around our nursery very soon.

If you have any queries in the meantime then please do not hesitate to call me on 020 8520 9543, we are open from 7.30am until 6.30pm, Monday to Friday, where either myself or one of my colleagues will be happy to help.

Yours Sincerely,

Michelle Liddon
Nursery Manager

From Babies to Preschool

Giggle Tots Day Nursery follows the **Early Years Foundation Stage (EYFS)**, which is how the Government and early years professionals describe the time in your child's life between birth and age 5.

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born, up until the age of 5, their early years' experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

What is the EYFS Framework – why do we have one?

The EYFS Framework exists to support all professionals working in the EYFS to help your child and was developed with a number of early years experts and parents.

In 2012 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop.

Our staff training with the EYFS is regularly refreshed to ensure high standards, quality and knowledge throughout our setting.

Babies & Toddlers (3 months – 2 years)

Learning and development

Within our baby unit your baby will be cared for by specialist baby carers. Each of our baby unit carers look after no more than 3 babies. Our baby units are peaceful playful environments where we endeavour to make the environment as cosy and homely as possible to ensure the comfort for your baby.

Activities are mainly structured to provide exploratory and sensorial experiences, including lots of music and movement.

Our main focuses for development within the prime areas of learning are:

- Personal social and emotional development
- Communication and language
- Physical development

We focus on the above whilst monitoring the following key characteristics of learning:

- Playing and exploring – engagement.
- Active learning – motivation
- Creating and thinking critically – thinking.

Nappies and Wipes

We take care of it all! We provide nappies and wipes for all babies and children at no additional cost to you.

Transitioning to pre-school

Children that are ready for transition into the pre-school environment, this will be agreed in collaboration with the child's assessment, family and key person/manager. A transitional plan is then put in place.

Pre-school (2-5 years)

Learning and development

Practitioners care for no more than 8 children each.

Along with following the 7 areas of learning within the EYFS, our pre-school is still a play based learning environment with a balance of child and adult led activities.

Practitioners always strive to extend and challenge the learning for the children within their key group. We provide more structure within the preschool to prepare for the transition into school.

Transition from Pre-school to School

Our aim in the pre-school is to make the transition from Nursery to school as smooth as possible to ensure that our children are adequately prepared in all respects. We have strong relationships with all schools local to our Nursery and we keep in constant touch with them so that we can be sure that what we are doing within our pre-school will compliment what your child will do when they begin life at school. Your child's key person will go with your child to visit their school to ease the transition. Giggle Tots will provide a Q&A session for parents/carers prior to their child's transition dates.

Extra curriculum Activities

Super Stars Sports (Every Monday)

Super Star Sport is the first London based company to specialise in nursery coaching. They pride themselves on the high quality of session's their coach's deliver and would be extremely confident in saying they provide the highest quality of sports nursery coaching in the UK!

Sessions meet all Early Years Foundation Stage guidelines and our aim is to exceed all OFSTED nursery requirements in every session we provide. Super Star Sport nursery sessions are specially designed to ensure children's enjoyment throughout and to aid learning & development.

Sessions consist of:

- Warm up exercise
- Fun games & activities
- Fitness Fun (jogging, jumping, hopping, skipping).

Sessions are provided by experienced and professional coaches with relevant qualifications and up to date DBS checks:

- Improved general fitness
- Improved flexibility
- improved co-ordination
- Enhanced gross motor skills
- Enhanced special awareness
- Ability to work as part of a team
- Basic football skills & ball manipulation
- Fun shooting games.

Bongalong (Every Tuesday)

Bongalong music classes are for babies, toddlers and children up to the age of five. Fun, engaging, creative sessions for you and your child to enjoy **together**.

All sessions comprise of movement, singing, dance and drama. There is always an instrument section using beautiful percussion instruments -real instruments to create **quality** sounds. We also use a lot of props and costumes to bring songs and stories to life. *"A little piece of theatre every week."*

The way we use music, movement and drama supports the developmental stages your child/children will go through between 0-5 years. Songs and rhymes help **speech** development and language. Action songs and movement develop **co-ordination**. Music games encourage listening skills. Instruments enable **exploration** of sounds and effects. Group activity aids confidence, communication and social skills. Props and costumes stimulate **imagination** and role-play at home. We hold these sessions every Thursday in term time.

Baby Sign (Tiny Talk- Every Wednesday)

Baby signing is a form of pre-verbal communication. Babies understand so much before they can talk! From as early as 6 to 9 months old, babies can begin to tell you what they want, what they are thinking about and how they feel. Babies' control of their hands develops long before their control of their vocal cords and co-ordination of the movement of lips, tongue and teeth to make understood speech sounds as recognised words (often as late as 18 months).

Baby signing bridges this very wide gap – aiding communication, giving them a means to begin to understand everything! Early language development and understanding also encourages early speech as the signs are always said at the same time. we hold these sessions every Wednesday.

Play phonics (Every Friday)

With Sammy Sounds is an interactive adventure session through role play and using sounds. Young children have a sophisticated understanding of storytelling and a thirst for humour, slapstick and adventure. Sammy Sounds meets those desires, plus the fantasy element fuels the imagination. This combination means learning happens naturally and brings a great deal of fun and joy. We hold these sessions every Friday for Toddler and Preschool Rooms.

Admissions

We operate a waiting list, once your place has been confirmed you will receive a letter of settling sessions to attend. A fee of £100 will be payable on confirmation of your place, this is a non-refundable fee and will cover a full week of settling in visits and one home visit.

Siblings have priority of places and cater for who has registered interest in date of registration and start date order.

Settling sessions

We recommend starting nursery at least 2 weeks prior to exact start date wanted. This is to ensure that your baby/child has a smooth transition into nursery. Settle session operate as followed:

Day 1 – Home visit, your baby/child's key person will visit you at home with a member from the management team. This is to ensure that your baby/child has a familiar face when they come into the nursery environment. Once a face has been accepted into the home, this helps to form positive attachments.

Day 2 – 2 hours within the nursery environment with parent/career staying to ensure your baby/child feels secure for the first hour.

Day 3 – 4 hours within the nursery environment with parent/career leaving for a longer period of time. This is to ensure that your baby/child can form secure positive attachments.

Day 4 and 5 - your session will be 9am-4pm; this is to help prepare for drop off and pick up routines.

Key Person System

A key person is allocated to each child whose responsibility it is to closely monitor your child's progress and welfare. The Key Person will help your child to become familiar with the provision and to feel confident and safe within the setting. The 'key person system' enables staff to develop a greater bond with both the child and their parents and ensures a settled, close relationship throughout your child's time at Giggle Tots.

Your child's key person will be responsible for sharing information with you about your child. This information will be recorded in your child's communication diary and learning journey which we invite you to share with us and contribute to its development over their time at Giggle Tots.

Outdoor Learning

At Giggle Tots we place a great value and importance on learning outdoors. We are ideally situated in our local area surrounded by parks, woods, lake and duck pond which we like to explore frequently. We have weekly walks to explore the local area. Our garden has a shelter area which makes it accessible throughout the year.

Our garden at Giggle Tots has been designed to become an extension of our indoor learning environment, on a larger scale. We provide opportunities for mark-making, creative play, number activities and quieter areas for children to read, role-play and explore nature.

Learning Journey's

All key people will closely observe all there key children from their first day. Continuous feedback and discussions with families will take place on a termly basis. In addition to this twice per year we will hold a formal open evening for you to speak with your key person.

Food and Nutrition

Giggle Tots Day Nursery provides healthy and nutritious breakfasts, lunches, afternoon tea and snacks in between.

Our lunches are cooked by our in house chef, our meals are nutritionally analysed by a qualified nutritionist. We provide hot lunches & desserts which are meeting the **Caroline Walker Trust** daily nutritional guidelines for under 5s. We use natural flavours to add sweetness to our puddings, such as vanilla essence, nutmeg or cinnamon.

Meals are freshly prepared daily to ensure quality and freshness. The meals are all temperature controlled. We cater for any dietary requirements and allergies/intolerances and preferences. Please see a member of the management team to have your menu designed for your baby or child's individual dietary needs.

Our afternoon tea's are freshly prepared daily in house.
Please see below a typical lunch menu.

Fresh fruit will be provided for snacks during the day, all food is sourced locally.

Snacks are served am and pm

Breakfast is served from 7.30am – 9am

Lunch is served around 11.30am

Tea is served around 4pm

Example Menu

Menu	Monday	Tuesday	Wednesday	Thursday	Friday
Week A - Lunch time	Beef spaghetti bolognese with grated courgette and carrot V- green lentils Homemade pineapple upside down cake	Vegetable risotto. Apple crumble and custard	Lamb shepherd's pie with mixed vegetables V- seasoned veg pie Natural yoghurt with fruit	Chicken curry, rice and naan bread V-Chickpea curry Bread and Butter pudding	Salmon pasta bake and mixed vegetables V – Vegetable bake Peaches and cream
Week A- Teatime	Assorted sandwiches and sliced pear	Savory scones with Apple wedges	Butternut squash soup and oranges pieces	Assorted Bagels and melon pieces	Lentil soup and banana chunks
Week B – Lunch time	Tuna pasta bake, with mixed vegetables V- courgette, carrot pasta bake Seasonal stewed fruit and crème fraiche	Mild beef chili con carne, rice V – Three bean chilli Fruit yoghurt	Vegetable stew and dumplings Vanilla sponge and custard	Skinless sausages, mash and peas V. meat free sausages Natural yoghurt and fruit	Corn beef hash with beans V – Cheese and potato hash Homemade semolina
Week B –Teatime	Homemade carrot soup and sliced pears	Selection of sandwiches and apple wedges	Cheese and tomato tart, orange wedges	Homemade cheese and tomato pizza, melon pieces	Assorted finger rolls and banana chunks
Week C - Lunch time	Chicken casserole V – Vegetable & lentil casserole No sugar Homemade flapjack	Butternut squash, apricot and chickpea tagine with couscous Warm seasoned bread pudding	Homemade fish pie with mixed vegetables V – Cheese and bean pie Fruit and custard	Jacket potatoes with cheese and beans Homemade Rice pudding	Beef lasagna with mixed vegetables V – Meat free lasagna Fruit yoghurt
Week C –Teatime	Marmite and cheese swirls, sliced pears	Homemade Tomato soup and apple wedges	Assorted wraps and orange slices	Vegetable couscous and melon pieces	Selection of sub rolls and banana chunks

Safe & Sound

Your child's safety and security is our paramount concern, and it's vital that families and carers feel confident they can leave their children in our care, knowing they are safe.

Our staff are all registered and are recruited with particular care and attention: references are fully investigated and every member of staff undergoes clearance through Disclosure Barring Services (DBS). All staff are required to register to the update service which allows employers to complete checks on the staff at any point during their employment.

No-one is allowed on the premises that are not known to the members of staff. All our nurseries operate an effective door entry system so staff can perform a checks on everyone entering the nursery. Unrecognised visitors are not allowed to enter the building.

You will be required to specify which people will regularly drop off and collect your child. If any other person is to collect your child, this must be notified to staff in advance and the individual must provide proof of identity before being admitted.

Similarly, families are requested not to admit anyone to the nursery.

CCTV

We have 24-hour CCTV in operation in all of our rooms and outside areas. CCTV is in place to protect both children and staff.

Ofsted Comments

Ofsted is the Office for Standards in Education, Children's Services and Skills. Ofsted report directly to Parliament and are independent and impartial. Ofsted inspect and regulate services which care for children and young people, and those providing education and skills for learners of all ages.

We are Good!!
This is what Ofsted say about us:

The manager has high expectations for her staff and has a clear and ambitious vision for the nursery. She ensures that staff provide high quality care and education for all children. Where necessary, the nursery work with outside professionals to ensure every child makes progress and reach their full potential. Children are well prepared for the transition to school.

The effective key person system helps children form secure attachments. Children's emotional health is developed through children learning to talk about their feelings and learning to be kind to their friends. Children demonstrate respectfulness towards one another.

Children learn from a young age independence skills. Babies begin to use spoons to feed themselves. Toddlers are beginning to understand the importance of washing their hands before meals and will go to the sink independently. Children learn to tidy up after themselves before moving the next activity. This prepares children well for when they go to school.

Parents speak highly of the nursery. They appreciate the regular communication and talk about the effective settling in process. This reassures parents that their child is happy and secure. Parents appreciate the support they receive around important milestones, such as toilet training. This gives parents the confidence to work together with the nursery to support their child.

Overall staff support children to be strong communicators. During group times children sing nursery rhymes and follow the actions. Babies enjoy listening to storytelling. Children engage in play as staff talk about the activities. However, on some occasions some staff do not fully promote discussion with younger children to extend their learning even further.

Children enjoy learning about mathematics with a range of resources. Older children use weighing scales to compare how heavy or light rice is that they weigh. Younger children enjoy exploring wooden glass shapes. However, mathematical language is not used consistently during play to support children to excel in numbers.

Please view our full report via this link
<https://reports.ofsted.gov.uk/provider/16/EY540768>

Location

We are situated in between to local stations, Blackhorse Road and St James Street. Other nearby stations are Walthamstow Queens Road or Walthamstow Central. Our local amenities consist of the famous Walthamstow market.



Parking

We are located in a parking zone (MW zone) which runs from 8am-6.30pm. You can obtain a 15 minute school parking permit from the Waltham Forest website by sending a copy of your nursery confirmation letter from us:

<https://www.walthamforest.gov.uk/Pages/OnlineForms/apply-for-a-school-15-minute-parking-permit.aspx>

Frequently Asked Questions

1. My Child has an allergy; how can you ensure they do not become exposed?

Any food that is prepared on site is done so by any person who has undergone relevant training in this area. Lists of children's allergies and dietary requirements are displayed around the premises to ensure they are not given an allergen; these requirements are also listed on each child's personal placemat. Giggle Tots follows the requirements as set out by the food's standard agency.

2. How do I know about my child's daily routine?

Each parent is given verbal feedback at the end of each session, as well as being given a diary detailing how your child has been throughout the day. For new children settling, a more frequent communication is given via telephone or email. We do not use communication books for our pre-school children. This is because we encourage conversation with the children to inform you about their day.

3. How do you prepare my child for school?

Transition is not just about the child being ready for school but it also about the parent being ready for school! We hold parents' workshops during the summer term to inform you of what to expect when your child goes to school. We answer any questions or concerns you may have to ensure that there is a smooth transition process. Where possible the key person would take your child on a visit to their new school. We will incorporate many activities that would involve learning about a school set up, wearing uniform, encourage the writing of names and independence. We run an early phonics session every morning to get the children used to their letters and sounds. Links are set up with all local schools, where share information packs from these schools with our families, some schools send us uniform so the children will know what they will be wearing.

4. Are you open on Bank Holidays and any other Holidays?

Our Nurseries are open 51 weeks of the year. Our Nurseries will be closed on all Bank Holidays and approximately three – four days in between Christmas and New Year. We are not able to give concessions in exchange for any Holidays.

5. How often do you review your fees?

Our fees are reviewed annually usually in January and we calculate our fees based on operational costs for the setting. All families are given a minimum of 1 month's written notice of any fee changes.

6. When will my child be eligible for the Free Early Years Education Grant Funding?

Your child will be eligible for the Nursery Educational Grant the term after your child's 2nd or 3rd birthday.

Free Early Education Entitlement FEEE

When your child reaches 2 or 3 years old, by the term after their birthday they may be entitled to **11 hours of free early education (FEEE)** spread over the 51 weeks. These hours are provided free of charge. You will be invoiced for any hours that you wish to purchase that are above the free entitlement.

We do offer FEEE places only across 51 weeks; please speak with the nursery manager to discuss your options and availability. **NOTE: Children taking up their free early education entitlement hours only, and not attending for any additional chargeable childcare hours do not incur any monthly payable fees, unless you wish to purchase additional services such as nursery meals, or extracurricular activities.**

Childcare hours in addition to any free early education entitlement can be purchased at a cost of £6 per hour.

You may be entitled to the extended entitlement for working families (30 hours funding), which will equate to 22 hours per week over 51 weeks.

Please ensure you obtain your code before any additional funding can be applied by the nursery. Use the following link to check your eligibility and find out more information.

<https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>

Students

For those who are studying, you may be entitled to funding from the provider to help pay towards your child's fees. We would need written confirmation of this before guaranteeing your place. Families will be liable to pay the fees until such arrangements have been agreed and confirmed.

Childcare Vouchers

We accept all childcare vouchers; however, these are normally paid in arrears. Therefore, full payment will be required until we are in receipt of your voucher payment.

Tax Free Childcare

Giggle Tots is registered to the Tax-Free Childcare Scheme please, use the following link to register and find out more information.

<https://childcare-support.tax.service.gov.uk>

Help Paying for Childcare

You may be able to get help to pay for your childcare costs through Tax Credit or Universal Credit. To find out if you qualify, please telephone 0345 300 3900 or visit <https://www.gov.uk/help-with-childcare-costs/tax-credits>

If you qualify for support, you will be liable to pay the fees until such payments have been agreed and confirmed.

Fee Structure

Fees 2023

Fees for children who are not eligible for any free childcare under the government's free early education scheme

All fees include nappies and wipes
Fees include meals and extracurricular activities
Discounted daily rates for attendance of 5 days

Number of days	Per week	Fees per month
1	£78	£338
2	£156	£676
3	£234	£1014
4	£312	£1,352
5	£375	£1,625

Please note fees for children who are eligible for the free early education entitlement, the term after their 2nd or 3rd birthday. These are the chargeable hours that wrap around your free education entitlement

2,3 & 4 years old entitled to 570 hrs per annum Number of days	Number of hours attendance	Free early education hours (non-chargeable)	Chargeable hours in addition to free early education entitlement @ £7.09 per hour	Cost per week	Fees per month
2	22	11	11	£78	£338
3	33	11	22	£156	£676
4	44	11	33	£234	£1014
5	55	11	44	£312	£1352

3 & 4 years old entitled to 1140 hrs per annum Number of days	Number of hours attendance	Free early education hours (non-chargeable)	Chargeable hours in addition to free early education entitlement @ £6 per hour	Cost per week	Fees per month
2*	22	20	2	£14	£61
3	33	22	11	£78	£338
4	44	22	22	£156	£676
5	55	22	33	£234	£1014

* Denotes for food and extra curricula charges apply

* Please provide your own nappies and wipes

*a maximum of 10 hours of free early education can be provided per day

The Nursery is open from 7.30am till 6.30pm each day Monday- Friday

To help children settle into nursery we only offer children a minimum of two full days per week and they must include a Monday or Friday. Children can take their additional hours FEEE with another provider.

Fees are due on the first of each month. All fees must be paid in full by close of business; if fees are not paid this will result in a one off fine £25 and entry being refused until fees are settled.

Fees are payable in all cases of nonattendance for any reason. This is to cover all ongoing overheads. Fees are payable for 52 weeks of the year including Bank Holidays and the Christmas Closure. *Full Fees are rounded up and down to the nearest pound.*

Fees are calculated on an annual basis: Weekly cost x 52 weeks divided 12 months giving a regular monthly charge throughout the year.

For Families only taking up their FEEE and not purchasing any additional hours speak with management for availability. Below are the charges for families on taking up their FEEE
Extracurricular activities - £4.00 per session, lunch is charged - £2.50, breakfast and tea - £1.50, snacks- £1.00

Fees will normally be reviewed annually which will usually fall in April.

Terms and Conditions

Parents/Carers are strongly advised to read the following terms and condition thoroughly. You are reminded that having signed the application form to register your child with Giggle Tots Day Nursery you have agreed to be bound by these terms and conditions as stated. Within the terms and conditions 'the nursery' is Giggle Tots Day nursery or any other of its holding companies. We reserve the right to change hours, fees or terms and conditions without notice to facilitate the safe and effective running of the nursery.

1. Admissions are based on a first come first serve basis, siblings get priority. If the nursery is full then a waiting list system will be in operation whereby all paperwork for admission is signed, completed and returned. A **non-refundable** registration fee is required upon confirmation of your place. **For families accessing funded only places NO FEE is applied.**

2. All fees will be billed by Giggle Tots Day Nursery or Early Education Ltd. All payments are due on or before the 1st of each month and must be paid in time to secure your child's place. Where a Bank holiday or weekend falls, please ensure your fees reach us by the payment due date. We recommend that all payments leave your accounts by 25th of each month. Please note payments relate to whole invoice amount, taking into consideration of vouchers or government portal payments, these are to still be paid by payment due date.

Failure to pay fees on time will result in a late payment penalty of £25 and entry may be refused if your balance has not been cleared before the 4th of each month and until such time all fees are cleared. (See clause 3)

3. In cases of overdue fees the Nursery is entitled to charge interest and compensation at the rates prevailing from time to time under the 'Late Payment of Commercial Debts (Interest) Act' on any sum, as well as before or after any Judgment, not paid by the parent by the due date. A late payment fine of £25 will be applied, for fees that are not paid by close of business on the 1st of each month. This can also result in entrance being refused if your balance has not reached us by 4th of each payment month.

4. We will require a **non-refundable** registration fee of **£100 cash**, upon confirmation of your place. The fee includes administration, 1 week settling period as defined in this booklet and a nursery bag. For families accessing funded only places **NO FEE** is applied.

5. The nursery will close, up to 3 additional days per year for inset staff training days. You will be given 1 months' notice in advance and fees will remain the same for any closures.

6. Fees may be paid by standing order, direct debit or workplace vouchers, Tax Free Childcare Scheme. We do not accept cash or cheque payments for ongoing monthly fees. Cash will only be accepted for Registration fees, extra sessions, late collections and late payments. **NOTE: Funded places only do not incur any monthly payable fees, unless you wish to have nursery meals, extra hours or extra curriculum activities.**

7. Extra sessions are to be paid in cash on the day. If you are booking a block of extra sessions these need to be paid in full upon the first session booked. In all cases of extra sessions booked these are to be paid in cash to the office, a receipt will be given when payment has been received. If payment has not been given on the day or upon the first day of block booking, we therefore will not be able to accept your child into nursery. The nursery requires at least 24 hours on cancelation of extra sessions, or they will still be charged for.

8. If the nursery has been informed you are not attending for a session, and you then decide to retract your non-attendance, we may not be able to offer you back your session, we will therefore refund your days fees.

9. We offer a 10% sibling discount – based on 3 days a week or more. **This offer will expire once a sibling leaves the Nursery or is in receipt of government funding.**

10. Giggle Tots Day Nursery is open 51 weeks of the year and will be closed on all public holidays and approximately 4 days in between Christmas and New Year. Nursery fees are still due for these closures.

- 11.** Fees are payable in all cases of nonattendance, and during nursery planned closures. It is not possible to arrange for a child to 'make up' time in the case of an absence from nursery. Children can attend extra sessions by prior arrangement with the Manager. (see clause 13)
- 12.** In light of any closure out of our control full fees will still be payable, under the terms of force majeure.
- 13.** Any sicknesses or holidays during any period, full fees are still liable.
- 14.** Late collection, a rate of £25 will be charged for the first 30 minutes or part thereof that any child is not collected on time, and £60 for every hour thereafter or part thereof. Payment will be due the next attending day in cash. Please note that this is per child.
- 15.** Fees will be reviewed annually; this is usually in April.
- 16.** If you intend to remove your child from Giggle Tots Day Nursery, a minimum of **one month's** written notice or one month's fees in lieu of notice is required. This applies to all children.
- 17.** Children/families may be given notice at the discretion of the management, such reason for this includes consistent unacceptable behaviour from either child or family members, overdue fees or any other reason that would warrant giving notice to the children/families by the by the Manager/Owners.
- 18.** It is your duty to keep us up to date with all your contact information.
- 19.** The nursery reserves the right to refuse entry to any child who the nursery manager considers to be unwell or suffering from any contagious or infectious complaint. If your child becomes ill during nursery, we will attempt to contact you.
If we are unable to contact you, we will contact the authorised people on your enrolment form. The nursery staff may act in loco parentis for the child in case of illness, accident or emergency. Staff will take such actions as the manager sees fit, including hospitalisation, whether or not the parents or next of kin have been informed. Every possible effort will be made to contact the parents or authorised people.
- 20.** Children that have been sent home from nursery due to vomiting or diarrhoea will not be permitted entrance to the setting (as per our illness and sickness policy) until they have completed a full 48hour exclusion preceding their last bout of vomiting or diarrhoea.
- 21.** The nursery staff reserves the right not to release any child into the care of anyone who we believe is under the age of 18 years old (unless they have parental responsibility) or gives the impression they are under the influence of alcohol or illegal substances. It is our duty of care to protect the children while they remain in our care.
- 22.** The nursery prohibits parents/carers from directly or indirectly employing or enticing staff for employment; this includes babysitting. Once a family or staff member has left the setting you are then able to engage in private arrangements.
- 23.** The nursery closes at 6.30pm, should families wish to receive a full handover collection must be by 6.25pm.
- 24.** All children must be in attendance by 10am, if the nursery is not notified of any lateness, we will give you a welfare call. This is to minimise disruptions to educational activities, routines and daily operations.

Terms and Conditions

I/we have read, understood and agree to the terms, fees and conditions as described in the family information pack, terms and conditions and understand that this is a legally binding contract.

Signed..... Date.....

Signed..... Date.....

REGISTRATION FORM
Walthamstow **Leytonstone**

Child's Full Name.....
Date of birth.....
Male/Female (please delete)
Child's Address.....
.....
.....
Child's Home Telephone Number.....
Child's Nationality.....
Child's Religion.....
Home Language.....

Parent/Carer's full name..... Title.....
Relationship to child.....
Parent/Carer's daytime number and ext.....
Parent/Carer's mobile.....
Parent/Carer's daytime email address.....
Parent/Carer's daytime address.....
Parent/Carer's occupation.....
National Insurance Number:
Date of birth:

Parent/Carer's full name Title.....
Relationship to child.....
Parent/Carer's daytime number and ext.....
Parent/Carer's mobile number.....
Parent/Carer's daytime e mail address.....
Parent/Carer's daytime address.....
Parent/Carer's occupation.....
National Insurance Number:
Date of birth:

Who has parental responsibility.....

PHOTOGRAPHS OF PARENTS/CARERS

ATTENDANCE REQUIREMENTS

Please indicate full day:
MONDAY.....
TUESDAY.....
WEDNESDAY.....
THURSDAY.....
FRIDAY.....

Please indicate second choice sessions.....
Preferred start date:

Earliest start date:Latest start date:

Actual Start Date:

Leave Date:

AUTHORISED PEOPLE WHO MAY COLLECT YOUR CHILD / EMERGENCY CONTACTS

In the event of you being unable to collect your child from nursery, we require details of any persons (who must be over the age of 18) who may do so on your behalf. Please complete this form in full and provide passport sized photographs. The nursery will not allow a child to leave the premises with anyone of whom we do not have details and a photograph. Please inform us beforehand when anyone other than the main carer will be collecting your child from nursery.

Authority 1

Name
 Address.....
 Relationship to child
 Phone number.....
 Mobile phone number.....

Authority 2

Name.....
 Address.....
 Relationship.....
 Phone number.....
 Mobile phone number.....

PHOTO

PHOTO

Please select a password which you can give to a person you authorise to collect your child.

PASSWORD _____

Child’s General Practitioner Details

Name.....
 Address.....
 Phone number.....

Health Visitor Details

Name.....
 Address.....
 Phone number.....

Dietary Details/Allergy Information

Please give details of all allergies, dietary requirements, special needs, preferences, medical conditions and religious requirements

.....

Immunisation and Dates

Please indicate whether your child has had the following immunisation:

Age Due	Immunisation	Date:
8 weeks	Diphtheria, tetanus, pertussis, Hib, HepB, PVC, MenB, Rotavirus	
12 weeks	Diphtheria, tetanus, pertussis, Hib, HepB, Rotavirus	
16 weeks	Diphtheria, tetanus, pertussis, Hib, HepB, PVC, MenB	
1 year	Hib, MenC, PVC, MMR, MenB	
Eligible paediatric age groups	Influenza	
40 months	Diphtheria, tetanus, pertussis and polio, MMR	

Please could you show us proof of the above inoculations.

Consent

Where two legal parents/guardians are responsible for the child both parties must sign all areas of consent.

- I give permission for my child to be taken to hospital in an emergency.
- I acknowledge that neither Giggle Tots Day Nursery, any of its holding companies or staff shall incur any liability whatsoever in relation to a staff's decision to administer such treatment or the treatment itself. (Every effort will be made to contact a parent or authorised person before this agreement is actioned.)
- I allow the Nursery to give emergency medical treatment to my/our child.
- I give permission for Giggle Tots Day Nursery to seek medical advice from our family doctor.
- I understand that it is Giggle Tots Day Nursery's duty of care to report any concerns they have to outside agencies. Staff will observe, record and forward any information to local safeguarding boards should they have any concerns.
- I agree and understand all the terms and conditions as set out in the family information pack
- I understand fees are payable 52 weeks a year.
- I understand the nursery may close for 3 additional inset days for staff training
- I understand that the nursery closes for up to 1 week during Christmas and New Year.
- I agree and understand the GDPR policy
- I do / do not give permission for my child to have one administration of infant paracetamol in an emergency, in relation to the manufacturer's instructions. I understand that the nursery will make contact to arrange collection for my child. The nursery does not provide this.
- I do/do not give permission for you to contact my Health Visitor regarding any health concerns or two-year-old check.
- I do / do not give permission for my child to be taken off the premises for local amenities. (No prior call will be made, as these trips can be spontaneous)
- I do / do not give permission for my child to be taken off the premises for long distance outings. (Sperate permission will be sought)
- I do / do not give permission for my child to be included in any photographs taken for nursery use, such as displays, personal belongings, weekly round ups and anything we see fit to use within the nursery community.
- I do / do not give permission for my child to be included in any photographs taken for the use of publicity such as local papers or website.
- I do / do not give permission for my child to be included in any group photographs may appear other children's development files and keep sakes.
- I do / do not give permission for my child's transfer records to be sent to their new educational setting.
- I do / do not give permission for nursery staff to apply sunscreen to my child as appropriate. The nursery does not provide this.
- I do / do not give permission for nursery staff to apply nappy cream to my child as appropriate. The nursery does not provide this.
- I do / do not give permission for nursery staff to apply teething products to my child as appropriate. The nursery does not provide this.
- I do / do not give permission for nursery staff to apply a plaster to my child if needed
- I do / do not give permission for my child to have their face painted on occasions
- I do/ do not give permission for my child to have treats on special occasions. EG: cake, chocolate on birthdays

Signed..... Date.....
Signed..... Date.....

Further Information

If there is a Court Order regarding custody or access to your child please give full details, attaching a separate sheet if required.

.....
.....

Are there any other agencies involved? (please circle) YES NO

(Doctor, dietician, speech and language, physiotherapist, social services etc...)

If the answer is yes, please provide further details.

.....
.....
.....

Is there anything else we should know about your child or family?

.....
.....

I/we will inform the Nursery in writing when any of the information contained on this enrolment form changes.

Signed..... Date.....

Signed..... Date.....

How did you hear about Giggle Tots Day Nursery?.....

Office Use Only

- **Proof of address seen** Yes No

Detail of document provided within 3 months:

- **Photo of all collectors** Yes No

- **Red book (copy of immunisations):** Yes No

- **Proof of Passport/Birth certificate seen** Yes No

Issue date:

Document number:

Exp date (if relevant):

- **Date paid Registration Fee:**