**The Ascot Day Nursery
Fernbank Road, North Ascot, Berkshire, SL5 8LA**

**Tel: 01344 883068**

**theascotdaynursery@hotmail.co.uk**

**Registration:**When registering with The Ascot Day Nursery a registration fee of £50.00 is payable to secure a place as soon as it becomes available.

**Fees:**The hourly rate is £6.25 per hour for full time hours (37 hours per week or more) and £6.50 per hour for part-time hours. Rates are reviewed annually in October.

Invoices are payable monthly in advance for the registered hours, with any additional hours being invoiced on the following months bill. The Ascot Day Nursery operates on an hourly basis throughout the year except for weekends and bank holiday, closing only for the period between Christmas and New Year. Bank holidays are not charged for. Refunds or credits are not given for sessions missed by a child.

**Meals:**

Meals, drinks, snacks and nappies are included in the hourly rate. Parents of babies on formula milk are requested to supply either made up bottles or pre measured water in their bottles with pre measured formula powder in an appropriate container daily. These are to be clearly labeled with their name and they will be stored appropriately by the nursery and returned at the end of each day. Meals supplied will be a breakfast of cereal or toast, a cooked lunch and a cooked tea. The emphasis will be on introducing children to a varied diet including fresh fruit and vegetables. Meals are freshly cooked daily and a weekly menu is displayed in the nursery. We ask parents to advise us in advance of any special dietary requirements or allergies. For weaning babies we liaise and cooperate with parents as necessary.

**The Ascot Day Nursery Policies and Procedures;**

We request that all Parents / carers are familiar with all our Policies and Procedures and able to view these either at nursery or online. These are continuously updated in accordance with legislation and guidance from relevant agencies.

The Ascot Day Nursery offer an initial Home Visit.

**Safeguarding:**

The Ascot Day nursery is committed to the protection of all children in accordance with current legislation and our policy on Safeguarding.

**Inclusion:**

We believe that all children must be provided with a broad and balanced early year’s environment. The Ascot Day Nursery is committed to the inclusion of all children, whatever their individual needs. Our philosophy is that all children should have the opportunity to develop their full potential alongside other children in the nursery environment. In order to achieve this, we work closely with parents / carers, and where necessary, other agencies.

**General:**

The Ascot Day Nursery operates an “open door” policy for parents. We invite you to discuss your child’s development or any problems or concerns there may be. Please do not hesitate to approach any of our staff at any time or contact us on the contact details at the top of this page. Copies of the Nursery Policies are available from the Nursery Manager.

The majority of our children naturally progress to The Old School Day Nursery after their 2nd birthday, we continually share information with the Old School Day Nursery to make this transition as smooth as possible. The Old School Day Nursery will contact you approximately 3 months prior to your child starting with them.

**The Ascot Day Nursery**

**Childs Name : …………………………………………………………………………………………………………**

**Date of Birth: ………………………………………………………………………………………………………….**

**Place Required From: ………………………………………………………………………………………………**

**Home Address: ………………………………………………………………………………………………………**

 **………………………………………………………………………………………………………**

 **……………………………………………………………………………………………………….**

**Home Phone Number: …………………………………………………………………………………………….**

**Mothers Name: ……………………………………………………………………………………………………….**

**Occupation: …………………………………………………………………………………………………………….**

**Work Telephone: …………………………………………………………………………………………………….**

**Mobile Telephone: ………………………………………………………………………………………………….**

**Fathers Name: …………………………………………………………………………………………………………**

**Occupation: …………………………………………………………………………………………………………….**

**Work Telephone: …………………………………………………………………………………………………….**

**Mobile Number: ………………………………………………………………………………………………………**

**In the event that you cannot be contacted please give details of another family member or close family friend that may be contacted.**

**Name: ……………………………………………………………………………………………………………………….**

**Contact Details: ……………………………………………………………………………………………………………………**

**Doctor’s contact details: …………………………………………………………………………………………………………………………………………………………..**

**Medical history and / or allergies: ……………………………………………………………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Registered Hours Required for………………………………………………………….(name of child)**

**Monday: ……………………………………………………………………………………………………………**

**Tuesday: ……………………………………………………………………………………………………………**

**Wednesday: ……………………………………………………………………………………………………………**

**Thursday: ……………………………………………………………………………………………………………**

**Friday: ……………………………………………………………………………………………………………**

**As children naturally progress to The Old School Day Nursery after their 2nd birthday, we continuously share information with The Old School Day Nursery. Contact will be made by The Old School Day Nursery approximately three months before your child moves up**

**Home Visits: I do/do not request a Home Visit prior to my child starting at The Ascot Day Nursery. Signed………………………………………………….**

**Consent for outings: I agree that my child may be taken for outings to the
 play park and local walks with the appropriated supervision**

 **Signed…………………………………………………………………**

**Nursery Policies: I understand that The Ascot Day Nursery request that I am familiar**

 **with their Policies and Procedures which are available to view**

 **at Nursery or online on www.theascotdaynursery.co.uk**

 **Signed………………………………………………………………..**

**Photographs: If you do not wish for your child to be photographed please inform
 the Nursery Manager in writing.**

**Sun cream Consent: I agree / do not agree that The Ascot Day Nursery can use Sun**

 **cream supplied by themselves**

 **Signed…………………………………………………………………...**

**Teething Gel Consent: I agree / do not agree that The Ascot Day Nursery can administer**

 **Teething gel supplied by themselves**

 **Signed……………………………………………………………….**

**Calpol / Nurofen Consent: I agree / do not agree that The Ascot Day Nursery can administer**

 **Calpol / Nurofen supplied by themselves (we will always contact you first**

 **To check dosage)**

 **Signed………………………………………………………………..**

**Piriton Consent: I agree / do not agree that The Ascot Day Nursery can administer**

 **Piriton supplied by themselves (we will always contact you first to**

 **check dosage)**

 **Signed……………………………………………………………….**

**Facebook : I do/do not agree that my child’s photographs can be added to Facebook.**

 **Signed……………………………………………………………..**

**The Ascot Day Nursery adopts a ‘Safe Sleep Policy’, where babies and children will be placed on their backs to sleep. If you would like your child to go to sleep in any other position please sign to consent (Medical waiver signed by Doctor required for babies 6 months of age and under)**

**Signed………………………………………………………………..**

**EAL (English as an Additional Language) Statement, please read below and confirm one of these statements if applicable;**

* **English is not our home language but we would request that English is the language of communication at The Ascot Day Nursery and we will encourage our home language at home. We do not want our home language reinforced / encouraged at Nursery**

**Sign to confirm the above statement if applies to you …………………………………………………………..**

* **English is not our home language and we request support with our home language at The Ascot Day Nursery**

**Sign to confirm the above statement if applies to you …………………………………………………………**

**Withdrawal I agree to give one calendar months notice to change registered**

 **or change of hours: hours or leaving, or to pay fees in lieu thereof. I acknowledge that**

 **the signing of this Registration Form forms a binding contract with**

 **The Ascot Day Nursery.**

**Email address: ………………………………………………………… (This is used for billing**

 **purposes, an invoice**

 **will be emailed to you**

 **at the beginning of the**

 **month)**

**Signatures: ……………………………………………………………………………………..
 Parents/Guardians of …………………………………..(name of child)**

 **Date: ………………………………...**