



Application form

01253 769748

**Unit 5 rear
251 Vicarage Lane
Blackpool
FY4 4LR**

OFSTED Registration number

If you would like this application pack in a different language or in a larger print please ask a member of staff

Welcome to P K Kids, Full day care nursery and Pre-school.

P K Kids nursery opened January 2013, 90% of staff members hold a level three or above childcare qualification with at least 3 years experience in a childcare setting, the remaining staff hold a level 2 working towards a level 3 in childcare. Staff attends early year's development training regularly including First aid, Safeguarding children and special educational needs

P K Kids offer a safe, secure, stimulating environment that encourages children to explore their surroundings and establish their social skills. The nursery follows the Early Year's Foundation Stage (EYFS) framework 2012.

Key Person System

While at P K Kids each child is assigned a key person, part of the key person's role is to compile records on the developmental progress of each child, and ensure their strengths are built upon. These records are discussed with parents through a parent information meeting held prior to your child's start date, a 6 weekly parent meeting or at parents request, through the observations individual play plans are written for each child in order for the child to learn at his/her own ability. This process is a shared process between the key person and the parents, records will only be shown to other family members through instruction by the main parent or carer.

All children are welcome at P K Kids nursery, regardless of sex, race, culture or disability. The nursery operates an inclusive policy for all children and has a Special Educational Needs Coordinator who regularly updates their training.

The safety of the children is paramount and they are closely observed at all times. The nursery operates a password system for child collection. Any person collecting a child that does not know the child's password is not permitted to collect the child until the staff has made contact with the parents, to aim the smooth running of the child collection we ask parents to inform and describe the person who will be collecting their child. The password may be changed at any time.

Children's safety and well-being is central to all the work undertaken by the P K Kids Staff and volunteers working within P K Kids will be given training and be encouraged to develop skills to enable them to respond appropriately to any situation where a child may be at risk.

P K Kids believes that the best place for the vast majority of children is to reside and develop with their families and in the community where they live. To this end, and in line with research and confirmed best practice, staff will work in partnership with parents insofar as that is possible and in the interest of the children. However, the safety and welfare of children will be our paramount consideration at all times. We have a duty to protect children and will pass on any concerns to the appropriate agencies.

The children are grouped in the nursery according to age and development in a bright well-resourced room. A two course healthy meal at lunchtimes and a light tea in the late afternoon is provided. A morning and afternoon snack is also provided Milk and Water is available throughout the day.

Parents and children are welcome to visit any time to discuss their requirements or needs.

As a Nursery day care setting we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.

We believe children and parents are entitled to expect courtesy and careful attention to their needs and wishes. Our intention is to work in partnership with parents and the community in generally and we welcome suggestions on how to improve our group at any time.

Photography's:

P K Kids staff take photos In order to assist with capturing your child's development; these photos do not leave the nursery under any circumstances but may be displayed within the nursery, this enables children to talk about what they were doing and recognising themselves and friends. However we do need your permission to take photos of your child. Please see application form.

Photographs for advertising, face book or webpage purposes:

Although you may agree for photos to be taken within the nursery, we will ask separately for written permission to use photos for any of the above purposes.

Oral Hygiene

P K Kids' feel children's understanding of oral hygiene should begin at a young age; in order to support this; P K Kids encourage children to brush after main meals. To ensure all children take part in building a strong oral hygiene routine, we ask for parents to supply a tooth brush and toothpaste in a small bag with your child's name on.

Concerns

Many concerns can be resolved quickly by an informal approach to the Nursery manager or deputy in the manager's absence. If this does not achieve the desired result, the complaints procedures can be followed. Please see the full complaints/compliments procedure on the parent's notice board or ask a member of nursery staff for a full copy of the complaints policy and procedure.

Terms & conditions

We believe these standard terms and conditions reflect the custom and practice of nurseries providing full time day care. The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper resourcing of the nursery. Nothing within these terms and conditions affects the parent / carer's statutory rights.

To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions.

Admission

1. Children will be considered for entry to the nursery when the registration form has been completed and returned to us with two weeks in advance payment and payment method confirmed.

Welfare of the child

2. We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care to at least the standard required by law and often to a much higher standard. We will respect your child's human rights and freedoms which must however, be balanced with the lawful needs and rules of our nursery and rights and freedoms of others.
3. Parents give their consent to such physical contact as may accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a child in distress, or to maintain safety and good order, or in connection with the child's health and welfare.
4. Parents of children who are not potty trained must provide disposable nappies and baby wipes.
5. The nursery will not provide formula milk for bottle feeding babies. All bottles must be made up at home and clearly marked with the child's name using indelible pen.

6. The nursery will only provide milk or water to children, nursery staff will not refill bottles/cups with juice or any other beverage.

Health and medical matters

7. If your child becomes ill during a nursery session nursery staff will contact the Parent/Carer or the emergency contact indicated on the registration form. Parents must inform the nursery immediately of any changes to these contact details.
8. If your child is suffering from a communicable illness your child should not be brought to nursery until such time as the infection has cleared. A full copy of the company's infection control policy is available from the Nursery Manager. Parents/Carers are asked to refer to the illness / communicable disease list supplied for your information on minimum periods of exclusion from the nursery.
9. Parents/Carers are required to notify the nursery if your child is absent from the nursery through sickness.
10. Any child who has been sent home from the nursery because of ill health will not be re-admitted for at least 24 hours. If a child is prescribed antibiotics they will not be allowed to return to the nursery for 48 hours.
11. The nursery cannot administer any medicine to a child unless prescribed by a doctor. Should the child be on prescribed medication, it is the responsibility of the parent or carer to notify the Manager or Key person and to sign the necessary form of consent.
12. We reserve the right to call an ambulance in an emergency and escort your child to the emergency department of the nearest hospital. Any decisions regarding the child's welfare will then be made by the emergency department at the hospital.
13. It is your responsibility to inform the nursery if your child is not vaccinated in accordance with their age. If it is considered necessary, information regarding children vaccinated in nursery may be shared with other parents, however, individual names will not be given.

Food and dietary requirements

14. We will work with Parents/Carers to provide suitable food for children who have a special dietary requirement as diagnosed by a doctor or dietician. Although all reasonable care will be taken to ensure that a child does not come into contact with certain foods, unless a doctor's note is provided the nursery cannot guarantee this.
15. Menus will be displayed for inspection.

Concerns/complaints

16. Any question, concern or complaint about the care or safety of a child must be made in the first instance to the deputy in charge. If the matter cannot be resolved at this level the matter should be referred to the nursery manager, a complaints policy is available

Disclosures

17. Parents must, as soon as possible, disclose to the nursery any known medical condition, health problem or allergy affecting the child, or any family circumstances or court order which might affect the child's welfare or happiness, or any concerns about the child's safety.

Fees

18. All fees are charged 2 weeks in advance and must be paid by the Friday of every week if weekly payments have been agreed. Fees will be invoiced to the person(s) named on the registration form. Fees are payable during periods of absence from the nursery, including sickness, holidays are charged at 50%.
19. Fees are calculated on the basis of the weekly charge for the sessions attended, multiplied by the weeks in the term e.g. September to December 16 weeks and then divided by 16 payments to create a fixed weekly charge. Fees will be subject to annual increase on notice from the Manager.
20. Prices quoted are per child for a core day and include lunch and tea. Extra sessions will be charged at the ruling rate and must be booked and paid for 24 hours in advance. A core day is 10.5 hours, 5 hours or 3 hours per session.
21. Once a place at the nursery is confirmed two weeks fees become payable to secure the place. Two weeks written notice is required if you no longer require the place or

wish to withdraw your child from the nursery. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the place once accepted.

22. If you register your child for a full time place (i.e. 10 sessions per week) and such a place is confirmed by the nursery, you will not be permitted to reduce the number of sessions attended within two weeks, as two weeks written notice is required to reduce the sessions.

23. Fees will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that the nursery can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents. No compensation will be paid or refund given if the nursery has to be closed due to any reason beyond the control of the nursery, such as power failures or weather conditions.

Unpaid Fees

24. The nursery reserves the right to charge for dishonoured payments.

Exclusion for non-payment

25. Children will be excluded from the nursery if fees remain outstanding more than 7 working days beyond the due date. Repayment plans must be agreed in writing with the manager, if the agreed payments are not abided by and current fees are left unpaid the nursery placement will be terminated on the following day until all outstanding fees are paid.

If for any reason your child leaves nursery the outstanding fees become payable immediately, if outstanding fees remain unpaid P K Kids Ltd will take legal action to recover the debt.

Late collection

26. Parents/carers collecting children late from the nursery will be subject to a surcharge, details of which are published at the nursery. Charges are made every 15 minutes or part thereof. Parents / carers should be aware that the nursery has to be vacated by 6.00pm

Belongings

27. The nursery does not accept responsibility for accidental damage or loss of property.

Insurance

28. The nursery undertakes to maintain those insurances required by law. Details of these are available from the nursery manager. Copies of the current employer's liability and public liability insurance policies are displayed on the notice board at the nursery.

General

29. You should be aware that nursery staff occasionally takes photographs within the nursery, which may be used, in training or promotional material; photos will/ not be taken without the parent's consent form is signed. Please see application pack.

Safeguarding Children

30. It is understood that the nursery is under an obligation to report to the relevant authorities any incident where we consider a child may have been abused or neglected. This may be done without informing the parent/carer.

31. Any information given by a parent regarding their child will be treated with the utmost confidentiality, except in cases where abuse towards a child is suspected. The divulging of confidential information relating to the nursery, its employees or customers to any third party is considered a breach of confidentiality and as such is regarded as constituting gross misconduct which could lead to summary dismissal from employment or cancellation of a nursery place.

Security

32. Parents/carers are welcome to visit the nursery; however we will not admit anyone without prior notification. It is the parent/carers responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the building with anyone, known or not, without prior notification.

Data protection

33. It is a legal requirement on the nursery to hold information about children using the nursery and its staff. Basic information is used for registers, invoices and for emergency contacts; however, all records will be stored in a locked cabinet. Records will only be shown to other family members through written instruction by the main parent or carer.



Application Form

Week commencing:

Days required:

Hours per week

Sessions required: 7.30am-8.00am (breakfast) 8.00am-1.00pm (5)

1.00pm-6.00pm (5) 7.30am-6.00pm (10.5) 8.00am-6.00pm (10)

10.00am-1.00pm (3) 1.00pm-4.00pm (3)

Child's Details

Full name of child:

Name by which child is usually known:

Male/Female

Date of Birth:

Home address:

Post code:

Telephone No.:

Mobile No.:

Email address:

Nationality:

First language spoken:

Parents/ carers Information

Mothers/Partners/ carer's Name:

Contact No.:

Place of work:

Mobile No.:

Fathers/Partners/carer's Name:

Contact No.:

Place of work:

Mobile No.:

Emergency Contacts

Please give names of family or friends who can be contacted if parents/carers are unavailable.

Name:

Contact No.:

Name:

Contact No.:

Who will be collecting your child

Please state who will normally collect your child and a password you would like them to use if they were to collect your child, also the names of any additional people who may collect your child?

Password:

(This can be change at any time)

Medical information

Name and Address of Doctor:

Details of immunisations:

Name of Health visitor:

Does your child have any allergies?

Medical problems:

Any special dietary requirements:

Additional Information:

Do you have any other relevant information regarding your child? E.g. sleep pattern.

Signed:

Relationship to child;

Nursery use:

Event:	Date completed:
Key group name	
Key group staff members	
Learning journey implemented	
Self registration name available	

In accordance with **OFSTED** regulations your consent is required for the following;

Emergency Medical treatment as required:

YES/NO

To use plasters on your child

YES/NO

Your child to go on nursery outings outside of the nursery premises i.e. park/library etc... with appropriate child/adult ratio

YES/NO

To apply nappy and sun cream (Provided by parent)

YES/NO

Signed:

I have read and understood the policies and procedures of P K Kids and I am happy to abide with all the policies and procedures.

Signed:

Where did you hear about P K Kids? (Leaflets, facebook, internet from a friend etc...)

.....

Nursery use:
Date of application:
Nursery Manager signed:

Nursery Sessions and Fees

Age of child	5 hour session	10 hour session	3 hour session	Weekly Cost 50 hours per week	Breakfast 7.30 -8.00am
2-3	£15.40	£30.80	£10.50	£154.00	£3.00
3-5	£14.80	£29.60	£10.00	£148.00	£3.00

The nursery is open 10.5 hours per days.

A payment of two weeks in advance will be required in order to reserve a place for your child.

Fees to be paid in advance weekly

Fees are reduced by the appropriate amount if grants or company vouchers are used for part payment.

The full fees must be paid for all booked sessions, including those when your child is absent through illness. Each child will be entitled to 10 days holiday at 50% giving we receive 2 weeks prior notice.

Late collection of your child can cause the nursery a major problem as we are legally bound to work to a strict child/staff ratio. Late collection of your child may result in another child not being admitted for their session, or staff members having to remain after their working hours to care for your child. There will be a charge if late collection of a child is continuous.

If you have any special circumstances or session requirements that you wish to be considered, these can be discussed with the nursery manager.

Nursery contract



This contract is between P K Kids and concerning the care of.....who will be attending

P K Kids

Unit 5 rear

251 Vicarage Lane

Blackpool

FY4 4LR

The terms of this contract are those set out in the Parents Information Pack and will run for the entire duration of your child's stay at the nursery. Nursery fees are annually reviewed.

Length of notice:

Two weeks written notice or payment in lieu of notice is required from parents/carers if the child is to stop attending

Two weeks notice will be given by P K KIDS if the nursery wishes the child to cease attending.

This contract is subject to the terms and conditions issued by P K Kids and the policies and procedures in the nursery and I/we agree to abide by those.

I/we understand that it is our responsibility to update the nursery with any changes to our child's details, i.e. home address, emergency contact numbers, vaccination record and so forth.

I/we understand that these terms and conditions are not intended to be exhaustive and accept that the policies and procedures in the nursery support these terms and conditions.

I/we agree that P K Kids have the right to call an ambulance in an emergency and/or escort my/our child/ren to the emergency department of the nearest hospital and to await my/our arrival. Any decisions regarding my child's care will then be made by the Emergency Department of the hospital.

Signed - (both Parents/Carers to sign if applicable)

Mother/Carer.....

Father/Carers.....

Date.....

Signed.....for and on behalf of P K Kids

Position in Nursery



Agreement for payment of fees

Child's name.....

Parent's name.....

Person responsible for payment of fees

Name.....
.....

Address.....
.....

.....Postcode.....

Telephone: Day.....

Evening

Mobile

I hereby agree to pay the fees for the above child.

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

Payment method:

Cash	
Bacs transfer	

Completed agreement must be return with application form.
A copy will be issued

Permission form for observations and photographs

As part of our commitment to provide for the individual needs of your child we will observe all areas of development, and in partnership with you, record progress in those areas in order to plan appropriate activities within the nursery. These observations and records will be available for inspection by Ofsted Inspectorate otherwise they will be confidential and available only to you and those nursery staff involved in planning the curriculum for your child.

The nursery offers training placements for childcare students who, in order to complete college assignments will be asked to observe play. Individual students will be asked to gain your written permission to carry out these observations and use them in their assignment work.

Any photographs taken of your child by nursery staff or childcare students may be used in nursery displays but will not be taken off the premises.

From time to time, photographers or the local press may come and take photographs in the nursery to feature in the local newspaper. Separate permission will be sought for such events.

Please consider the above and return the completed permission slip to the nursery manager.

Name of Child

I do / do not give permission for nursery staff to observe my child as described above.

I agree / do not agree to my child being photographed for use in the nursery

SignedRelationship to Child

Permission form for photographs to be used on P K Kids webpage

We will be continuously updating our webpage for P K Kids on the website. To do this we need your permission for your child's photograph to be featured. Please complete the slip below and return with your application.

Please be aware if any Parents / Guardians or Children's circumstances change and they wish to withdraw permission this is to be confirmed in writing and given to the Nursery Manager, any child who has no permission slip will be unable to feature on our webpage.

Many Thanks

Kath Howard
Nursery Manager

I do / do not give permission for my child _____'s photograph to appear on the internet on P K Kids webpage.

Signed

Print Name:

Date:

For Office Use Only

Childs Name: ----- Membership Number:-----

<u>Action</u>	<u>Details/Actions Taken</u>	<u>Staff Signature</u>	<u>Date</u>
Start Date			
Room			
Days Attending			
Details entered on spreadsheet			
Payment method confirmed			
Two Weeks Advance Payment Taken			
Completed and Processed Application Passed To Nursery Manager			
Invoice issued			
Contract, terms and conditions signed by parents photo copied and issued back to parents.			
All about me book completed			
Name for self registration including logo of key group			
Comments			

Week one	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Pure unsweetened orange juice diluted with water Porridge Toasted wholemeal bread with spread/jam	Pure unsweetened apple juice diluted with water Baked beans (low salt and low sugar)	Pure unsweetened orange juice diluted with water Low sugar cereal with Milk Toasted wholemeal bread with spread	Pure unsweetened apple juice diluted with water Boiled Egg with wholemeal bread and butter	Pure unsweetened orange juice diluted with water Grilled bacon with sliced tomato Small slice of toasted wholemeal bread with spread
Mid Morning Snack	Pear and nectarine slices	Milk Breadsticks Cheese cubes and apple chunks	Milk Mini scotch pancake	Milk Apple with grapes	Milk Houmous with celery sticks
Lunch Water and dilute fruit juice available	Lamb burgers Bubble and Squeak, peas Steamed jam sponge with custard	Chicken korma with brown rice and Naan bread Fromage Frais with pineapple	Cottage Pie with peas and carrots Rhubarb Crumble and Custard	Grilled pork sausage, jacket potato, green salad and sweetcorn Fresh Fruit Salad	Salmon Fishcakes with mixed vegetables, green beans and oven chips Lemon meringue pie
Mid Afternoon Snack	Milk Cucumber and carrot fingers	Milk Popcorn, grapes and pears	Cream Cracker with mint a cucumber dip Kiwi	Milk Mini muffin toasted with spread Melon and grape salad	Milk Chopped banana
Tea e.g. at 5.00 pm Water and dilute fruit juice available	Tuna and sweetcorn pasta Cherry tomatoes and green peppers Mandarin oranges in juice Digestive biscuit	Toasted muffin with spread Sardines on toast Sliced tomato Crunchy apple and pear bake	Macaroni cheese, Lettuce and cherry tomatoes Fresh fruit jelly	Chicken risotto with broccoli Fruit yoghurt	Eggy Bread Tomato cucumber and carrot platter Apricots and custard