

Welcome to - Little Explorers Nursery and Preschool!



MKM Childcare Limited

T/A - Little Explorers Nursery and Preschool

'Where little hands achieve big things'

Our Aim

Our aim at Little Explorers Nursery and Preschool is to provide care at the highest standard. We aim to become an Outstanding nursery, providing new learning opportunities for the children attending daily. We aim to meet every child's individual needs and for all the staff to share my vision, that 'every child matters'.

Our Mission Statement

Our purpose is to provide a safe and secure homely setting where children can flourish, develop, and learn, through child lead organised play and learning opportunities which will nurture their potential as an individual. We work closely with the child's home network to meet their specific needs and follow the "Early Years Foundation Stage" curriculum to ensure a complete learning and developmental experience.

Our vision is to be a locally recognised nursery with an outstanding reputation for providing the best care available in the area.

Our Values are to have a team of professional staff who are experienced at ensuring the children learn and develop through play, and to maintain a nursery of the highest standards. We are approachable and friendly and encourage feedback as much as possible. We continually assess our provisions with the aim of providing excellent facilities now and in the future.

Address - Little Explorers Nursery and Preschool, World's End Pavilion, Janes Lane, Burgess Hill, RH15 0QJ

Phone - 07771 638660

email - office@littleexplorersnurseryandpreschool.co.uk

WEB - littleexplorersnurseryandpreschool.co.uk

Find us on Facebook - <https://www.facebook.com/littleexplorersnurseryandpreschool>

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The learning opportunities we provide

At Little Explorers Nursery and Preschool the children follow the Early Years Foundation Stage Curriculum. The children are constantly encountering new experiences and seeking to understand them in order to extend their skills, develop their confidence and build on what they already know. The foundation stage is continued in reception classes in primary school. The foundation stage is based on six areas of learning which are:

The Prime Areas of Learning

Personal, Social and Emotional Development.

This area of learning is about emotional well-being, knowing who you are and where you fit in and how to feel good about yourself. It is also about developing respect for others, social competence, and a positive attitude to learn.

Communication and Language.

The ability to communicate gives children the capacity to participate more fully in society. We will help your child to learn to talk confidently and clearly, enjoying stories, songs, and rhymes. They will learn to link sounds with letters, develop writing skills, and become familiar with books.

Physical Development.

The children will learn to improve skills in co-ordination, manipulation, and movement, develop a positive sense of well-being and begin to recognise the importance of keeping healthy. They will have access to enjoy opportunities outdoor play in our fantastic garden area and we will also have frequent access to equipment to enhance their gross motor skills indoors.

The Specific Areas of Learning

Literacy

The children will learn to link sounds with letters, develop writing skills, and become familiar with books and text

.Mathematics.

Your child will develop an understanding of mathematics through counting, sorting, matching, seeking patterns and making connections. We will encourage learning about numbers, shapes, space, and measures through games and activities.

Understanding the world.

Children in this area of learning are developing skills and understanding that help them to make sense of the world around them. This forms the foundation for later work in science, history and geography. They will find out about past events in their own lives and those of their family. They will also find out about different cultures and beliefs.

Expressive Arts and Design. Children will be encouraged to express their thoughts, ideas, and feelings, imaginatively using a wide variety of different materials and equipment including sand, water, paint and music.

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Our Fees

(No funding included)

Age 0-3 Years		Per Day £
Session		Includes Meals
Morning (5.5 hours)	07.30- 13.00	£35.50
Afternoon (4.5 hours)	13.00-17.30	£31.50
Full Day	07.30-17.30	£54.50
School Day 2 yrs plus	09.00-15.00	£40.00
Full time per month (worked out over 51 weeks)	Monday-Friday 07.30-17.30	£1158.13
Late collection fee	Applies to any late collections after child session time	£10.00 per 15 minutes
Please turn over for Funded fees (Additional costs and sessions) Over 3 years; Once Free Entitlement funding applies		

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Breakdown of Meals Costs	Time
Breakfast - £1.90	07.30-08.30
Lunch - £3.00	12.00-12.30
Tea - £2.80	16.00-16.30
Meal costs only apply if you choose to have funded hours across this session time.	
Extra Sessions	Price per hour
Pre-booked hours and for FE funding additional hours	£6.90

Fully Inclusive (Fully paid sessions)

Our fees are fully inclusive of all nappies, milk, food, nappy cream, and sun cream.

Please speak with the office regarding brands that are provided.

Funded places must provide the above daily.

Sessions

A minimum of 2 sessions per week are required. We provide a morning of 5.5 hours and an afternoon session of 4.5 hours, a full day of 10 hours and a school day session of 6 hours. We are open 51 weeks a year, closed for 5 normal working days over the Christmas/New Year week.

The normal working days planned for closure over the Christmas 2018 break are-

24th, 27th, 30th, 31st December 2018 and 2nd January 2019

(Reopening on Friday 3rd January 2020). We are also closed on all Bank holidays which are charged for at the full rate of the session.

Ad-hoc extra hours are subject to availability.

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Early Years Free Entitlement

Free Entitlement Funding is available for children from the school term after they turn 3 yrs old for a maximum of 15 hours per week (term time only) *however* Little Explorers offer funding 11 hours per week, 51 weeks of the year. Please ask the Nursery Manager if you wish to register for Free Entitlement or if you require further details.

Free Entitlement Sessions Explained (Pattern of delivery) -

Hours	Sessions	Times	Funded
11 Hours (over 51 Weeks)	4 x sessions per week	09.15 -12.00 or 13.00-15.45	FREE Snack included for FREE

11 hours of funding is divided pro rata over the term and will be incorporated in your monthly invoice if additional fees apply, i.e. if you have selected additional hours not within the 'pattern of delivery' schedule.

Meal fees apply only if the funded sessions selected are requested to be spread over a long day where full fees apply. (Please see fee chart for details).

2 Year funding is now also accepted, subject to eligibility and availability.

A registration fee of £50 is due when registering your child.

Please speak with the manager if you require assistance with this payment.

Free Entitlement Funded **ONLY** places are welcome to make a voluntary contribution upon registration.

Additional Funding for Working Parents (Termly Places)

From September 2017 Little Explorers will offer a limited amount of these places for children aged 3 years and over. We will offer the funding over 51 weeks, offering 22 hours per week on the following booking patterns **ONLY** -

2 x Full days 07.30-17.30 (20 funded hours per week) FREE to parents however additional service charges apply, such as meals.

Or

2 x Full days 07.30-17.30 + 1 x AM or PM session with the remaining hours of that session being charged at the hourly rate of £6.80 per hour (22 funded hours per week, maximum entitlement) Additional service charges apply, such as meals.

Please refer to the Free Entitlement Policy of the Setting.

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Uniform

The nursery has an informal uniform that can be purchased on registration. Currently the polo shirts cost £9.00 each and the fleece is £15.00. This takes approximately 5 days to order.

Meals

There is a healthy menu available to the children attending Little Explorers, of which copies can be requested. Allergen information can also be obtained from the nursery. All meals are inclusive for full fees paid children.

For Free Entitlement children; snacks are provided at no extra cost however Breakfast, Lunch and tea will only be charged for if you decide to choose to have these over an adapted session you have requested.

Sibling Discount

A discount of 10% is available when two or more siblings attend at the same time, from the same family unit. Discount will be given to the sibling paying the lowest rate, for fee paying children only. **No** discount applies if Free Entitlement Funding is used to cover fees of one or more child.

Absence and Illness

If your child has a contagious illness, sickness or diarrhoea and/or is unhappy at the nursery through illness, you may be requested to keep them from attending until well. This is in the best interest of all the children and is detailed in our policies and procedures. Regrettably all absences, for whatever reason must be paid for. Policies are in place containing further information.

Late Collection/Early Drop Off

Children dropped off/picked up before/after their session will be charged. We ask that you inform us as soon as possible if you are going to be late collecting or dropping off early as this will need to be catered for within the child-adult ratio.

Our insurance policy has strict guidelines on this procedure and under no circumstances can we allow children into the setting before 7.30am.

Late collection fees are charged at an enhanced rate of £10 per every 15 minutes over their collection time to cover staffing and operating costs.

Payment of Fees

Fees are collected one month in advance, before the 1st of each month; any additional costs will be added to the following month's invoice. Fees may be paid monthly using bank transfer. Cash is accepted however cheques are no longer accepted. All cash payments must be paid to the owner/ Nursery Manager Clare Peacock. Late payments of more than 1 day, will incur a charge of £10.00 per day, which will be added to your month's invoice.

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Late fees overdue by 5 days will incur the late fees above and may lose their space if this is continuously noted. In the event that the 1st of the month falls on a Bank holiday, please ensure the fees are cleared by the previous day. Please see Clare for a copy of Little Explorers Nursery and Preschools bank details. Our fees (not FE funding) are fully inclusive of all milk, bottles, nappies, Sudocrem and sun cream. Prices are reviewed once a year. (Formula milk must be provided by the parent).

Changing Sessions

Two months notice from the 1st is required to change a session/ sessions. However there if places are available to increase your child's session, this can possibly be increased sooner?

Termination of Contract

Please note two months notice is required to terminate your contract with the nursery. This must be in writing. Once this has been received by Clare the Nursery Manager your child's Learning Journal can then be prepared for the next setting / School and a final invoice can be raised, deducting any deposits paid.

Administration

All administration, requests for additional hours, change of sessions, notice of withdrawal etc, must be in writing (email is acceptable) and given to Clare the Nursery Manager.

Registration Fee

A non-refundable registration fee of £50.00 is required per child to cover the cost of administration at the start of the nursery or for a place on the waiting list. Free Entitlement only places are welcome to make a voluntary contribution of this figure.

Retainer Fee

To confirm a place and a start date, the parent must agree and sign the nursery contract and pay 1 month's fee to secure a place for each child. Excluding Free Entitlement children.

Bank Holidays are charged at the full rate of your booked session.

Deposit

Upon registering your child at Little Explorers Nursery and Preschool, you will be required to pay two week's fees, in advance as a deposit. This is to secure your child's place and will be deducted from your child's final invoice.

This is non-refundable if the nursery has kept your child's place reserved for 4 weeks or more.

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Child's Induction sheet

This sheet helps the nursery to gather information about your child and prepare them for their settling in sessions.

Please complete the sheet and hand to Clare.

At Little Explorers Nursery and Preschool we are constantly trying to promote the development of every child, using their interests to ensure that they enjoy the activities that we provide for them. To ensure that we are doing this it is very useful to know what children enjoy doing when they are not at nursery. Please help us by filling in our questionnaire.

Name of child:

Date completed:

Date of birth: Age:

What indoor activities does your child enjoy?

What outdoor activities does your child enjoy?

Does your child like to go out for walks or rides in the pushchair- where do they like to go?

Does your child enjoy books?

Does your child like to engage in messy play?

Does your child like to sing/ listen to music?

Any additional information-

First Parents Name -

Second Parents Name -

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Admissions Policy

MKM Childcare Limited, T/A Little Explorers Nursery and Preschool aims to provide a welcome environment with appropriate learning opportunities for all children that attend. We ensure that our admissions practice provides 'Inclusion' for children with special needs.

- The Nursery Manager operates a waiting list. Whenever a vacancy arises, it will be offered to the applicant at the top of the waiting list. It is not possible to remain on the waiting list after a place at the nursery has been accepted.
- All places, whether full or part-time, will be offered on a 'first-come-first served' basis, with the following exceptions:
 1. A parent/guardian with a child already in the nursery, and applying for a place for a second child (providing that both children attend for a minimum of two sessions per week), will be given priority over first-time applicants
 2. When a place is available at the nursery. If more than one parent is eligible for a priority place, then allocation will be in the order in which applications were dated.
 3. Staff employed at the nursery, which apply for a first-time childcare place, will be given priority over other categories of first-time applicants, and will be allocated a priority place at the nursery in the order in which their application was dated.
 4. Parents, who want a full-time place but accept a part-time place as an interim measure, will be given priority whenever additional sessions become available.
 5. The Nursery Manager and Deputy Nursery Manager can exercise discretion over these guidelines.
 6. Wherever possible, a place will be offered in writing four weeks before the child is due to start; parents will have two weeks to decide whether to accept the place. These deadlines may be significantly shorter when places become available unexpectedly.
 7. The place is secured by a non-refundable registration fee of £50.00 for fee paying children.
 8. A retainer of two week's fees is payable in advance on acceptance of a place which is refundable only on receipt of two months notice on withdrawal of your child. This however is not refundable if the nursery has reserved a place for your children for 4 weeks or more.
 9. A parent who has accepted a place in advance of the starting date, and then decides to delay the starting date (for whatever reason), will be liable to pay the full fee from the date originally agreed, unless it is possible for the admission date to be exchanged with another child.
 10. A parent who is offered a place at nursery and turns it down (for whatever reason), will remain in the same position on the waiting list (i.e. there is no penalty for refusing an offer).
 11. A parent whose child does not receive an acceptable offer before the age of 24 months, will have their application transferred to the 'toddler' waiting list in date-order of the original application; if an acceptable offer is not made before the child's third birthday, then the application will be transferred to the top-end' waiting list in date-order of the original application.

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Terms and Conditions

To enable MKM Childcare Limited, T/A- Little Explorers Nursery and Preschool hereinafter to provide and maintain the highest quality standards of childcare, it is necessary for all parents/guardians to understand and agree to the following Terms and Conditions. These Terms and Conditions relate to the contract between the company and the parents/guardians.

1. Application, deposit and registration fee

1. The non-refundable registration fee of £50 for fee paying children should be paid on the acceptance of the offer of the place at Little Explorers Nursery and Preschool; this will not be returned if the child does not start at the nursery. The deposit of two week's fees need to be paid before your child's start date (time allowing), this will be refunded to you approximately 7 days after leaving the setting, once your account has been finalised. The deposit will not be refunded if the child does not start at the nursery, it will also not be refunded unless a two full months' notice is given of the child leaving the nursery.

2. Payment of nursery fees

1. Payment of nursery fees will be made by the parent/guardian on a monthly basis in advance by bank transfer (or other agreed means of payment) by the first of the month.
2. If the payment is late or rejected Little Explorers Nursery and Preschool reserves the right to charge a £10.00 fee for every day that the fees are more than 1 day late. Late fees overdue by 5 days will incur the late fees above and may lose their space if this is continuously noted.
3. All nursery fees are subject to an annual review; however Little Explorers Nursery and Preschool reserves the right to increase these at other times.
4. Full payment of fees is required even if the child is absent from the nursery due to illness, and four weeks' notice is required for holiday dates.
5. A discount is offered to siblings of children already at the setting. When a second child joins the setting from the same family unit, they will receive a 10% discount on their fees. Unless the older child is in receipt of FREE ENTITLEMENT FUNDING, where no discount applies.
6. If parent/guardian wishes to change the nursery sessions that their child attends they must request this in writing to the nursery manager. If the request is to reduce the number of sessions two calendar months' written notice is required (1st to 1st of the month). Failure to provide notice will render the parent/guardian liable for two calendar month's fees for the cancelled sessions. All other requests will be accommodated as and when the availability arises and will be charged from that date.

Bank Holidays are charged at the full rate of your booked session, including meals as part of your funding pattern of delivery (Booked session).

7. If extra one-off sessions are booked with the nursery these will be usually invoiced for in the following month.

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3. Cancellation/termination of contract

1. After acceptance of the offer the child's start date may only be deferred by the parent/guardian by a maximum of one week. Request to defer the child's start date should be put in writing to the Nursery Manager.
2. In the event of the parent/guardian failing to pay all fees we reserve the right to exclude the child from nursery and the nursery shall be entitled to serve a formal demand for payment of such monies.
3. If it is the reasonable opinion of the manager and it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well-being of the child, other children in the nursery or to Little Explorers Nursery and Preschool employees then the company may serve notice to the parent/guardian requiring the child to be immediately removed from the nursery and no notice will be required.

Non-solicitation of staff

Parents/Guardians agree, as a condition of placement of their child, not to solicit staff away from Little Explorers Nursery and Preschool. In the event of a Staff Member terminating their employment with Little Explorers Nursery and Preschool, the nursery reserves this same right to seek legal advice.

No Previous parent of the nursery can employ that staff member for a period of six months after that staff member has left the employment with Little Explorers Nursery and Preschool. No babysitting services are offered through Little Explorers.

4. Hours of opening

The nursery is open 51 weeks a year excluding bank holidays, and 5 normal working days over the Christmas and New Year period.

The hours of opening are from 07.30 - 17.30. It is important that all children are collected by the given closing time of the nursery as any delays will require staff over time and will result in higher costs and therefore fees. We charge £10.00 for every 15 minutes that a parent/guardian is late for their agreed collection time.

Our insurance policy does not allow for continuous provision after the hours of 17.30.

5. Sickness

To ensure the welfare of all children and staff Little Explorers Nursery and Preschool reserves the right to refuse admission of any child, who in the opinion of the manager/deputy manager is too unwell to attend.

If a child is taken ill while at the nursery every effort will be made to contact the parent/guardian on the emergency contact numbers provided. Notification of

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any changes to these numbers should therefore be made in writing to the nursery manager immediately.

Little Explorers Nursery and Preschool reserves the right to seek medical attention for a child in an emergency.

If a child is suffering from, or is suspected to be suffering from a communicable illness, the child should remain at home until a doctor has certified that the child is fit to return to nursery.

7. Personal safety and security

Little Explorers Nursery and Preschool cannot accept responsibility for accidents and/ or injury before children before they enter, or once they have left, the premises.

In the interests of safety and security parents/ guardians must not allow unauthorised people to enter the nursery (including other parents/guardians), must close and lock gates/ doors behind them and only allow authorised people to drop off and collect children.

8. Personal property and valuables

Little Explorers Nursery and Preschool cannot accept responsibility for the damage or loss to any personal property (e.g. clothes or toys) brought into the nursery. It is therefore advised that valuable items are not brought into the nursery. We also discourage children from bringing in toys unless it is specifically for show and tell.

9. Policies and procedures

A copy of Little Explorers Nursery and Preschool policies and procedures is available for parents/guardians to read at the nursery. This also contains details of the complaints/disputes procedure. Any parent/guardian can at any time ask the nursery manager for copies of any policies.

These are now also available online -
littleexplorersnurseryandpreschool.co.uk/policies

10. Acceptance

The above terms and conditions are considered to be fair and reasonable.

11. Free Entitlement (FE) for two, three and four year olds

At Little Explorers Nursery and Preschool we currently provide 16 free funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance of your child reaching their initial eligible start date. This is the beginning of term following your child's second* or third birthday for two year old FE and universal

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three and four year old FE. For the Extended Entitlement for working parents, this is once you have received your validity code from the Inland Revenue.

If your child is already in attendance at our nursery before this date, you can register your interest in your child accessing a funded place when they become eligible, however places cannot be secured more than a term, as explained above. If all allocated free entitlement places are full, your child will be placed on a waiting list and spaces will be allocated in chronological order, taking into account the admissions criteria set above.

If you are eligible for the three and four year old extended entitlement**, the same admission criteria applies for these hours as above.

If you cannot access all your child's required free entitlement hours at our setting, you are able to split your child's hours across two different childcare providers in one day. As a community setting we have made successful links with other local providers to help you. Please speak to a member of staff for more information about this.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will try to accommodate your wishes.

Additional services, such as food are funded by the parent, according to the prices at the time of booking. These fees apply as per terms and conditions of your contract with the setting.

** two year olds must meet eligibility criteria.*

***families must meet eligibility criteria.*

Please sign to say that you have read, and agree with the terms and conditions of this contact. Once received by the Nursery Manager, they will copy this document and return a copy to you for your records.

Parent Signature_____

Full Name _____

Date_____

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Registration Form

Your Child's Details:

First Name(s):		Surname:	
Date of Birth:		Age:	Years Months
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>	Religion:	
First Language:		Nationality:	
Address:			
Postcode:			
Medical conditions			

Details of Doctor:

Doctors Full Name:	
Surgery address:	
Surgery phone number:	

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Details of Health Visitor:

Health Visitors Full Name:	
Address:	
Phone Number:	

Are you a member of you Local Children's Centre Yes / No (Please provide details of your centre) -

If not please complete the application form attached - Thank you

Details of Parents/Guardians:

Parent/Guardian 1		Parent/Guardian 2	
Relationship to Child:		Relationship to Child:	
Full Name:		Full Name:	
Home Address:		Home Address:	
Postcode:		Postcode:	

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Parent/Guardian 1		Parent/Guardian 2	
Home Phone No:		Home Phone No:	
Mobile Phone No:		Mobile Phone No:	
Work Phone No:		Work Phone No:	
Email Address:		Email Address:	
Do you have parental responsibility?	Yes/No Delete as appropriate	Do you have parental responsibility?	Yes/No Delete as appropriate

Emergency Contact Details (MUST BE COMPLETED):

(These people will also be noted as authorised to pick up your child from the nursery in the event of an emergency).

Emergency Contact 1		Emergency Contact 2	
Full Name:		Full Name:	
Relationship to Child:		Relationship to Child:	
Address:		Address:	

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Emergency Contact 1		Emergency Contact 2	
Home Phone No:		Home Phone No:	
Mobile Phone No:		Mobile Phone No:	
Work Phone No:		Work Phone No:	

Passwords and Photos:

The people that you have put down as your emergency contacts are also noted as authorised to pick up your child from the setting, we will require a photo of them to keep on file. These people as well as any other person that may have to pick up in an emergency that you haven't noted as authorised, must present us with a password of your choice that you have notified us of previously and we will wish to see a form of photo I.D. No child will be able to leave the premises with anyone that is not on the authorised list, or does not know the correct password.

Please create a password which will be used to authorise an alternative person to collect your child.

PASSWORD

These passwords need to be shared with those people authorised to pick up your child in the event of an emergency.

Additional Information
Any special requests including religion, food, health, allergies, ongoing medication, or other matters that we should be made aware of / or monitor while your child is in our care.
If none, Please state: NONE.

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I would like to book the following -

	Monday	Tuesday	Wednesday	Thursday	Friday
Full day (07.00-17.30)					
Morning (07.00-13.00)					
Afternoon (13.00-17.30)					
School Day (09.00-15.00) 2yr plus only					
Free entitlement funded <u>only</u> place. Please state hours as per choice of sessions available. (Pattern of delivery.)	Example - 9.15am-12 / 1pm - 3.45pm	Example - 9.15am-12 / 1pm - 3.45pm	Example - 9.15am-12 / 1pm - 3.45pm	Example - 9.15am-12 / 1pm - 3.45pm	Example - 9.15am-12 / 1pm - 3.45pm
Ad-hoc hours. (Please state requested times in box.) These cannot be guaranteed					
Preferred start date -					

Passwords and Photos:

The people that you have put down as your emergency contacts are also noted as authorised to pick up your child from the setting, we will require a photo of them to keep on file. These people as well as any other person that may have to pick up in an emergency that you haven't noted as authorised, must present us with a password of your choice that you have notified us of previously and we will wish to see a form of photo I.D. No child will be able to leave the premises with anyone that is not on the authorised list, or does not know the correct password.

Please create a password which will be used to authorise an alternative person to collect your child.

PASSWORD These passwords need to be shared with those people authorised to pick up your child in the event of an emergency.

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Injections / Immunisation:

Please confirm your child has had the following immunisations (Tick as appropriate)

Immunisation	Yes	No	Date
Polio			
Immunisation	Yes	No	Date
Measles, Mumps, Reubella (MMR)			
Whooping Cough			
Diphtheria			
Tetanus			
Meningitis			

Consent:

I consent that, in the case of an emergency, my child should be taken to the hospital, in the care of staff, and there any treatment that may be deemed necessary by the medical staff, for the health of my child may be carried out.

Signed: _____

(Parent 1 / Guardian) **Date:** _____

Signed: _____

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(Parent 2 /Guardian) **Date:** _____

Acceptance

I wish to apply for Nursery Care on the days and sessions as indicated above. I have read and agreed to abide by Little Explorers Nursery and Preschool's Terms and Conditions and I agree to pay all fees as required.

I enclose a £50 non-refundable registration fee (Fee paying) /

I enclose a £50 non-refundable voluntary contribution (Free Entitlement Funded Only place)
(Please tick whichever applies) Thank you

Signed:		Date:
Parent/Guardian:		

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For Office Use Only

Registration Fee Paid: Yes No Date _____

Method of Payment:

Cash Bank transfer

Deposit Paid: Yes No **Amount:**..... **Date:**.....

Method of Payment:

Bank transfer Childcare vouchers FEF

Confirmation Letter Sent: Yes No Date.....

Agreed Start Date:

Initial Fees calculation: First Month:.....

Subsequent Months:

Staff Name:..... **Signature:**..... **Date:**.....

Other information -