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Dear Parents/ Carers,

Thank you for your valued enquiry regarding Ilford Tots to Teens Childcare Service Ltd.

We hope that this prospectus will provide you with all of the information you need. And this is presented in an informative way.

To make an appointment to view, please pop by during our “open hour “ Monday to Friday between 10am and 11am, or alternatively please telephone or e-mail us and we will be delighted to arrange this for you.

We feel confident that you will choose Ilford Tots to Teens Childcare Services Ltd to care for your child as we offer the highest standard of care for all children and our fees are competitively priced.

We look forward to meeting you soon.

Yours faithfully,

Natalie Choppy

Proprietor and Director



Welcome to Ilford Tots to Teens Childcare Services, a fantastic setting where children's welfare and development is paramount and delivered in an environment which is safe, warm, friendly and mentally stimulating.

Our Nursery Vision is: 'To provide a place where children play, learn and grow, setting a solid foundation enabling a holistic approach to developing the whole child'.

A note from the proprietor:

"As a mother of 4 young children, I am appreciative of the feelings that parents experience in ensuring they choose the right childcare for their children from the out set.

I was working in the City of London when I had my first daughter and it soon became evident of the lack of flexibility and availability some childcare providers were able to offer.

It was therefore my aspiration to be able to provide high quality, flexible and affordable childcare in the local community."

About us:

I began in the childcare industry by opening and running a successful setting from my own home which went from strength to strength. Over a 4 year period the setting went from me working alone and caring for 6 children to creating a nursery environment employing 4 assistants and caring for over 25 children.

I was then lucky enough to be able to launch Chafford Tots to Teens Childcare Services Ltd in 2015.

The children who attended my home setting transitioned with me to Chafford Tots to Teens where we now operate a long waiting list, including spaces reserved for children who were yet to be born and received many referrals from extremely satisfied parents.

All of my hard work paid off and I was given a "good" judgement from Ofsted, I was accredited by the Local Authority and also received the Early Years Quality Mark. From the local authority visit we received a RAG rating of green.

It became a natural aspiration of mine to be able to provide my high service to even more children and families within the various communities within Essex and Greater London.

The opportunity arose to be able to launch Ilford Tots to Teens Childcare Services Ltd in 2017. Where we are able to offer the government funding for eligible 2 year olds, 3 and 4 year olds.

Ilford Tots to Teens Childcare Services Ltd is a fantastic setting where children's welfare and development is paramount and delivered in an environment which is safe, warm, friendly and mentally stimulating. We provide a range of experiences and different kinds of play, an individual approach to learning, meeting the special needs of an Individual and enabling all to benefit from the opportunities provided. All of this whilst maintaining and improving our professional expertise.



We value the importance of working in partnership with the parents/ carers, staff and, most importantly, the children. We communicate daily through our online system 'Babysdays' giving details about your child's day to day care and the range of activities provided as well as photographs taken on the day. The system provides you with regular updates surrounding your child's learning and development which we discuss at parent consultation meetings.

We have 2 dedicated rooms. (Please click on the relevant room for full details.)

Through these rooms we will be able to offer a day nursery and pre-school. The age ranges that we will cater for are children aged 0-5 years. We will also be offering the 15 hours a week free early education funding for 2, 3 and 4 year olds through our pre-school extending to the 30 hours free early education for the eligible parents of 3 and 4 year olds.

The management team (made up of the Director, Area Manager and Manager) have a wealth of experience in the childcare industry spanning in excess of 30 years between us. We are qualified and have extensive knowledge of the Early Years Foundation Stage.

We believe professional development is of immense importance and this helps to develop the setting. This is why all our staff attend regular training courses in order to further their knowledge and understanding of children and our vocation within the industry.



Ilford Tots to Teens Childcare Services Ltd opened in 2017 and is run from a purpose built property at Oaklands Park Avenue Ilford. There are parking spaces for parents and/or carers that drive and who wish to drop their children off to us on their way to work.

We are close to all local amenities, being within easy reach of Ilford train Station and Seven Kings station which runs to both Liverpool Street in the city of London and also Shenfield. We are within walking distance of Ilford high street bus stops, the exchange shopping centre and local schools.

Our building is covered by CCTV and we operate an intercom system in order to gain access.

We are open Monday to Friday 7:30am to 6:30pm (although we are able to offer 7am opening and 7pm closing for an additional fee) 51 weeks of the year, closing for 1 week between Christmas and New Year and on all bank holidays.

The nursery is equipped with an extensive range of toys, arts and crafts materials, books, dress-up & role play resources and interactive white boards so that every day the children have a mentally stimulating and fun experience aiding their learning and development.

We are surrounded by many lovely large open outdoor spaces within relatively close proximity which the children have the opportunity of visiting, whatever the weather, as we know that having the opportunity to explore the outdoors is not only fun for children but greatly enhances the setting of a foundation for adopting healthy lifestyles, good attitudes towards developing children's skills as well as physical and emotional well being.

The nursery has 2 units which care for children between the ages of 0-5 years, please click on the relevant rooms for full information. The nursery offers nutritious healthy meals for children free of charge. Please see our "meals" page for full information.

It can sometimes be very difficult for parents to leave their child and we therefore work with you to ensure your child is settled and that you are happy with the care that we provide. We therefore think it is paramount to organise settling in sessions for the parents and child.

There are various sessions which we offer at Ilford Tots to Teens Childcare Services Ltd, please see our "fees" page for full details.

For more information please see our policies and procedures or download our prospectus.



Our rooms:

Aspen Room

In our Aspen room, our dedicated remarkable team care for children aged 2 weeks to 2 years with a ratio of one adult to three children. The children receive a safe, warm, friendly and mentally stimulating experience provided by our team who adopt the vision and ethos of Ilford Tots to Teens Childcare Services Ltd and the Early Years Foundation Stage.

All through the day the children have many planned, adult-led and child-initiated activities. These give the children the opportunity to enjoy new experiences. Sensory play, messy play, water play, rhyme time etc.... are some of the things the children are encouraged to participate in.

Each child is allocated a key person (please see our Key Person policy for more information) and through the key person and the Aspen team, you will be kept updated on a daily basis of all the things your child has been doing including activities, sleep times, toileting and meal information. This is done both verbally at collection time as well as electronically through the daily diary section of our Babys days system.

Parents and/or Carers are required to provide all nappies, baby wipes and sudocream if required. Formula milk, breast milk, bottles, teats, dummies and comforters.

For more information please see our policies and procedures or download our prospectus.

For an example of a day in our Aspen room please [click here](#)



Sequoia Room

Our Sequoia room is home to children aged 2 to 5 years with a ratio of one adult to 4 children for 2-3 year olds and one adult to eight children for our 3-5 year olds.

Our fantastic Sequoia team carry out the vision and ethos of Ilford Tots to Teens Childcare Services and the Early Years Foundation Stage through offering a safe, caring, secure, happy and stimulating environment.

Throughout the day the children follow a structured routine including free-play and focused learning activities, some of which are: messy play, rhyme time, story time and music & movement.

Each child is allocated a key person (please see our Key Person policy for more information) and through the key person and the Sequoia team, you will be kept updated on a daily basis of all the things your child has been doing including activities, sleep times, toileting and meal information. This is done both verbally at collection time as well as electronically through the daily diary section of our Babys Days system.

Children are welcome to bring in a comforter, the Sequoia team will do their best to look after special comforters, however, children are encouraged to leave these in their bag or on their peg when not in use.

When your child starts to show signs that they are becoming aware of their bodily functions we are happy to work in partnership with you to potty train your child.

Parents and/or carers are required to provide nappies, baby wipes and sudocreams if required.

However potties, toilet trainer seat and Steps for the toilet and the wash basin will be provided by the nursery. .

For more information please see our policies and procedures or download our prospectus.

For an example of a day in our Sequoia room please [click here](#)



Meals

Iford Tots to Teens Childcare Services Ltd believe that a healthy balance nutritious diet is paramount to the welfare and development of all children.

We provide a selection of healthy sugar free cereals, fresh fruit and toast with a variety of toppings for breakfast each day and a variety of healthy snacks at morning and afternoon snack time which consists of fresh fruit, fresh vegetable batons, fresh dips and yoghurts. All of these meals are prepared in house in our kitchen.

For our main meals, lunch and tea, we rotate a 3 week menu and provide a range of healthy and nutritious home-cooked meals.

All of the menus are designed for children to taste different flavours and foods from around the world expanding their pallet. All of our meals are able to cater for special dietary needs and a vegetarian option is always available. Please let us know of any special dietary requirements.

Fresh drinking water and milk is always available to children throughout the day.

Our menus are available to view on the parent's notice board and our News Feed on our home page has up to date information as to what week we are following. The full breakdown of our menus are also available to view on our Babys Days system.

Baby Milk and Weaning

Parents/carers baby formula, breast milk, labelled bottles and teats are to be provided by. Our qualified and trained staff will then make up the fresh formula milk in our kitchen. **Please note, all formula milk should be provided with the water and formula already measured out in separate containers.**

In accordance with Current Department of Health and Food Standards Agency, we are happy to wean babies when they reach 6 months old. When the time comes for your baby to begin weaning, we puree our standard meals to the correct consistency for the relevant ages.

All meals are included within the fee price indicated under the "fees" page and are not an additional charge.



Our Fees

All fees are reviewed annually. They are charged monthly in advance and are due on or before 1st of each month.

Day Nursery (0-5 years)

Full day 7:30 am - 6:30 pm £40. (Includes breakfast, lunch, tea and snacks)

Half day 7:30 am – 1 pm (5 ½ hours) £25.00 (includes breakfast, lunch and snacks)

Half day 1 pm - 6:30 pm (5 ½ hours) £25.00 (includes tea and snacks)

Full week 7:30 am -6:30 pm (55 hours) £200.00 (includes breakfast, lunch, tea and snacks)

Any age 1 full day session (one offs or 1 day only required a week) 7:30 am – 6:30 pm £48.00 (includes breakfast, lunch, tea and snacks)

Hourly rate £5.00

Extra lunch £2.50

Extra half hour outside standard opening times (7 am-7:30 am or 6:30 pm-7:00pm) £8.00

We charge a non-refundable registration fee of £50 per child to hold the space (includes a Ilford Tots to Teens Childcare Services bag)

All children aged between 0-5 years are required to have a bag. Additional bags can be bought for £5.50 per bag.

Pre-School (2-5 years)

£0 - Free entitlement for qualifying 2 year olds and all 3-5 year olds for 15 hours per week which can be taken over 6 hours a day between 9 am -3 pm or mornings sessions 8:45 am-11:45 am and afternoon sessions 12 pm - 3 pm term time only

£0- Free entitlement for eligible 3-5 year olds for 30hrs per week which can be taken over 6 hours a day between 9 am -3pm term-time only.

Extra lunch and snacks £2.50 if taken over 6 hours a day



Fees Policy

The Fees Policy forms part of your contractual agreement with Ilford Tots to Teens Childcare Services.

All fees are inclusive of all meals, drinks, and art and craft resources.

Parents are required to provide nappies, wipes and sudocream if required.

Outings and any other special items will be charged for separately and shown as an additional fee on the monthly invoices.

Extra sessions to those on the contract can be arranged in advance to suit your requirements subject to availability. If the extra sessions have been arranged and subsequently cancelled by you, full payment is still due.

Term time only sessions are based on 38 weeks of the year and coincide with the term dates set by Redbridge Council. Please see our “term time and holidays” page for dates.

Children in receipt of the 15 and 30 hours early education may be able to apply for alternative hours.

Children in receipt of the early years education who require additional hours will be charged the hourly rate unless the timing falls within the half day session of the nursery, in which case the half day session rate is applicable. A combination of both may be applied.

If Ilford Tots to Teens Childcare Services Ltd have to close due to unforeseen circumstances (although this is very unlikely), the full fee is still payable.

A non refundable fee of £50 is payable upon application to hold your Childs space.

A deposit of 1 month’s fees is required prior to the commencement of settling in sessions taking place.

The deposit is refundable in full after your child leaves the setting subject to your account being paid up to date and the full notice period is provided, unless you ask for the deposit to be used to pay the final months fees.

We give a 10% sibling discount for the eldest child for full time children. This offer does not extend to term time only attendees.



All children aged between 0-5 years are required to have an Ilford tots to teen Childcare Services Ltd bag. The first bag will be given free of charge. Additional bags can be bought for £5.50 per bag.

Late payments are charged at £5.25 per day including weekends. This will automatically be added to your next invoice.

A late collection or early drop off fee of £1.05 per minute will be applied outside the contracted hours. This will automatically be added to your next invoice.

Late drop offs does not constitute late collection of your child.

All contracted hours must be paid for regardless of attendance. If your child is collected earlier than the agreed contracted time, full fees are still payable.

If parents are behind with their fees we reserve the right to withdraw childcare until all fees are paid to date in full. We also reserve the right to terminate the childcare placement without notice for contractual non-payment.

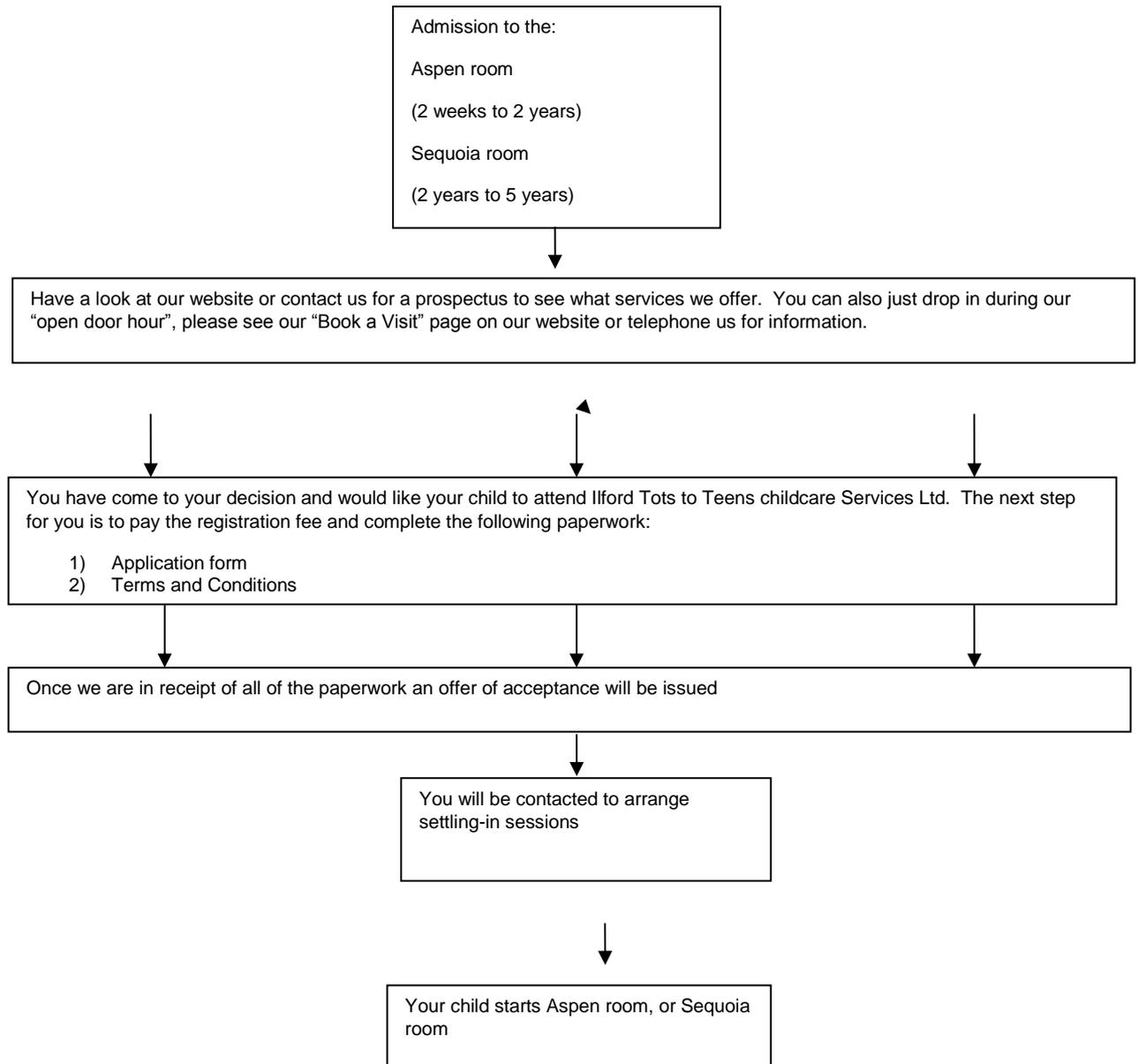
All fees are to be paid by Direct Debit or Cash and MasterCard or Visa.

We accept childcare vouchers.



Admissions

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.





Application Form

Child's details:

First Name(s):	Surname:
Preferred Name:	Gender:
Date of Birth:	Nationality:
Address:	

Country of Origin:	Language spoken at home:
Religion:	Other languages spoken:
Registration Date:	Start Date:

Parent/Carer 1:		Parent/Carer 2:	
First Name(s):	Surname:	First Name(s):	Surname:



Relationship to Child:		Relationship to Child:	
Parental Responsibility:	Y/N	Parental Responsibility:	Y/N
Address:		Address:	
Home Tel:		Home Tel:	
Mobile No:		Mobile No:	
E-Mail:		E-Mail:	
Occupation:		Occupation:	
Employer Name:		Employer Name:	
Employer Address:		Employer Address:	



Work Tel:	Work Tel:

Emergency Contacts:	
Name:	Name:
Home Address:	Home Address:
Home Tel:	Home Tel:
Mobile No:	Mobile No:
Work Tel:	Work Tel:
Regular Collection Persons:	
Name:	Name:



Home Address:	Home Address:
Home Tel:	Home Tel:
Mobile No:	Mobile No:
Work Tel:	Work Tel:

Please provide a secret password. This is for safeguarding, in the event you are unable to collect your child and ask a relative/friend to do so for you. Please ensure you provide it to the person who is collecting your child otherwise we may not be able to release your child to the person.

Password:

We are Now required to confirm the identity of all children. Source of Evidence:

Passport Birth Certificate Child Benefit Form

Health Book Other (please specify)

If your child is in receipt of the 2 year old entitlement for free Early Years Education and Childcare funding, please can you bring evidence of this as well.



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Please could you let us know the days/hours you require in the space provided below.

Days	Times Required
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Medical Information:	
Doctors Name:	Surgery Name:
Doctors Address:	Doctors Telephone No:
Health Visitor:	Health Visitor Tel No:
Any other outside agencies:	
Special Dietary Requirements:	



Allergies:

Medical Conditions (including any medical needs and the child's symptoms. A medical condition is diagnosed by a doctor. If it is an intolerance, or personal preference, please indicate as such):

Parent/Carer 1:

Parent/Carer 2:

Date:

Date:

Signature:

Signature:



IMMUNISATION SHEET

Child's Name:

Please tick the relevant boxes:

Immunisation:	(Please tick relevant box)	
Diphtheria		Any other relevant information you would like us to know:
Tetanus		
Whooping Cough		
Polio		
Hib		
Men C		
MMR		
Measles		
Mumps		
Rubella		
Pneumococcal		



BCG		
All up to Date:		

Has your child had Chicken Pox? Yes/No

Parent/Carer Name:

Parent/Carer Name:

Date:

Date:

Signature:

Signature:



Terms and Conditions

These terms and conditions are in relation to the child named in the contract which these pages are attached to. These terms and conditions form part of the contract between the parent/carer of the said child and Ilford Tots to Teens Childcare Services Ltd. The headings in the terms and conditions are inserted for convenience and shall not affect its interpretation.

1. Opening Times

- i. The setting is open Monday to Friday 7:30 am to 6:30 pm (these hours can be extended from 7am to 7pm for an additional fee)
- ii. The setting year runs from 1st January to 31st December.
- iii. The setting is open for 51 weeks of the year closing for the week between Christmas and New Year and on all bank holidays (full fees are still payable when the setting is closed)
- iv. Please be meticulous with drop off and collection times.
- v. Morning sessions are 7:30 am to 1 pm and includes breakfast, lunch and snacks
- vi. Afternoon sessions are 1 pm to 6:30 pm and include tea and snacks.
- vii. Full day sessions are 7:30 am to 6:30 pm and includes breakfast, lunch, tea and snacks

2. Registration and Offer of acceptance

- i. A non-refundable registration fee of £50 to hold the space which includes the supply of a Ilford Tots to Teens Childcare Services Ltd bag is payable prior to an offer of acceptance being granted.
- ii. Upon receipt of the offer of acceptance by the parent/carer, a deposit of one month's fees is payable prior to settling in sessions taking place.
- iii. The deposit is refundable in full after your child leaves the setting subject to one full month's notice in writing is given to the manager and your account is paid up to date and in full.
- iv. If you have adhered to the requirements in 2(iii) you are entitled to use the deposit to pay the final months fees.
- v. If your child is placed on our waiting list, you will be notified as soon as a space becomes available and given a start date. Fees will be calculated from the start date agreed and settling in sessions will be agreed at this time.

3. Fees

- i. Fees for Ilford Tots to Teens Childcare Services Ltd are calculated on a monthly basis.
- ii. Invoices are sent out quarterly in advance but are payable monthly in advance and are due on or before the 1st of each month. A 5% discount is applicable if you pay the full quarter in advance which will be deducted from the following quarter's invoices.



- iii. Any additional incurred fees are billable at the end of the month and payable before or by the 1st of the following month.
- iv. Late payments are charged at £5.25 per day including weekends. This will automatically be added to your next invoice.
- v. A late collection or early drop off fee of £1.05 per minute will be applied outside the contracted hours. This will automatically be added to your next invoice.
- vi. Late drop offs does not constitute late collection of your child.
- vii. Term time only children who incur extra charges are invoiced on a monthly basis in advance which are due on or before the 1st of the month. Any additional incurred fees are billable at the end of the month.
- viii. The settings preferred method of payment is direct debit. Cash and MasterCard or Visa are also accepted methods of payment. Credit cards attract a surcharge of 3% of the transaction amount.
- ix. One full month's notice is required for any changes to contracted times. Term time only children will be required to give their one full month's notice during term time. Outside of term time will not be accepted.
- x. Casual sessions may be available upon request subject to availability.
- xi. Late payment of fees is taken very seriously at Ilford Tots to Teens Childcare Services Ltd and is a breach of your contractual obligations with us. Therefore in addition to 3(iv) above, we will charge you interest on all late payments at the LIBOR rate plus 12%, calculated daily and compounded until all fees have been paid in full and up to date.
- xii. In addition to 3(xi) we reserve the right to suspend your child's place at the setting until all fees are paid in full and up to date, fees accrued during the suspension period will still be payable. We also reserve the right to terminate the childcare placement without notice for contractual non-payment.
- xiii. All contracted hours must be paid for regardless of attendance. If your child is collected earlier than the agreed contracted time, full fees are still payable.
- xiv. Fees are reviewed annually and Ilford Tots to Teens Childcare Services Ltd reserve the right to amend fees accordingly by giving one months notice of the amendments to the parent/carer.
- xv. Childcare vouchers are an accepted method of payment and will be automatically deducted from your invoice. You must ensure that you give details of your childcare voucher provider to the nursery manager and the scheme should be in operation prior to your child starting at the setting. Payment through this method must reach us by or on 1st of the month to avoid late payment fees being applied.
- xvi. Any funding by colleges must be in place prior to the child starting at the setting and as detailed in 3(xv) payment through this method must reach us by or on 1st of the month to avoid late payment fees being applied.
- xvii. In the event of missed sessions and/or days due to personal circumstances or sickness, fees will not be refunded.
- xviii. In the very unlikely case the setting has to close due to unforeseen circumstance or adverse weather conditions, fees are still payable.
- xix. An additional fee of £10.50 per form is payable if management have to complete a form connected with the payment of childcare for the likes of (but not limited to) college funding.

4. Commitment

- i. A deposit of one month's fees is required to secure your child's space. The deposit is refundable in full after your child leaves the setting subject to one full month's notice in writing is given to the manager and your account is paid up to date and in full. As long as



- all contractual obligations have been met, the deposit may be used to pay the final month's fees.
- ii. Ilford Tots to Teens Childcare Services Ltd require 4 weeks written notice including exact dates if you intend to take your child out of the setting for holiday.
 - iii. Ilford Tots to Teens Childcare Services Ltd is registered with Ofsted and Redbridge Council Social Services and is able to offer free entitlement.
 - iv. All children should have suitable clothing for the various weather conditions (which we may experience in just one day) and spare clothing. All items should be clearly labelled with your child's name.
 - v. All children are required to have a Ilford Tots to Teens Childcare Services Ltd bag. The first bag is given free of charge. Additional bags can be purchased for a cost of £5.50 directly from the office.
 - vi. All policies can be found in the Policies and Procedures folder and also on the babys days system.
 - vii. Ilford Tots to Teens Childcare Services Ltd can not be held responsible for any items brought into the setting including clothing.
 - viii. Ilford Tots to Teens Childcare Services Ltd may start a uniform policy. We reserve the right for 2-5 year olds to wear our uniform by giving one months written notice to the parent/carer.

5. Cancellation and Termination

- i. After an offer has been made by Ilford Tots to Teens Childcare Services Ltd, prior to the offer being accepted, either party can cancel the offer by giving 7 days written notice.
- ii. The parent/carer has 7 days from the date of the offer letter to accept the placement and pay the required deposit. If acceptance is not accepted and payment of the deposit not made within 7 days of the date on the offer letter, Ilford Tots to Teens Childcare Services Ltd reserve the right to withdraw their offer.
- iii. In the event of 5(ii) above, the non-refundable registration fee is forfeited by the parent/carer.
- iv. Parents/carers are required to give one full month's written notice for termination of the contract or full payment in lieu of notice.
- v. Once the deposit has been paid, if your child does not attend or you decide to give up your child's place during the first month, the deposit will be kept by Ilford Tots to Teens Childcare Services Ltd in lieu of notice.
- vi. Parents/Carers are to give one full calendar months notice to amend the contracted hours.
- vii. Ilford Tots to Teens Childcare Services Ltd will give 4 weeks written notice to terminate the contract.
- viii. Notwithstanding 5(vii) if Ilford Tots to Teens Childcare Services Ltd deem it necessary to suspend or terminate the care of any child due to the overall safety and well being of others at the setting, this will be done without notice.

6. Sickness and Health

- i. Please inform Ilford Tots to Teens Childcare Services Ltd as soon as possible if your child is unable to attend their session. Please inform us if it is an infectious disease or condition your child has.



- ii. Iford Tots to Teens Childcare Services Ltd will notify you as soon as possible if your child falls ill whilst in our care. Please see our policies and procedures for more detailed information.
- iii. Please do not send your child to the setting if he/she is unwell. A Doctor should confirm that there is no risk of infection to others and we will require 48 hours clear if your child has a temperature of 100 degrees Fahrenheit/38 degrees centigrade, vomiting or diarrhoea
- iv. Parents/carers should refer to our infectious disease control policy guide for information of the guidelines that a child should not attend the setting for all other illnesses and diseases.
- v. The setting will not routinely administer un-prescribed medication.
- vi. Iford Tots to Teens Childcare Services Ltd will make every effort to notify parents/carers of any communicable diseases.

7. Collection

- i. Your child must be collected by the parent/carer or an authorised adult for whom we hold details for including our password system and should not leave the premises without informing a member of staff.
- ii. Parents/carers should inform the nursery manager in writing regarding any changes to collection arrangements.
- iii. In an emergency, the parent/carer should notify the manager as soon as possible prior to collection.
- iv. Failure to adhere to 7(ii) and 7(iii) will result in your child being kept at the setting until confirmation is received by the parent/carer.

The above terms and conditions are considered to be fair and reasonable. The parent/carer confirms they have read all of the terms and conditions and agrees to be bound by them upon signing below.

All of the following must be received in order to secure a placement:

- i. Signed Application form
- ii. Signed Terms and Conditions
- iii. Non-refundable registration fee
- iv. Refundable deposit
- v. Immunisation sheet
- vi. Signed Contract

Parent 1/Carer 1

Parent 2/Carer 2

Name:

Name:

Signatures:

Signature:



Date:

Date:

Office Use Only:

Application Number:

Official Stamp

Reference Number:

Name of Authoriser:

Signature of Authoriser:

Date:



Below is an index of all of our Policies and Procedures. For the full version of each policy and procedure please visit our website or alternatively please visit us in the office

Policies, Procedures & Permissions

- Access and storage of information policy
- Accidents and First aid policy
- Admissions policy
- Adverse weather policy
- Alcohol and substance misuse policy
- Allergies and allergic reaction policy
- Animal health and safety policy
- Arrivals and departures policy
- Bereavement policy
- Biting policy
- Camera, mobile phone and recording device policy
- Capability Policy
- Care, learning and play policy
- Caring for babies and toddlers policy
- Clothing policy
- Complaints and compliments policy
- Confidentiality
- Conflict with parents who may be challenging policy
- Contingency plan
- Critical incident policy
- Dealing with discriminatory behaviour policy
- Early learning opportunities policy
- Emergency Evacuation Procedure
- Equality and diversity policy
- Equipment and resources policy
- Exclusion policy
- Fire safety policy
- Fundamental British Values
- Headlice policy
- Health and safety in the office
- Health and safety- General policy
- Healthy workplace policy
- Hygiene policy
- Immunisation policy
- Inclusion and equality policy
- Infection control policy
- Intimate care policy
- Key person policy
- Late collection and non-collection policy
- Late payment policy
- Looked after children policy



- Lost child procedure from nursery policy
- Lost child procedure from outings policy
- Manual handling policy
- Medication policy
- Mobile phone and social networking policy
- Nappy changing policy
- Nursery operation plan policy
- No smoking policy
- Nutrition policy
- Outdoor play policy
- Overall approach to risk assessment policy
- Parents and carers as partners policy
- Promoting positive behaviour policy
- Radicalisation and extremism prevention policy
- Safe care and practice policy
- Safeguarding children policy
- Safer recruitment policy
- Safety checks policy
- Separated family policy
- Settling in policy
- Sickness and illness policy
- Sleep policy
- Special educational needs policy
- Sun care policy
- Supervision of children policy
- Supervision of visitor's policy
- Sustainable practice policy
- Terrorist attack and national emergency policy
- Toilet training policy
- Transitions policy
- Transporting children in a car policy
- Use of dummies in nursery policy
- Visits and outings policy
- Whistleblowing policy

Below is an index of all of our Permission forms. For the full version of each Permission statement please visit our website or alternatively please visit us in the office.

Permission Forms

- Emergency Consent
- Observation and Photographs
- Permission to take Children off the premises
- Permission to administer non- prescription medication
- Permission to apply antiseptic cream

