

2 Windsor Street, Bletchley, Milton Keynes, MK2 2LN
01908 640901
www.palacedaynursery.com

Welcome to The Palace Day Nursery, thank you for requesting information regarding our setting.

The Palace Day Nursery is a lovely homely nursery operating for over 30 years. As an Early Years Setting, The Palace Day Nursery prides itself in providing the best possible care for children from 3 months to 8 years Old and has strong partnerships with the children and their families that attend the setting.

Palace Day Nursery's mission is:

To offer a service that is warm, caring, stimulating and welcoming to all children and families. We aim to provide High Quality Childcare where children learn in an enabling environment that has been carefully planned to follow their needs and interests.

I have great pleasure in enclosing our Registration pack which also includes our yearly calendar.

Please do not hesitate to contact me should you require any further information.

Yours Sincerely

Sayyeda Meghji

Nursery Manager

info@palacedaynursery.co.uk



The Palace
Day Nursery

Application Form



The Palace Day Nursery

2 Windsor Street

Bletchley, Milton Keynes

MK2 2LN

01908 640901

info@palacedaynursery.co.uk

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Nursery Manager: info@palacedaynursery.co.uk

Finance Administrator: keeley@palacedaynursery.co.uk

Please complete and return with a £50.00 Registration fee which is non refundable required at time of registration

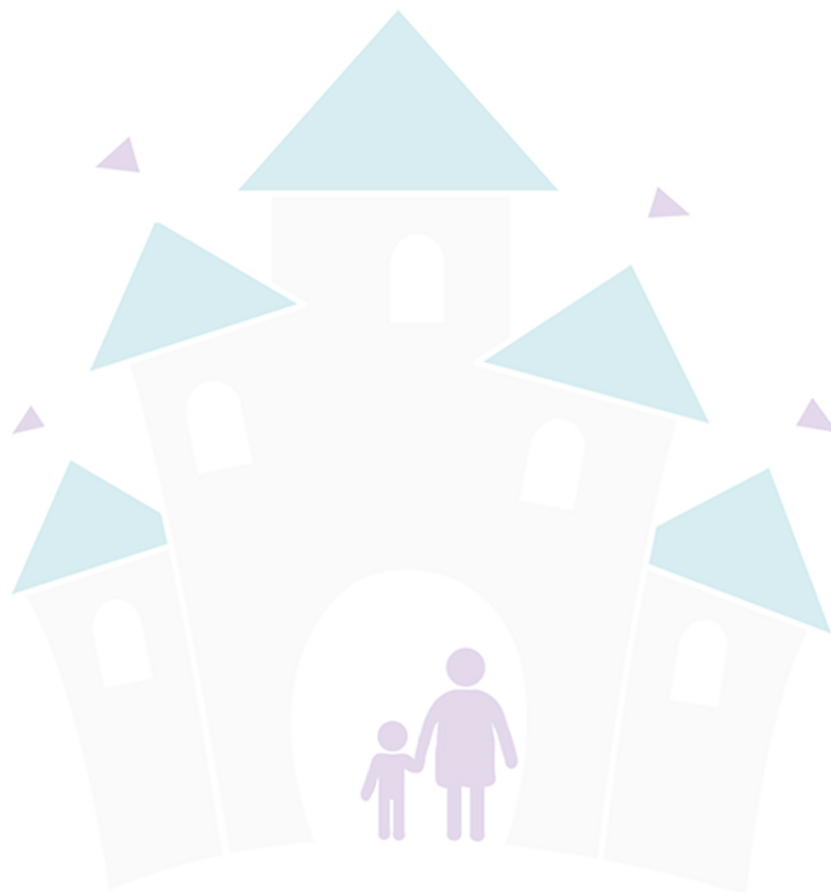
Child's Full Name	Name to be called (if different)	
Child's Address	Date of Birth	Birth certificate checked: Y/N
	Ethnic origin	Languages spoken:
We need to have the details of all persons who have Parental Responsibility & Legal Contact along with those who have permission to collect the child and those who may be contacted in an emergency		
Person with parental responsibility/Guardian (Name)	Person with parental responsibility/Guardian (Name)	
Relationship to the child	Relationship to the child	
Address	Address	
Home Tel No	Home Tel: No	
Mobile Number	Mobile Number	
Email address(Please write in capitals)	Email address(Please write in capitals)	
Occupation/Employer	Occupation/Employer	
Work Tel No	Work Tel No	
Order of Contact: 1 2 3 4	Order of Contact: 1 2 3 4	
Permission to collect Yes / No	Permission to collect Yes / No	
Person with legal contact (if applicable)	Address	
Relationship to child		
Contact No		
Order of Contact: 1 2 3 4	Permission to collect Yes / No	

Emergency contacts (if the afore mentioned are unavailable)	
Name of emergency contact 1	Address:
Relationship to child	
Order of Contact: 1 2 3 4	Permission to collect Yes / No
Name of emergency contact 2	Address:
Relationship to child	
Contact No	
Order of Contact: 1 2 3 4	Permission to collect Yes / No
Password supplied by yourself for any other persons collecting the child.	
Child's Doctor details	Practice Address
Contact No	
Child's health visitor details	Practice Address
Contact No	
Are child's immunisations up to date?	
<p>Does your child have any medical issues? Please detail any medical procedures, which are prohibited by family religion or belief. Please detail any religious or cultural considerations to be made when caring for your child.</p>	
<p>Does your child have any known allergies/intolerances? Details</p>	
Please provide proof/guidance of any medical issues or allergies from your GP.	
Other dietary requirements?	

Does your child have any other additional needs that you are aware of?

Are there any other services involved with the child's family?

If yes please provide further information below.



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* Any information given will form the basis of an individual care plan for your child once they commence nursery. Please feel free to supply any other information necessary.

Attendance pattern

Name of child _____

Date of birth _____

Preferred start date _____

Actual start date (office use only) _____

School attending _____

Please circle your preferred attendance

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Hours	7:30-1.00 1.00-6.00 7.30-6.00 9.00-3.00 8.00-4.00	7:30-1.00 1.00-6.00 7.30-6.00 9.00-3.00 8.00-4.00	7:30-1.00 1.00-6.00 7.30-6.00 9.00-3.00 8.00-4.00	7:30-1.00 1.00-6.00 7.30-6.00 9.00-3.00 8.00-4.00	7:30-1.00 1.00-6.00 7.30-6.00 9.00-3.00 8.00-4.00
Funded only sessions	8.00-1.00 1.00-6.00	8.00-1.00 1.00-6.00	8.00-1.00 1.00-6.00	8.00-1.00 1.00-6.00	8.00-1.00 1.00-6.00

**If you are interested in the 30 hours funded sessions please speak to the Manager
Lunch charge £5 per day for children accessing funding session and tea at £3 a day.**

If we are unable to accommodate your preferred session attendance would you be prepared to accept alternative available sessions? _____

If your child attends another setting, please indicate when and where they attend so that we can take your existing routine into consideration when allocating a place. _____


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Fees Structure 2020

Session Time	Daily Fees
7.30-6.00	£56.50
7.30-1.00	£38.50
1.00-6.00	£36.50
8.00-4.00	£55.00
9.00-3.00	£45.50

Holiday Club Fees 2020

Session Time	Holiday Club/ASC
8.00-6.00	£33.00
8.00-1.00	£22.00
1.00-6.00	£22.00
9.00-3.00	£24.00

I would like my child's details to be added to the waiting list. I have read, understood and accept the Terms and conditions of Palace Day Nursery.

Name _____ Relationship to child _____

Signed _____ Date _____

For office use only; Birth certificate checked by _____ and _____ Date _____

Consent List

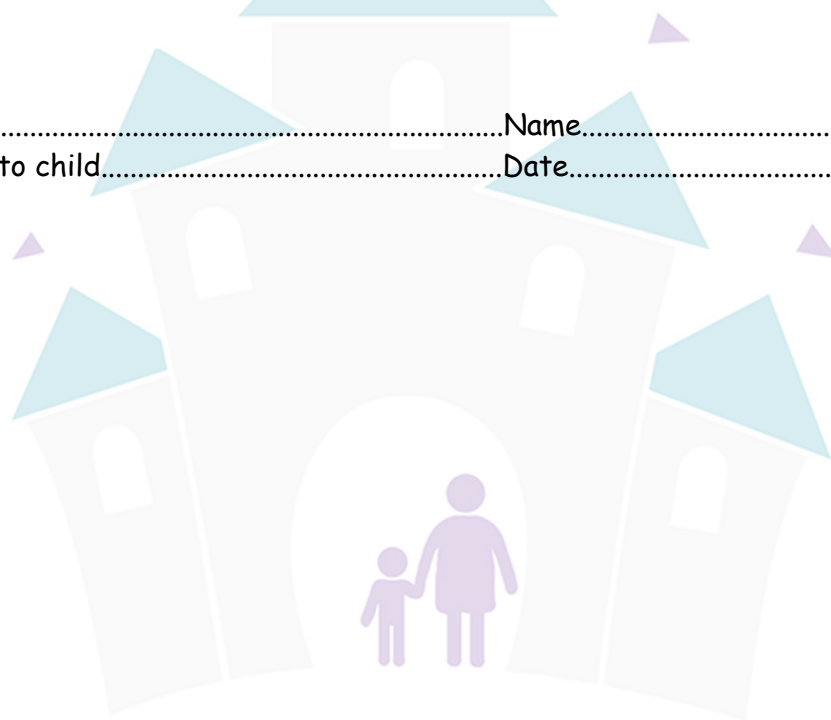
Please tick or cross the following boxes to give or deny consent as appropriate

- I give consent that in my absence the practitioners of PDN can seek and obtain emergency medical treatment for my child
- I give consent for plasters to be used
- I give consent to my child being given the following medication in an emergency situation as required:
- Anti-Histamine (food allergies/insect bites or stings)
- I give consent for staff of PDN to apply cream or lotion to my child for:
- Sunscreen
- Any other provided by myself e.g. Eczema/Nappy Cream
- I give consent for my child to have his/her photograph/video taken and displayed by:-
- Nursery Staff for displays and their peg including children's names
- Visiting photographer: (you will be notified of dates and times of visit)
- PDN staff for recording observations to be included on EY Log (Please note your child may be included in pictures/videos of other children's group observations and this maybe shared with other parents too)
- Local Newspaper photographer for publication and promotional literature
- To be included on the nursery public Facebook, Instagram, website page and marketing
- To be included on the parents closed Facebook page
- I give permission for my child to see the petting animals when they visit the Nursery
- I give permission for my child to be taken off the premises to local amenities (local park, library, Local Children's Centre Etc):-
- I hereby give consent for the information above to be held on file in compliance with the General Data Protection Regulation (2018)

We are in the process of updating our records to comply with a new data protection standard. We will only use your personal information in relation to our childcare service. We'd like to keep sending you information about our nursery by email/Facebook/phone/other (as applicable) but we need to be sure we have your permission to do so. We keep your information so you can receive important updates about our nursery. We will keep your information secure and will never share it except if required to do so by law.

By ticking this box, you are consenting to us continuing to holding and processing your data and sending you information. You can of course unsubscribe / ask us not to contact you by email / phone / Facebook etc. at any time.

Signature.....Name.....
Relationship to child.....Date.....



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PALACE DAY NURSERY- DATA PROTECTION PRIVACY NOTICE FOR PARENTS AND CHILDREN

Collecting data

As a nursery it is necessary for us to collect personal information about you and your child. For the majority of data we collect, the lawful basis for doing so falls under the category of 'legal obligation' such as names, date of birth and addresses as we have a legal requirement to obtain this data.

Some data we collect, for example, photographs of your child, requires you to give consent for us to do so. Where this is the case, you will be required to sign a consent form to 'opt in' and have the right to withdraw your consent at any time.

You may also be required to provide data as part of your contract with the setting or local authority, for example, in order for us to claim government funding for your child.

We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you. In order for us to collect data from you, you will be required to complete paper forms. The types of data we collect from you include:

- Full name (for you and your child)
- Your child's date of birth
- Home address
- Religion and nationality
- Work address
- Telephone number(s)
- Photographs of your child (with consent)
- Names, contact numbers and addresses of your emergency contacts
- Your email address
- Your child's medical conditions
- Any court order information relating to yourself or your child

Whilst your child attends with us, we may also collect the following information:

- Ongoing progress and development records
- Photographs
- Accident records
- Medical records
- Attendance records
- Safeguarding/child protection logs
- Your date of birth and national insurance number (for funding purposes)
- Birth certificate or passport number including date of issue (for funding purposes)

Sharing information with others

Sometimes we have to confirm or share information with other organisations. If we need to do this, we will make it clear to you on the forms you complete giving us the information. We will inform you before sharing any of yours or your child's information. In some cases, a third-party organisation, such as a funding body, may require you to sign an agreement to allow your information to be shared e.g. on a funding form. Please read all paperwork thoroughly before signing, so that you know exactly how your information will be used.

Security

We will keep data about you and your child secure. We will protect your data against unauthorised change, damage, loss or theft. All data collected is only accessed by authorised individuals. All paper forms are kept locked away and all computers and tablets are password protected.

Data retention

We will hold information about you and your child only for as long as the law says and no longer than necessary. After this, we will dispose of it securely. Please see **appendix i.** of our General Data Protection Regulation policy for more information.

Access and correctness

Whenever possible, we will let you see the information we hold about you and correct it if it is wrong. This needs to be requested in writing.

Our Commitment

We will only collect information that is necessary for what we do. We will be fair in the way we collect information about you. We will tell you what we intend to do with the information about you. Where possible, we will collect information directly from you. If we collect information about you from someone else, we will make sure you know what information we hold on you, where possible and legal to do so.

General Data Protection Regulation (2018)

We will comply with the General Data Protection Regulation 2018 (GDPR) and any subsequent legislation on information handling and privacy. We will do this through Palace Day Nursery GDPR policy and procedures. We will support you with any questions or problems that you may have with the Data Protection Act 1998, General Data Protection Regulation 2018, the Human Rights Act 1998 or the Freedom of Information Act 2000. If we cannot help you, we will give you advice on where to get the information you may need.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact Sayyeda Meghji (Nursery Manager).

I, _____ (Parent), acknowledge that on _____ (date), I received a copy of the Nursery's privacy notice for Children and Parents and that I have read and understood it.

Signature:

Name:



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Nursery Daily Checklist

Children of all ages will need to bring the following items to nursery on a daily basis. Please ensure that all items are clearly labelled with your child's name.

- At least two spare sets of clothes
- Weather suited outdoor clothes & shoes (i.e. Wellies, Hats, Gloves, Scarves, Sunhat & Suncream)
- Please provide a separate pair of indoor shoes (slippers) to change into when entering the building.

For babies or toddlers you will also need to bring the following

- Please provide your own bottles. This is so we are able to accommodate every individual preference for teat and bottle shapes
- Any creams or lotions that you would like us to apply to your child (i.e. nappy cream)
- Teething gel/powder

Please note that parents would also need to provide nappies, wipes & all milk formula.

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Terms & conditions

Registration, bookings, notice periods and fees

1. I agree to pay all fees owed to Palace Day Nursery on the 1st of each month in advance.
2. Late payments are subject to a surcharge of 5% of the amount outstanding. Children may be excluded from the nursery if fees remain outstanding more than 14 days beyond the 1st of the month
3. I understand fees are calculated on a 51 week basis.
4. I understand that funded children who have paying sessions, their fees are calculated for 38 weeks and then divided by 12 monthly equal payments. Therefore payment is due throughout the year
5. I understand that fees are paid during holidays and bank holidays. Fees are not reimbursed for absence due to illness or for any other reason.
6. I understand that if my child is not collected at the end of their booked in session, I will be charged a late fee of £5 for every 5 mins of lateness.
7. I understand that I will give the Palace Day Nursery, one month's notice in writing if I wish to change the sessions my child attends.
8. I understand that I will give Palace Day Nursery, one month's notice in writing if I wish to remove my child from the setting. **All fees will still be due during the notice period.**
9. I will notify the nursery if any circumstances change for my child/ren.
10. I understand it is my responsibility to check EYLOG for any communications sent out to parent/carers.
11. I understand that the nursery fees will be reviewed annually.
12. I understand that there is a 10% sibling discount- only applied to the first child (Please note this discount ends once your child is entitled to funding or leaves the nursery setting)
13. I understand that If I or my partner are an employee of NHS then I am entitled to 10% discount off nursery fees (Please note NHS employer card to be shown at registration)
14. Palace Day Nursery reserves the right to terminate your child's place providing at least four weeks' notice in writing, or immediately in the event of a breach of these T&Cs.
15. We expect all parents/carers to read and adhere to our policies and procedures regarding illness and absence, medication, dietary requirements, safeguarding children, security, behaviour, equal opportunities, complaints, among others. All relevant policies can be accessed at the setting or found on our website <https://www.palacedaynursery.co.uk/>

Safety and Wellbeing

1. If a child becomes unwell whilst in our care then we will contact the parents/carers, or the emergency contact detailed on the registration form. If senior staff feels the child is not well enough to remain at nursery, you may be asked to arrange collection of the child.
2. The nursery will not administer any non-prescription medication that has not been prescribed for the exception of, anti-histamine and teething gel/powder. Teething gel/powder is to be supplied by the parents.
3. If a child is unwell, we ask that you contact the nursery to inform them of the absence. The nursery must be informed if the child is suffering from any contagious disease to ensure we can effectively communicate to all parents any communicable diseases in the nursery. For the benefit of other children, we ask you to withhold the child from the nursery if they are suffering from a contagious disease that could easily infect others.
4. I agree that if my child is sent home and a parent/carer obtains prescribed medication my child cannot return to nursery until 24hrs after their first dose.
5. I understand that I must inform the nursery that someone other than myself will be collecting my child and they are required to present ID and give their stated password
6. I understand that any practitioner who suspects safeguarding concerns with a child in their care does have a legal duty to report this to the Multi Agency Safeguarding Hub (**MASH**). In exceptional cases this may be done without speaking to a parent/carer until we have sought external advice.
7. I understand that where I have safeguarding concerns with regards to a member of Palace Day Nursery staff, I have the right to report to the Local Authority designated officer.
8. Palace Day Nursery cannot take responsibility or liability for any services provided by our staff outside of our provision (such as babysitting). If you use any of our employees to provide services to you, you acknowledge and agree that this is done entirely at your own risk.
9. We will work with you to cater for specific dietary and medical requirements of individual children. You have a duty of care to notify the nursery in writing if there are changes to a special diet or medical condition so that we can ensure all paperwork is updated. Any information by a medical professional must be shared with the nursery.
10. In exceptional circumstances there may be an event that triggers the closure of the nursery that is out of our control. Such events include, without limitation, 'acts of God', fire, war, acts of terrorism, strikes or other industrial action, infectious diseases, and epidemics, and Palace Day Nursery will not issue refunds for such forced closures.
11. Palace Day Nursery will not tolerate, under any circumstances, behaviour towards staff which is deemed to be threatening, abusive or violent. Any such behaviour may result in termination of the nursery place or a refusal to allow the person back on the premises in the future.
12. We may suspend the provision of childcare if your child's behaviour at the nursery endangers the safety and wellbeing of the other children at the nursery. The suspension shall continue whilst we try and address these problems with you.
13. Palace Day Nursery reserves the right to change any element of these T&Cs without notice where such a change arises from regulatory or legal requirements, or by providing reasonable notice for non-regulatory or statutory amendments.
14. Palace Day Nursery does not accept responsibility for accidental injury or loss of property.

Signature.....Name.....
Relationship to child.....Date.....
Office signature..... Name.....
Position.....Date.....

September 2020-August 2021 Calendar

Term 1 September- December 2020

Date	
7 th September 2020	First day back for term time children
23 rd October 2020	Last day for term time children
26 th -30 th October 2020	Half term one week
30 th October 2020	Halloween Fancy Dress Day
2 nd November 2020	First Day back term time children
2 nd -6 th November 2020	Diwali activities and celebrations
9 th November 2020	Children in need week
17 th November 2020	Parents Evening
8 th December 2020	Christmas Lunch
14 th -18 th December 2020	Christmas celebrations in all rooms
18 th December 2020	Last day for term time children
24 th December 2020	Nursery closes at 4pm till 1 st January 2021

Term 2 January-March 2021

1 st January 2021	New Year's Day Nursery Closed
4 th January 2021	Nursery re-opens for everyone
8 th -12 th February 2021	Valentines week fun
12 th February 2021	Last day for term time children
15 th February-19 th February 2021	Half term one week
16 th February 2021	Pancake day(cooking pancakes and fun activities)
1 st March 2021	St David's Day activities
5 th March 2021	World book day, activities all week
10 th March 2021	Mother's Day tea party in the garden
26 th March 2021	Last day for term time children
29 th March-9 th April 2021	Easter Holidays(2 weeks)

Term 3 April-July 2021

2 nd April 2021	Good Friday Nursery Closed
5 th April 2021	Easter Monday Nursery Closed
12 th April 2021	First day back for term time children
3 rd May 2021	May Bank Holiday Nursery Closed
10 th -14 th May 2021	Eid activities
28 th May 2021	Last day for term time children
31 st May 2021	May Bank Holiday Nursery Closed
1 st June-4 th June 2021	Half term week
7 th June 2021	First day back for term time children
16 th June 2021	Father's Day Breakfast
22 nd and 23 rd June 2021	Parents Evening
23 rd July 2020	Preschool Leavers celebrations
23 rd July 2021	Last day of term for term time children(end of term party)
26 th July-27 th August 2021	Summer Holidays
30 th August 2021	August Bank Holiday Nursery Closed

Dates maybe subject to change as additional events maybe added or changed as per children's interests and parent suggestions!
Timings to be confirmed nearer the time of any events on the calendar.