



Peek-a-Boo Nursery 2015- 2016 Admission Form

Name of Child in Full

Address.....Post Code.....

Date of Birth..... Telephone Number.....

e-mail address.....

Where relevant please give details of both Parents Mobile Number.....

Name of Parent/CarerMobile Number.....

Occupation of Parent/Carer.....

Employer's Name

Employer's Telephone Number

**Emergency Contact: Please give details of an adult to be contacted if necessary,
should the Parent/Carer be unavailable**

Name.....Tel No.....

Address.....

Relationship (Childminder, neighbour,etc).....

Name of DoctorTel No.....

Address

Any relevant medical information (e.g. asthma, allergies, hearing, diet etc.).....

Other agencies involved (Speech Therapy, Social Work, Educational Psychologist etc).....

Name of Health Visitor.....Tel no.....

Religion (Please tick)

Buddhist Christian Hindu Jewish Muslim Sikh Other No Religion

Number of Children in FamilyState whether 1st or 2nd Child.....

Any additional information you may wish to add

Name of Family Dentist

Signature of Parent/Carer.....Date.....

Date first started at Peek-a-Boo.....

(By signing this form I am aware of and accept the terms and conditions of the Nursery



Peek-a-Boo Nursery 2015- 2016 Toilet Training Form

Name of Child in Full

Address.....Post Code.....

Date of Birth..... Telephone Number.....

Name of Parent/Carer.....

The goal for all children is to make them as fully independent, as is appropriate for their age and development. This includes assisting the children where possible to go to the toilet on their own.

As.....is/is not yet fully trained, s(he) will need to be changed at the Nursery when necessary. Both the nursery and the parent agree to work together and keep each other fully informed in order to manage the toilet needs of the child.

The Nursery staff will:

- 1) Change the child when either wet or soiled
- 2) Use any medication/creams provided by the Parent. (Only with written permission)
- 3) Return the soiled garments in a plastic bag (The nappy to be binned)
- 4) Inform the Parent either verbally or in a brief note that the child needed to be changed
- 5) Will use barrier nursing methods when changing all children, e.g. rubber gloves, aprons and disinfectant for the changing mat.

The Parent will:

- 1) Agree to the child being changed by a member of staff whenever s(he) is wet or soiled.
- 2) Provide the staff with information on how well the child is able to use the toilet independently.
- 3) Provide an adequate daily supply of pants or disposable nappies for the child.

Specific information about the child:

For example:

- 1) Are there particular signs or words the child uses to indicate they wish to use the toilet?
- 2) Does your child like or need to be changed in a certain way?

Any other comments you may wish to add:

.....

.....

This agreement will be reviewed at the request of the parent, or as new information presents itself.

Signed by the Parent.....

Date.....



Peek-a-Boo Nursery 2015 - 2016 Policies

Policy Awareness and Child Protection

Sun Protection Policy Guidelines:-

Protection of your child against harmful rays from the sun.

We are all delighted to see the sun out and the children playing outdoors, but care must be taken. Our guidelines have been taken from the Sun Smart Cancer Awareness Policy for Nurseries and Pre-school Children.

The main issues are:

Provision of Hats and Use of Sun Cream Please provide a hat for outdoor play (please label) Sun Cream will be supplied and administered by the Nursery.

Should your child have an allergy, or prefer a particular Sun Cream please provide, and clearly label, with your child's name. Sun Protection must be Factor 30+, pop into their bag and leave for the duration of the summer.

N.B. Owing to current information relating to the lack of Vitamin D in children through the application of high factor sun creams we have taken the decision to allow 10min of play outdoors prior to sun cream being applied. *(info updated 28/01/14* Should you have any concerns regarding the last statement please discuss this with your keyworker, who will ensure your individual needs are adhered to.

Administration of Medication

We are unable to administer any form of medication until a medication slip has been completed and signed.

Care Plan/ Personal Plan/Chronology

A Personal Plan will be included in your information pack, please complete the highlighted areas and return with your completed forms. This plan will be continued throughout your child's time at Nursery and reviewed at your Parent/Staff Interview, (for your information these interviews take place at least twice per annum). A chronology list will also be used to record any major event in your child's life during their time here at Nursery. Following your Personal Plan information a Care Plan will be prepared and adopted if necessary.

Emergency Treatment

I understand that the Nursery will refer my child to his/her own Doctor (or the Doctor on call), and the Doctor will take sole responsibility for the child in an extreme emergency. All minor/other ailments or accidents will be dealt with at the Nursery by the authorised First Aider (Please refer to Notice Board). In the event of an accident a report will be filed in our 'accident/incident book which the Parent will be asked to inspect and sign before being handed a copy.

Signature of Parent.....Date.....



Peek-a-Boo Nursery 2015 - 2016 Policies

Outings

I DO/DO NOT (Please delete as appropriate) Give consent for my child to be taken on routine outings from Peek-a-Boo Nursery.

Signature of Parent.....Date.....

By signing this form you consent to the Nursery also going on a visit which may not be pre-planned, e.g. owing to a current theme and/or weather permitting.

Photographic Permission

The nursery uses photographs for a variety of purposes including:-

For display purposes within the Nursery	
For transition to receiving schools	
For publishing in the local paper	
For use on our website, through a protected password	
For uploading to a social media website, in a group situation	

Please tick all, or appropriate boxes, if you are happy to have your child included.

N.B. Please note photographs should not be uploaded to social network sites, unless your child is the sole person in the picture.

Signature of Parent.....Date.....

Child Protection

You must inform a member of staff if your child cannot attend his/her normal session. Please call by 9.00am for a morning session and 1.00pm for a PM session. It is important that you inform your child's Key-worker who will be collecting your child, either verbally, or by calling if circumstances have changed since dropping your child off. We reserve the right to refuse anyone, who has not been authorised by you, the right to collect your child until the situation has been clarified.

N.B. Please use antibacterial gel on arrival (provided at entrance). **Always remember to close the gate behind you for the protection of your child and others.**

Signature of Parent.....Date.....



Peek-a-Boo Nursery 2015 - 2016 Policies

Below is a list of Policies available for your perusal:

- Asthma & Diabetes Policy
- Biting Policy
- Child Protection Policy (incorporating GIRFEC and SHINARRI)
- Complaints Procedure
- Confidentiality Policy
- Equal Opportunities
- Fire Risk Policy
- Green Policy & Eco Schools
- Guidance Regarding Social Media Use
- Health & Safety
- Inspection Reports
- ICT (including I pads and Internet Access)
- Inclusive Practice
- Infection control (see below for exclusion periods)
- Mealtimes Procedure
- Oral Hygiene Policy
- Parent Appointment Request Forms
- Sun Protection
- Transition
- Voluntary Helpers Policy

Infection control

To avoid the spread of infection our exclusion period for sickness and diarrhoea is 48 hours after last episode. Please note vomit and diarrhoea can both cause infection, should your child have an incident at Nursery a note will sent home as a reminder of the above Policy.

For full listing of exclusion periods please read INFECTION CONTROL POLICY on our red notice board, in the Parent Zone. All other Policies are located in the Parent Zone for your perusal.

N.B. Please use antibacterial gel on arrival (provided at entrance).

- I have been informed of the above policies and know to ask a member of staff for further information should it be required.

Signature of Parent.....Date.....

Website

www.peakaboonursery.org.uk

** Please note you can find a link to our latest Inspection Report via our website.*

- I have read the above website and I am happy with the information received. I understand I will be issued with a password enabling me access to the members gallery.

Signature of Parent.....Date.....

