

Supernova Nursery & Early Years

Parents Welcome Pack



Supernova Nursery & Early Years Learning,

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This welcome pack contains:

- Letter to parents
- Parental expectations
- Daily routine for all children's rooms
- Price list
- Registration forms
- Permission forms
- Information request Form

Dear Parents and Carers,

We would like to extend our heartfelt gratitude for choosing Supernova Nursery to care for your little stars. At Supernova Nursery, we believe in the power of collaboration with parents and are committed to building strong, lasting relationships throughout your child's journey with us.

As you are your child's first and most influential educators, we are eager to create a meaningful partnership with you in order to help your little one reach for the stars and beyond. A successful collaboration thrives on a two-way exchange of information, insights, and expertise, and we look forward to working together to support your child's growth and exploration. A child's learning doesn't stop at the end of the nursery day! We look forward to working together to support your child's growth and exploration.

We will achieve this through several thoughtful approaches:

- Respecting and valuing your role as your child's primary educator.
- Utilising the knowledge and experience you and other family members have to support your child's learning.
- Listening to your observations about your child's development at home and any concerns you may have.
- Creating a welcoming environment where you feel valued.
- Keeping you informed about the curriculum through newsletters, displays, and reports.
- Encouraging you to assist nursery staff in discussing your child's progress and achievements through meetings and observations.
- Communicating if we believe certain learning activities or books should be continued at home to further support your child's growth.

We hope that this welcome pack is useful to you, and should contain everything you need, but please feel free to ask if there are any questions you have that are not covered on your visit and within this pack, as every child is an individual and will have different needs and requirements. We recognise that every child is unique and comes with their own prior life experiences, we aim to make their transition into nursery as smooth and comfortable as possible.

We look forward to welcoming you and your child into our setting,

Thank You

Supernova Management

Supernova Parental Expectations

When you're getting ready for nursery in the morning:

- Your child will have access to many opportunities at nursery including creative and messy play, to ensure your child has the best experience possible please ensure they are dressed appropriately and bring with them a spare change of clothes each day.
- Any personal items should be clearly labelled with your child's first and last name.
- Your child's key person will communicate whether additional clothes items are required such as: extra leggings/trousers for toilet training, new slippers/spares if your child has outgrown them .
- As per our policy, Supernova Nursery does not supply wipes, nappies and formula milk. Please make sure you bring along these requested items.
- To support your child's independence please ensure all things in your child's bag are labelled with your child's name on it, including a labelled water bottle.
- We do not allow young children to wear jewellery to the nursery as they pose potential risk.

NO SHOE POLICY

- At Supernova Nursery, we have a no shoe policy in place to maintain a clean and safe environment for the children, and parents are welcome to provide slippers for their child to wear during their time here.

Nursery Timings:



7:30am – 6:30pm
Includes breakfast, all snacks and meals



7:30am – 1:00pm
Includes breakfast, morning snack and lunch



1:00pm – 6:30pm
Includes afternoon snack and lunch

Deciding not to come in:

- Please call us or update the Family app at the latest, 30 minutes before your child is due in, to let us know if your child will not be attending or you are running more than 30 minutes late, this is very helpful for staff planning, ordering lunches and planning play or outings.

Sickness and medical requirements:

Children who appear to be suffering from an infectious or contagious illness or disease will not be permitted to remain in the nursery during the period of the illness. Any child who has a sore throat, discharge from the eyes or nose, sickness, diarrhoea, fever or any contagious/infectious illness should be kept at home until a doctor has certified, in writing, that s/he is fully recovered or 48 hours have elapsed since the last outbreak. Please do not bring children who are unwell into the nursery as they will be sent home upon arrival.

If a child should develop a high temperature of 38°C or more while they are at nursery, the parents will be contacted and requested to collect their child within an hour. All attempts will be made to maintain the child in a stable position until collection.

If a child becomes seriously ill or injured during his/her attendance at the nursery, the nursery reserves the right to call for emergency assistance along with calling parents and, if necessary, take him/her to hospital and give permission for emergency treatment to be administered.

Please inform us as soon as possible if your child will be absent for a period of time due to illness.

Entering the building:

- Please speak clearly into the intercom stating your name and your child's name.
- Please do not allow visitors or people you do not know to enter the building with you.
- After dropping your child through the allocated door please go through to the reception to confirm drop off. It's important for parents to use the reception area when dropping off their child instead of going through the same door. This policy is in place to enhance child safety by ensuring that all children are accounted for as they enter the nursery. This separation also allows for a smoother drop-off process, minimizing distractions and ensuring that children can settle into their day comfortably.

Medication:

Just to put parents mind at rest, all staff are fully qualified in paediatrics first aid, so you have confidence that we will know what to do in the event of an emergency or accident. Prescribed medication: According to the guidance set out in the Statutory Framework 'medicines must not usually be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist'. Supernova Nursery will not accept any medication that has not been prescribed by a GP and clearly labelled with the child's name and date of issue. In the event that the medication was not recently prescribed, Supernova has the right to refuse to accept it. Exceptional circumstances will require a written note from your GP. Written authorisation must be given by the parent/carer on a Medicine Form, which authorises staff to administer stated medicines. The form states the dose and how often it is to be given. A written record will be kept of all

medication administered. This will be signed by the parent on each occasion after the medication has been administered.

Non-prescribed Medications:

Staff may administer teething gels and sudocrem that are not prescribed by the doctor. Parents/carers will need to give written consent to these being administered by the staff. It is the responsibility of the parent/carer to ensure teething gels do not contain choline salicylate.

A written record will be kept of all medication administered.

- Epi Pens and inhalers will only be undertaken by trained and qualified staff.
- Injections can only be undertaken by a qualified nurse or medical practitioner.
- For children with asthma, use of Ventolin pump, etc., will be administered by the key person wherever possible. The Medication Form should be completed and dates and dosages should be recorded.

Sun Care Policy

The nursery requires all parents/guardians to supply children with the following in order to protect them from the sun:

- A high factor sun cream, clearly labelled with full name and the date it was opened.
- A suitable sun hat that also covers the child's neck if they have short hair.
- Light-weight cotton clothing suitable for the sun, with long sleeves and long legs if prone to sunburn.

Toileting:

We promote independent toileting for all children who are 3 years old and over. Toilet training will be supported by staff by working closely with the parents and sharing strategies that work best for the individual child.

Children who have just started toilet training will be taken to the toilet by staff every 30 minutes. Children are encouraged to ask a member of staff if they need to use the toilet. This arrangement enables toileting to be more closely monitored by staff that is then on hand to supervise hand washing afterwards.

Nappies:

Parents/carers of children not yet completely toilet trained are required to provide sufficient disposable nappies and wipes for each day.

Children's clothing and what will help you choose appropriate clothing for nursery:

- **Toilet training** is always an important and exciting time especially helped by quickly removable clothing, choosing items that your child can easily pull down and take off independently to support their development. (please refrain from dungarees, dresses which hang in the potty or toilet, belts, tight buttons or fasteners, tights, baggy trousers that slip off our shoes and pool on the floor, or belts on trousers that children can't undo when going to the toilet.)

The nursery requests that each child is provided with a complete change of clothes. It is an essential component of educative play that children are able to enjoy art and craft activities with, for example, glue, paste, paint, sand, water, etc. Inevitably children will transfer some of these materials to themselves and their clothing. We attempt, whenever possible, to purchase glue, paste and paint which are "washable", but in practice not everything is washable off all clothing materials. Parents should therefore dress their children with this in mind. The Nursery will accept no liability for clothing damaged while the child is at the nursery.

Good morning:

- Please remember to inform us if your child has had a disturbed night's sleep, any medication or any other relevant information. It is also a good idea to let us know if they have had breakfast at home.
- It is essential to tell us if anyone else is collecting your child along with a description and password.
- We want to share in your special moments! Is there a family birthday or wedding coming up? Let us know! We can include this in activity planning and give your child the opportunity to make cards and gifts should they want to.
- Our staff board will show all members of current staff along with their position at the nursery. It is extremely important that you are familiar with the staff who will be working alongside your child, especially your child's key person. Once allocated, your child's key person will reach out with an introductory message via the Family app. They will then be your main point of contact for handovers, concerns and updates.
- Please do not answer your mobile phones in the nursery rooms, this is working environment for us and the children do not need to be disturbed by mobile phone calls. Also for safeguarding reasons you cannot use your mobile phones in the rooms.

If you need to speak to us:

- If any conversation or matters you may need to discuss require privacy, or they are not just a general short chat, please ask staff to schedule a meeting for you at a mutually convenient time or request that the appropriate member of staff or manager calls you during the day to complete the conversation or give you time to talk.
- Please contact your key person via Family if you have any requirements or would like a meeting, for any reason. They will be more than happy to set time aside and help you. Meetings will be held before 7.00pm.
- There is a confidential suggestion box in the hallway near the front door and comment books in all nursery rooms if you would like to draw something to our attention.

When you get to work:

- If you remember something during the day, please call and let the office know.
- If you are coming at a different time or you have an early appointment and will be collecting your child, please let us know.
- Have a good day at work and if you feel like you would like to call and check how your child has been that would be fine.

Collecting your little astronauts:

- Please use the doorbell and intercom to enter the building. Before we buzz you in we need you to state clearly whom you are and whom you are coming to collect.
- You may wait for your child in the reception room where chairs and sofas are available to sit on. You can also wait outside the children's door while they collect all their belongings.
- Please collect your child's belongings and any letters to go home from your child at the end of each day. Please also check that your child has everything he came to the nursery with
- Please make sure you sign the signing out book and make note of any notices on the parent's board allocated above the signing in/out book.
- The menu for each week is on display for you to see what meal choices were on offer for the day.
- Please feel welcome to ask any additional information about the day if you would like to, but bear in mind that the staffs main concern is the safety and well-being of the remaining children they are looking after.

Closing time:

When collecting your child from the nursery at 6:30, please remember that this is an important time for us to prepare the space for the next day. Our cleaner arrives shortly after, and the staff will be busy sorting out the area to ensure everything is tidy and ready. We kindly ask that all children are picked up by this time, as we lock up at 7:00 PM to ensure the safety and security of everyone in the nursery. Thank you for your understanding!

Please always keep us up to date:

Any changes to personal information such as work numbers, mobile numbers, home address contact details need to be written in a letter and given directly to the office.

Staff

Supernova Nursery have a fantastic team of Nursery Practitioners who are passionate, committed, caring and have a loving approach to childcare which is clear in the relationship between the children and staff. We ensure all staff within the setting are in receipt of an enhanced DBS check and are trained in safeguarding, manual handling, food hygiene, safe sleep and hold a first aid qualification.

The staffing ratio in the nursery is as following:

Under 2 years: 1 carer per 3 children

2 - 3 years: 1 carer per 5 children

3 - 5 years: 1 carer per 8 children

Safeguarding Policy:

At Supernova Nursery, safeguarding and promoting the welfare of children is our utmost priority. This policy defines safeguarding as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in environments that provide safe and effective care
- Taking proactive measures to enable all children to achieve the best possible outcomes.

(Definition sourced from HM Government document 'Working Together to Safeguard Children 2013').

We are committed to supporting the children in our care by actively protecting them from maltreatment and implementing robust procedures to prevent any impairment of their health and development. It is essential to understand that safeguarding encompasses a broader range of issues beyond what is addressed in this child protection policy. Therefore, this document should be read in conjunction with our other nursery policies and procedures.

At Supernova Nursery, we collaborate closely with children, parents, external agencies, and the wider community to ensure the welfare and safety of every child, providing them with the best possible start in life. Every child has the right to be treated with respect and to be safeguarded from all forms of abuse.

To achieve this, we will:

- Foster an environment that nurtures and promotes a positive self-image in every child.
- Encourage children to cultivate a sense of independence and autonomy that aligns with their age and developmental stage.
- Ensure a safe and secure setting for all children, where they can explore and learn freely.
- Actively listen to children, valuing their thoughts and feelings to support their growth and development.

If parents have any concerns feel free to get in touch with management at Supernova.

Behaviour Management Policy:

We believe that it is important for all children to learn to behave in a caring and appropriate way, to enable them to develop socially and to increase their self-esteem. We believe that everyone has a right to be treated with respect, addressed correctly and politely and be treated with equal concern.

Positive techniques that are appropriate to the age of the child and to the situation will be used to avoid unacceptable behaviour and conflict, for example:

- Identifying early signs or triggers of unwanted behaviour
- Distracting children if they become frustrated.
- Early intervention to avoid disagreements.
- Encouraging appropriate behaviour by setting attainable targets with the children.
- Encouraging children to settle disputes by compromise and negotiation.

- Helping children understand what is and what is not acceptable behaviour. When doing this, it is important to maintain positive eye contact and speak assertively about the situation
- Staff will not raise their voices in a threatening way
- Thinking time, away from the other children and activities (with adult support, if appropriate). An explanation should be given prior to this and again after.
- Encouraging children to empathise with other people's feelings.

Special Educational Needs Policy:

The nursery is committed to the inclusion of all children. All children have the right to be cared for and educated to develop to their full potential alongside each other through positive experiences, to enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment where children are supported according to their individual needs. The nursery is committed to working alongside parents in the provision for their child's individual needs to enable the child to develop to their full potential. The nursery is committed to working with any child who has a specific need and/or disability and making reasonable adjustments to enable every child to make full use of the nursery's facilities. All children have a right to a broad and well-balanced early learning environment.

If your child has emerging signs of SEND your child's key person will:

- Make a report detailing all signs they have noticed
- Monitor these signs over a period of time to determine whether they are improving or becoming more significant
- Book a meeting with you to discuss all findings
- Liaise with the area SENCO to create an SEN Plan to further support your child

Drinks and Meals

At our nursery, we prioritize healthy and nutritious meals for the children, providing three main meals each day: breakfast, lunch, and dinner, along with regular snack times in between. Our dedicated chef prepares fresh meals daily, ensuring that there's something different and exciting for the children to enjoy every day. For those with special needs, we allow packed lunches to accommodate their requirements, if needed. We also encourage parents to send water bottles with their children to keep them hydrated throughout the day. This approach helps create a positive mealtime experience while ensuring every child's nutritional needs are met.

If your child has an allergy then please ensure that it is stated in the contract, and please be sure to tell all the staff working with your child, as well as the nursery manager who can inform our chef. We can then make sure that we provide a menu for your child which will cater for their needs appropriately. Vegetarian, vegan and religious dietary requirements are all catered for, so please just let us know what works for you and your child.

If your child has an Epi-Pen for their allergies please let us know, staff are trained as and when necessary, on how to administer and a health care plan must be written prior to your child starting. **** Please note: NUTS are not provided due to several children who have serious allergic reactions to them ** Please do not bring nuts/ nut products in from home.** Staff have undertaken food training to ensure the highest standard of food preparation. We give the children fresh water

and milk to drink throughout the day and ask that juice is not provided unless your child will not drink milk or water. If this is the case it must be provided in a named cup with a spout

For young babies we ask that you provide a box of their regular formula milk and bottles that we can keep at the nursery, or breast milk stored and kept safely that we can give according to your babies' routine. It's up to you when your child is weaning: if you would like to provide your own food that is fine, or if you are happy for our nursery chef to cater for your child then please let us know. All staff are food hygiene trained to make sure the food provided is served in the safest way and to ensure the safety of the children is of the utmost importance. We adapt menus throughout the year to reflect celebrations and festivals and each room does 'taste testing' sessions to try new foods.

Confidentiality policy

Our work will bring us into contact with confidential information. To ensure that all those using and working in the nursery can do so with confidence, we will respect confidentiality in the following ways:

- Parents/carers will have ready access to files and records of their own children - but not any other child. Parents will have access to all documents, except those of a safeguarding matter or those involving other parties.
- Staff will not discuss individual children with people other than the parents/carers of that child. Information given by parents/carers to nursery staff will not be passed on to third parties. Personnel issues will remain confidential to the people involved.
- The nursery will comply with all requirements of the Data Protection Act.

Equality & Inclusion Policy

Supernova Nursery takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. Supernova Nursery is committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs. Discrimination will not be tolerated within Supernova Nursery.

Health and Safety Policy:

The Nursery has a responsibility to provide a safe environment for your child and the Manager is responsible for health and safety matters concerning the nursery premises. All staff is aware of potential hazards within the nursery and the surrounding environment and actively protects children from hazards. We aim to provide all staff with first aid training. All accidents and any incidents are recorded accordingly. All accidents are accurately notified to the parent/carer as soon as possible.

In the nursery we aim to:

- Involve and motivate nursery staff in all matters concerning Health & Safety.
- Prevent accidents, injuries and ill-health and to identify and eliminate hazardous situations.
- Achieve a high standard of occupational health, safety, welfare and hygiene.

- Control situations likely to be hazardous to health and safety in the nursery or cause damage to persons or equipment.
- Provide a safe and healthy environment. Emergency Evacuation Procedure: The nursery has a responsibility to ensure that emergency evacuations are carried out in a safe and secure manner, protecting all people present in the building.

Early Years Foundation Stage (EYFS)

The nursery offers a stimulating and enriching environment for all age groups giving children the best learning opportunities and experience to help each child reach their full potential. The EYFS works towards the Areas of Learning and Development to ensure a smooth transition from Nursery to school, whilst building an effective partnership with parents.

The Areas are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy - Mathematics
- Understanding the World
- Expressive Arts and Design

Outings:

As part of their learning and development, children at the nursery undertake a range of local outings including walks and visits etc. off the premises. Permission will be sought for your 19 child to be included in such outings. Outings and visits are planned to complement and enhance the learning opportunities inside the nursery environment and extend play opportunities for children.

Types of outings:

Different types of outings take place and each will require slightly different preparations and staffing levels. These include:

- Outdoors area – nursery playground
- Trips on foot, e.g. visits to the park, the library, local markets and places of interest.
- Trips on public transport to places like museums, farms, etc.
- First aid equipment and any child's personal long term medication will be taken on the outings.

Children's Rooms

Tiny Trekkers – baby room:

In the Tiny Trekkers Room, we focus on developing essential skills such as core strength, walking, communication, and understanding. Activities are designed to encourage babies to strengthen their core muscles through tummy time and playful movements, which are crucial for developing their ability to sit up and eventually walk. We provide a safe space for them to practice their first steps while fostering confidence in their mobility. Additionally, our interactions with the little ones promote early communication skills, as we engage them in simple conversations and encourage them to express themselves through gestures and sounds. This holistic approach helps them build a solid foundation for understanding the world around them.

Aspiring Astronauts – toddler room:

The Aspiring Astronauts Room is an exciting space tailored for children aged 16 months to 3 years, where their learning journey is filled with exploration and discovery. In this dynamic environment, children engage in hands-on activities that spark their imagination and encourage curiosity about the world around them. Through interactive play, they develop essential skills such as problem-solving, social interaction, and independence. Our carefully selected resources and toys inspire creativity, while our nurturing staff supports each child's unique learning style, ensuring that every little astronaut feels valued and empowered as they take their first steps into a world of knowledge.

Rising Rockets – Pre-school:

The Rising Rockets Room is designed for children aged 3 to 4 years, focusing on their transition to primary school with a blend of fun and learning. In this vibrant space, we prepare our little ones for the next stage of their educational journey by fostering independence and confidence. The curriculum includes activities that promote early literacy and numeracy skills, encouraging children to express their thoughts and ideas while developing critical thinking abilities. Our dedicated staff works closely with each child to ensure they feel secure and ready for the exciting challenges of primary school, helping them build strong social skills and a love for learning that will last a lifetime.

Martians Moon – creative area:

The Martians Moon Room is a vibrant space where children can unleash their imagination through a variety of engaging activities. In this creative environment, kids explore music, build with Lego and blocks, and express themselves through painting and playdough. Circle time fosters a sense of community as they share stories and participate in games that encourage teamwork and cooperation. With endless opportunities for exploration, the Martians Moon Room is designed to inspire curiosity and creativity, allowing each child to embark on their own imaginative journey.

Milky Way – sensory room:

In the Milky Way sensory room, children have a dedicated space to relax and calm down, allowing them to escape the hustle and bustle of their day. They can engage with soft textures, gentle lighting, and calming sounds that create a soothing atmosphere. By using sensory materials,

kids can focus on their breathing and let go of any stress, helping them to feel more centred and secure. This space encourages them to take a moment for themselves, fostering emotional regulation and teaching them valuable skills for managing their feelings.

Fees

£65 full day – Includes food

£45 half day - £2 for food

£10 charge if payment not received on time

Warning is given if late for the first time, after that;

£5 late fee for first 15 minutes

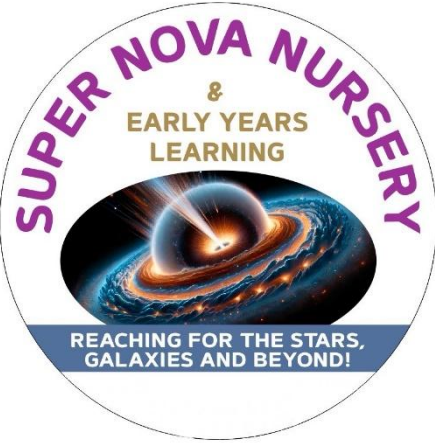
£1 per minute after 15 minutes

Please share the information above with your friends or family who may pick up or drop off your children. I hope this will give you some helpful information and it will make it easier for all the users of the nursery to be working towards the same goals.

If there are any areas that you have been unsure of in the past, please feel very welcome to drop a note to the office as it normally follows that if one parent has a question so do others. We can then perhaps send out a mini memo. We are and will be grateful for your help and support. We all work together to keep Supernova nursery safe and running well.

Best regards,

Supernova Nursery



Supernova Nursery and Early Years Registration Form

Date Completed.....Ref.....

Personal Details

Childs full name		Date of Birth	
Known as		Male/Female	

Parent/Carer Name		Mobile number	
Parent/Carer Name		Mobile number	
Email Address			
Home Address			
Postcode			
Home Telephone Number			
Child's Religion		Ethnic Group	
Parents NIN			

Attendance Details

Please fill in days and times

Start Date	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day 7:30am - 6:30pm					
Half Day Morning session 7:30am – 1:00pm					
Half Day Afternoon session 1:00pm – 6:30pm					

Security Collection Details

We only allow authorised adults to collect your child with prior notice from you on the day in question. By giving us the details below Supernova Nursery assume that you give consent for collection of your child from the named substitutes below.

Collectors Name	Relationship to the child	Contact Telephone	Password

Invites and cards:

Due to confidentiality we are unable to handout invites and cards to children as we would be acknowledging their attendance so could you please tick the relevant box below then we can follow your wishes.

- I would like my child to receive any invites or cards addressed to them
- I would not like my child to receive any invites or cards addressed to them

Health Declaration and Emergency Contact Details

In any case of emergency do we have permission to seek medical advice for your child?

YES	NO
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Do we have permission to disclose the nursery-setting name when contacted at your workplace?

YES	NO
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Parent/Carers Work details

Mothers/Carers Work address	Phone Number
Fathers/Carers Work address	Phone Number
One other Emergency contact name & address	Phone Number

Doctors Name	Telephone No	Doctors Address	Postcode:

Details of any Known allergies	
Is your child up to date with immunisations	
Details of any current/ongoing Prescribed medication	
Any specific dietary requirements? Please state:	

GENERAL TERMS AND CONDITIONS OF REGISTRATION

- Supernova Nursery expects parents/carers to notify us of any change in registration details, including telephone numbers, and provide necessary information requested concerning their child's care.
- Supernova Nursery has made me aware of the location, at the entrance, of their Policies and Procedures. I understand I can request a copy at any time; a small charge may apply.
- Parents/Carers are asked to accept that Supernova Nursery Days Care Centre will NOT use physical punishment in the discipline of their child but will follow our policies and procedures.
- Parents/Carers are requested to notify us of any accident or injury suffered by the child since the last attended session, which will then be recorded (please see child protection policy).

- Written consent will be required each time prescribed medication is to be administered by staff. Calpol can be administered if parents/carers have given prior written consent or, in emergencies, verbal consent over the phone. All medication, including Calpol, must be provided by the parent/carer and labelled with their child's name.
- Any parent/carer who is listed on the child's birth certificate will be allowed to collect their child from Supernova Nursery unless we have confirmation of an injunction by the courts. Regardless of parental responsibility, we will need to be informed if someone apart from the main carer is collecting a child. If we do not have confirmation of this we will ask the person collecting to wait in the outside until we have informed the main carer on our registration form.
- The Registration Form provides Supernova Nursery with consent, if signed, to take your child on routine outings from the setting, such as trips to the park, walks in the woods, or visits to the library. A specific letter will be sent out in advance to all parents and carers to obtain explicit consent for organized trips.
- The Registration Form also grants consent for a member of the nursery staff to transport your child to a hospital or doctor's surgery in case of an emergency, if signed.
- Please note that the nursery will NOT accept children who are suffering from any contagious disease (refer to our policies) or who have experienced diarrhoea or vomiting within the previous 48 hours.
- **All fees are invoiced one calendar month in advance, with payment to be made by cheque or cash, collected on the first Monday of every month.** If cheques are returned unpaid from the bank, parents/carers will incur relevant bank charges.
- Any extra sessions or hours must be paid upon collection of your child.
- A surcharge of £10 will apply for any payments not received by the set day. If payment is still not received within the week following this date, a fine of £5 per day will be charged until payment is received, or the child's space at Supernova Nursery will be suspended until the account is settled.
- Recurring overdue fees may result in termination of registration without prior notice, and action will be taken through a debt collection agency to recover any outstanding fees owed to Supernova Nursery.
- Supernova Nursery will review the fee structure every July.
- For late collection of children from the setting, a surcharge of £5 for the first 15 minutes and £1 per minute thereafter will be applied, with no exceptions, and added to the next invoice.
- If there are any absences due to child or parent/carer illnesses or missed sessions, the full contracted fee is still due. Likewise, if the child is on holiday the full contracted fee is payable.
- This agreement is subject to change in part or whole by Supernova Nursery with one month's notice. All parents will be notified via letter within two weeks. Supernova Nursery will not be held liable for any unread notifications.

IMPORTANT: One month's notice is required, in writing, if you wish to withdraw your child from the nursery.

Child's NameDate

Parents/Carers Name (Print) Signature

Parents/Carers Name (Print) Signature

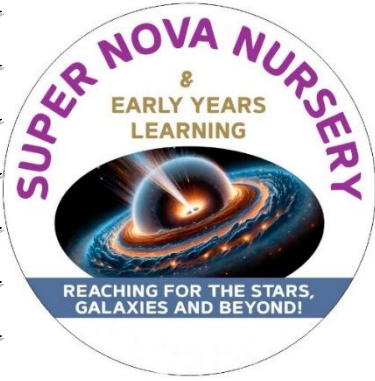
Permissions

Permissions	<u>YES</u>	<u>NO</u>
<p style="text-align: center;">Consent for taking your child's photo</p> <p>We hereby give permission for Supernova Nursery to take photos of our child to use within the nursery for displays, artwork etc...</p>		
<p style="text-align: center;">Consent for Your Child's Photo to be used in Advertising</p> <p>We hereby give permission for our child's photo to be used in advertising such as Supernova Nursery Website, local newspapers etc.</p>		
<p style="text-align: center;">Consent for applying sun cream</p> <p>We hereby give permission for Supernova Nursery to apply sun cream to our child.</p>		
<p style="text-align: center;">Consent to apply nappy cream</p> <p>We hereby give permission for Supernova Nursery to apply nappy cream to our child if necessary</p>		
<p style="text-align: center;">Consent to administer medication</p> <p>We hereby give permission for staff to administer prescribed medication or calpol provided by the parent/carer with written consent.</p>		
<p style="text-align: center;">Consent for taking your child out of Nursery</p> <p>We hereby give permission for Supernova Nursery to take our child off the premises to go for a walk in the woods, to the shops, to the park or library etc</p>		
<p style="text-align: center;">Consent for contacting your child's playgroup or school</p> <p>We hereby give permission for Supernova Nursery to contact my child's playgroup and school to discuss their developmental progress. This will be undertaken to assist my child to reach their full potential.</p>		

Child's NameDate.....

Mothers/Carers Name (Print) Signature

Fathers/Carers Name (Print) Signature



Supernova Nursery and Early Years

Health Questionnaire

Name of child..... Date of birth.....

Address.....

Phone number.....

Name and Address of GP.....

GP Telephone Number.....

Circle if your child has any of the following dietary requirements?

Halal Vegetarian Vegan Other.....

Does your child suffer from any of the following medical conditions?

Allergies (hayfever, eczema, etc) YES NO Please give details.....

If yes, please give details of medication taken.....

Asthma YES NO Please give details.....

If yes, please give details of medication taken.....

Epilepsy YES NO Please give details.....

If yes, please give details of medication taken.....

If your child has Allergies, Asthma or Epilepsy is there a current care plan? YES NO

If yes, Please provide the nursery with a copy.

Does your child attend a dentist? YES NO

Has your child visited the dentist in the last year? YES NO

Has your child attended the opticians in the last year? YES NO

Has your child been prescribed glasses? YES NO

Does your child have any other medical conditions? YES NO

If yes, please give details.....

Does your child take regular medicine? YES NO

If yes, please give details

Does your child attend the GP or hospital for any treatment? YES NO

If yes, please give details

Name of hospital / clinic attending

Name of consultant

Do you consent to the nursery contacting any hospitals for further information if your child has a medical condition or takes regular medication? YES NO

Any further information.....

.....

Child's NameDate.....

Mothers/Carers Name (Print) Signature

Relationship to child

Fathers/Carers Name (Print) Signature

Relationship to child

It is your responsibility to ensure we are kept up to date on your child's medical needs throughout the academic year. Please contact the nursery ASAP if your child's medical needs change.

SUPERNOVA NURSERY

Questions to help us get to know your child

Childs Name:

D.O.B:

- What does your child enjoy playing with?

- Does your child have any names for significant people (e.g. grandparents) or pets which you would like us to use?

- Is there any particular likes or dislike that your child has?

- Are there any ways in which your child might need particular help/ support from a member of staff?

- Does your child wear nappies? If so what size? If toilet trained, how does your child let you know if they need the toilet?

- Does your child have any know allergies?

- Any other relevant information

Thank you for sharing this information with us to help us get to know your child