

PARK ROAD NURSERY

Old Church Rooms, Park Road, Radyr, Cardiff.

www.parkroadnursery.co.uk

Tel: 07838 998789 (am)

02920844790 / 02920844809 (pm & holidays)

REGISTRATION FORM – please sign and return pages 1 to 8.

Name of Child	
Date of Birth	
Sex of Child	
Start Date	
Sessions Required	Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/>
Address:	
Email Address:	
Home Telephone No.	
Alternative Contact Names/Telephone Numbers	
Parents' Names	
Names/Ages of Brothers/Sisters	
Ethnic Origin	
Child's Religion	
Religious Festival if any you would like us to celebrate	
Has your child had:	Measles / Mumps / Chickenpox German Measles / Whooping Cough
Injections received	
Any medical problems or food allergies	

If your child has any medical problems or food allergies, please discuss with the Nursery Manager – Chris Morgan / Karen Rawlings.

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Name of Doctor:

Address of Doctor:

Telephone No. of Doctor:

I give my permission for the following:

- My child to be taken on short outings from the Nursery to the library or shop. I understand that prior consent will be sought for outings of a longer duration and/or greater distance.
- Emergency medical treatment to be administered to my child by a suitably qualified member of staff when appropriate.
- An ambulance to be called and my child taken to hospital if deemed necessary by Nursery staff.
- The use of sticking plaster on a cut or open sore: YES/NO
- I understand that Park Road Nursery require the permission of parents before photographing the children for record keeping or publicity purposes and I hereby give my consent.

I understand that it is not the normal policy of the Nursery to accept children who are not toilet trained. In order for my child to attend, I agree to abide by the following conditions:

- I will leave contact numbers where I can be reached at any time during the Nursery opening hours.
- If my child should soil his/her nappy, I will come to the Nursery and change it.

Name.....

Relationship to Child.....

SignedDate.....

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- On taking up a place in the above Nursery you will be asked to pay weekly fees payable every half term in advance by a given date, which must be paid irrespective of whether your child is present or not.
- Fee increases will be made on an annual basis on notice from the Manager.
- If your child has to give up their place in the Nursery during any part of the term, fees will be non-returnable for the remaining period. A notice period of two weeks is required.
- If fees for your child's place are in arrears of two weeks after the date given for payment, the Manager has the right to terminate that place. Arrangements should be made to pay back any arrears owing.
- Park Road Nursery will pass on any bank charges incurred due to returned cheques.
- The Nursery opens Monday to Friday from 9.00 a.m. until 12.00 noon. Children must be collected by 12.00 noon.
- The Nursery will be closed on the annual Bank Holidays and others throughout the year (lists of these dates will be displayed).
- Parents must supply the Nursery with emergency contact telephone numbers and these must always be up-to-date. The parent/carer has a responsibility to notify any change of work place, home address or contact person.
- Parents of children who are not potty trained will be asked to sign a declaration stating that they or a named person would be available at any time to come to the nursery on request should their child soil their nappy and need it changed. However, the staff will give every support to toilet train your child.
- Snacks and drinks will be made available to the child during the session and it is the responsibility of the parent/carer to notify the staff of any allergies the child suffers.
- 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 Nursery for 48 hours. It should be noted that the Nursery does not administer medication.
- Parents/carers during settling in may stay until both you and your child feel comfortable and secure in the Nursery setting.

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BEHAVIOUR MANAGEMENT POLICY

Good behaviour and discipline are essential to ensure the smooth and safe running of the Nursery. We aim to encourage self-discipline, consideration for each other, our surroundings and property and ensure that children understand that deliberate bad behaviour is never acceptable.

Adults involved in the Nursery are aware of their role in promoting acceptable behaviour and will:-

- act as a good role model by showing consideration, respect and good manners to, and for, others particularly the children
- praise children and acknowledge their positive actions and attitudes to ensure that children see that we value and respect them.
- provide situations where each individual can enjoy freedom without threatening the enjoyment of others
- understand age/stage appropriate behaviour
- encourage children to develop self discipline
- be positive, constructive and fair, rewarding and praising acceptable behaviour
- be able to differentiate between deliberate and accidental occurrences
- be aware there may be underlying problems when unacceptable behaviour occurs
- use appropriate language and establish eye contact when talking to the children
- work with parents and carers to promote and encourage acceptable behaviour
- always respect confidentiality

Nursery rules are concerned with safety and care and respect for each other. Children who behave inappropriately, whether by physically abusing another child or adult, e.g. by kicking or biting, or by verbal bullying may be removed from the Nursery. The child who has been upset will be comforted and the adult will confirm that the other child's behaviour is not acceptable. It is important to acknowledge that a child is feeling angry or upset and that it is the behaviour we are rejecting, not the child.

How a particular type of behaviour is handled will depend on the child and the circumstances. It may involve the child being asked to talk and think about what he or she has done. It may be that the child will not be allowed to make his or her own choice of activities for a limited period of time.

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The child will also be asked to see if the person who was upset is all right and, if they mean it, to say or show that they are sorry. An immediate response of 'sorry' is not accepted if the child does not mean it, but is merely saying the word in the hope of being able to continue playing. In extreme cases the child will be removed from the area until he or she has calmed down and had time to reflect on his or her behaviour.

We aim to help children understand non-aggressive strategies to enable them to stand up for themselves so that adults and children listen to them. They need to be given opportunities to release their feelings more creatively.

Children will be encouraged to recognise that bullying, fighting, hurting and racist comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong. By positively promoting good behaviour, valuing co-operation and a caring attitude we aim to ensure that children will develop as responsible members of society.

Parents will be informed if their child is persistently unkind to others or if their child has been upset. In all cases inappropriate behaviour will be dealt with in the setting at the time. Parents may be asked to meet with the Nursery Manager to discuss their child's behaviour, so that if there are any difficulties we can work together to ensure consistency between home and school. In some cases we may request additional advice and support from other professionals.

In the event that a child's behaviour is, in the view of the Nursery Manager, likely to represent a danger to the child or others, physical intervention may be deemed necessary. A written report setting out full details of the incident will be recorded and discussed with the parents of the child concerned the same day.

A record of this discussion, together with any appropriate actions agreed with the Parent will be retained on file. If, following the agreed action, the child's behaviour has not improved in the view of the Nursery Manager, the child may be temporarily or permanently excluded in the interests of his or her own safety and the safety of the other children.

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EQUAL OPPORTUNITIES AND ANTI-DISCRIMINATION POLICY

As members of Wales PPA we are fully committed to the active promotion of equality of opportunity for all children and families in the Nursery. The Nursery will ensure that everyone in the community has access to information about the setting and that the Nursery is open to every family in the community.

The individual needs of each child and family wishing to join the Nursery will be considered; a first come first served basis will not be adhered to rigidly. Children need not attend every session. The Nursery will be flexible in providing sessions to suit the majority of parents/carers and children.

The Nursery will ensure that all children are respected and their individuality and potential recognised, valued and nurtured. The needs of children in the community will be provided for, with special needs wherever possible.

The children will be given the opportunity to learn to respect cultures, languages and celebrations other than their own. Children growing up in all white areas need the opportunity to see they are part of a multi-racial society.

The children will be offered activities to give them the opportunity to explore, acknowledge and value similarities and differences between themselves and others. Children with special needs will be included in the Nursery. Any discriminatory remarks or behaviour will be challenged and children will be encouraged to understand the effect of any such remarks or behaviour.

COMPLAINTS POLICY

We hope you never reach a stage where you feel it necessary to make a complaint about our Childcare, and in the first instance we would ask you to speak to the Nursery Manager who is always available to discuss anything with you at any time.

Nursery Manager: **Chris Morgan**, Telephone: (029) 20844790. Please feel free to contact me at any time. Park Road Nursery will ensure that the complainant is notified of the outcome of any complaint in writing within 14 days.

If you are still not satisfied you may contact **Care and Social Services Inspectorate Wales**, Mid & South Wales, Rhud y Car, Merthyr Tydfil, CF48 1UZ, Tel No. 03000628888.

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SETTLING IN POLICY

The Nursery will:

- welcome new parents/carers and help them to become familiar with the day-to-day routine of the group, together with appropriate guidelines of good practice, and therefore make certain that all children are welcome.
- encourage parents/carers and their children to visit the group as a family before registering and offer a flexible approach to all parents/carers to allow for a settling in period when starting.
- involve all parents/carers in the progress of their child formally or informally and to work with them in sharing all records concerning their child.
- inform parents/carers that the group has adopted a number of policies to provide a quality environment for all involved.
- ensure that all parents/carers are aware of how any queries, complaints or suggestions can be made.
- ensure that all parents/carers are able to talk and discuss personal matters relating to their child, in confidence, on a daily basis if required.

I have read the details about the Nursery and the Contract for Parents and Policies and agree to comply with all the terms implicit in those details.

Name.....

Relationship to Child.....

SignedDate.....

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Internet Site Consent Form

The Park Road Nursery internet site is an important part of the Nursery's communications with parents. As well as providing a range of information for parents, it also has a gallery displaying examples of Nursery activities.

No images of children are used unless there is prior consent from their parents. If you are content for your child to be included in photographs of Nursery activities that are to be used on the Park Road Nursery internet site please confirm below:

Name of child:

I confirm that I do / do not (delete as applicable) consent to my child being included in photographs on the Park Road Nursery internet site.

Parent's signature:

Date: