



*“Our vision is to help children  
climb their own mountains”*

Loris Malaguzzi

Proprietor

Mrs Nicki Ovel BA Hons, Early Years Teacher

Green Croft EY453861 • ☎ 01432 352016

Riverside EY468858 • ☎ 01432 350988



Email: [merrygoround@btconnect.com](mailto:merrygoround@btconnect.com)

[www.merrygoroundnursery.co.uk](http://www.merrygoroundnursery.co.uk)

[www.facebook.com/MerryGoRoundDayNursery](https://www.facebook.com/MerryGoRoundDayNursery)



Blank Page



*Our Vision: Is to help children climb their own mountains (Loris Malaguzzi)*

# Merry-go-Round Day Nursery

@ Green Croft  
Green Croft Children's Centre  
Green Croft, Hereford HR2 7NT  
01432 352016  
@ Riverside  
Belmont Avenue  
Hereford HR2 7JF  
01432 350988



[www.merrygoroundnursery.co.uk](http://www.merrygoroundnursery.co.uk)  
[merrygoround@btconnect.com](mailto:merrygoround@btconnect.com)

Dear Parents/Carers and Children

Welcome to Merry go Round Day Nursery. We hope you and your child will be very happy whilst attending our setting and please be assured that we do all we can to make this process as smooth as possible. Please complete and return the attached forms to the setting of your choosing.

Opening Hours:

Monday to Friday	7.30am to 4.30pm
Exceptions	Closed 1 week Easter, 2 weeks Christmas, Bank holidays
Training Days	Closed 2 training days (End of Spring and Summer Terms)

Early Education Funding

Our nursery is governed by Ofsted (URN: EY453861) and we are registered with the local authority for Early Education Funding (EEF)

As soon as your child is eligible for Early Education Funding (EEF), you will receive 15 hours of free, funded sessions per week term time (38 weeks). An EEF session is currently 3 hours in length. All children accessing free, funded sessions can opt in/ out of £5 per 3 hour free, funded session for consumables. Please see additional information in this pack for more details.

Working parents/carers may be eligible for up to 30 hours EEF per week, subject to application and meeting criteria. Parents/Carers apply via the Government Gateway. For more information, please ask staff for details.

When nursery is closed (see exceptions above) you will not be charged fees. However, Merry go Round is a full time nursery and we remain open when schools close for half term and term holidays. Full, private fees apply during these periods where EEF only covers term time care. Should you choose for your child to attend during these holidays you must book them in advance and you will be charged fees for booked sessions, not attendance. Occasionally, due to staff absence, you may be asked to keep your child at home to ensure adult: child ratios are met.

Fees

Fees are payable in advance – weekly, fortnightly or monthly. Fees are charged for the sessions booked and not for attendance. Should your child not attend nursery for any reason you will still be charged your normal fees.

Should you have any difficulty paying fees, please speak to the Supervisor or the Manager in confidence.

Fees should never go into arrears. In the unlikely event that they do so, the matter should be dealt with immediately or you risk losing the sessions and possible debt collection would ensue. Bills are prepared at the start of each term but may vary should you increase or decrease sessions.

### Starting Nursery

Before your child's start date, you will be asked to attend a 'settling' process. This is to ensure your child feels comfortable and secure within their time at nursery and to introduce you and your child to all the staff and familiarise you with the surroundings. Settling sessions can be arranged through the Supervisor. Once your child has settled well, the Supervisor will discuss suitable sessions with you (minimum of two per week). We offer full days only for the Snugglers (under 2s), so the two session rule applies (2 sessions is equivalent to one full day).

### Further Information

The staff team at Merry go Round Day Nursery are very approachable and will endeavour to assist you with any questions or worries you may have. Please either telephone or call in during the day to speak to the Supervisor or Manager on the telephone number above.

Manager - Nicki Ovel

Manager - Sharon Parham

Snugglers Room (for children aged 6 months to 2 years), Supervisor - Chloe Edwards

Explorers Room (for children aged 2 to 3 years) Supervisor - Abi Lewis

Discoverers Room (for children aged 3 to 5 years) Supervisor (Acting Manager) - Katie Evans

Finance/Admin - Sarah Zaurin

# Merry go Round Day Nursery

## Reggio Approach Information Sheet

At Merry go Round we follow an Italian Approach to learning called the 'Reggio Emilia Approach'.

It is used alongside the Early Years Foundation Stage (EYFS) and shares many of the same principles.

The aim is to allow children to become independent learners within a creative and stimulating environment.

The Reggio Approach encourages children to explore, be curious and inquisitive.

The staff help them to research their interests and learn from one another, making learning fun and leading to projects around their interests.

There is an emphasis on relationships between home and nursery and information sharing is very important.

This information sheet is aimed to give you a better understanding of how your child will learn whilst attending Merry go Round.



### Community

Children are encouraged to respect their family, cultures and religious beliefs of others and accept diverse needs and backgrounds of all children in the nursery and the wider community



### Creativity

We use a range of natural resources for children to experience and investigate through their senses. There is no end product; therefore children may work cooperatively with other children on a project. This means that they won't always bring something home. It is the process that is important.



### Values

Children are encouraged to be respectful and kind to each other and the environment. We choose a different value each month to focus on.



### **Documentation**

Every child is an individual. Staff observe children's interests and record them using Tapestry Online Learning Journeys, using photographs as evidence. Parents are given access to these via their own unique login.

Parents have the option to download and print their child's Learning Journey when they leave nursery.

Children's progress is recorded against the EYFS and this is passed on to the allocated school when the child is 4 years old as a continuation of their education.



### **Communication and Dialogue**

We provide activities that encourage children to speak, listen, learn letters and sounds through Phonics. This helps to extend vocabulary and children learn to take turns in speech and respect the views of others.



### **Child Initiated Learning**

Children choose what to play with staff observe children and plan activities around each child's interests. This ensures that children's learning is progressing and that their voice is heard



### **Exploration of the environment**

The learning environment is very important and children use real objects. It is the responsibility of all staff to ensure that resources are meaningful and challenging both inside and outside. All activities are open ended so that children can re-visit them throughout the day. We have free-flow from inside to out and room to room throughout

### **How you can help us to support your child**

Donate recycled & life like resources i.e. pots, pans, wooden items, tools, baskets etc

Share books/ stories and read to your child every day

View your child's Tapestry Journal and share home experiences on there

Show an interest in your child's creations

Ask about their day in nursery

## Information

Please ensure you have read through this pack fully, completed it in full, and signed/ ticked all the relevant places, especially the Allergy & Collection information. We cannot allow children to be collected by any person not on your collection list so please write details of all persons who may collect and ensure they know your unique password.

When you and your child arrive for the first time at the setting, you will be greeted by staff that will assist you with the arrival routines such as putting your child's lunch box and bag in the right place. Please ensure all belongings are clearly named as we have many duplicates and cannot be held responsible for losses.

If you are booked in for breakfast time (7:30am to 8:30am) you are welcome to send something in, otherwise we have a selection of cereals to choose from.

Please arrive promptly as Keyworkers begin circle time at 9am and this is a very important social time for the children to spend time together and get to know each other and is a focussed teaching session.

If your child needs a comforter and/ or pacifier, do bring it along. However, please be aware that it could get lost or broken and nursery cannot accept responsibility if this happens. Your child will be encouraged to keep it in their bag.

Ensure all your child's belongings are clearly named, especially coats, hats and lunch boxes. This will prevent any anxiety your child may suffer if they have the same as someone else

If your child still needs a sleep during the day, please inform staff. Children may rest in a quiet area (or sleep room for under 2's). We cannot enforce sleep if your child refuses.

All children are provided with a healthy snack each morning and afternoon, with a carton of milk or water in their own personalised water bottle

If your child is staying at lunch time, please pack them a healthy, nutritious lunch and a drink (no fizzy drinks please). If your child prefers their fruit to be peeled, please do so in advance. We do not have facility to heat up food for children, so no hot lunches (except under 2's where food can be heated in a microwave). Hot food can be brought in using a flask if your child prefers a hot meal.

As we follow the Reggio Emilia Approach, our nursery day involves lots of exploration of the natural environment and lots of very messy play. Please dress children in play clothes that you don't mind getting soiled. We cannot be held responsible for expensive items being damaged. Also, clothing should be weather appropriate such as wellington boots on wet days, sun hats on sunny days.

Finally, please take a moment to read through our policies, which are on display but can also be emailed to you for your convenience. Staff are available if you have any questions.

## FAQ

### What is a Keyworker/ Key Person?

A Keyworker/ Key Person is the person allocated to your child when they start at nursery. They are responsible for a group of children, making them feel safe and cared for. The Keyworker/ Key Person will get to know your child really well and plan their Next Steps of learning.

### How can I check my child's progress?

We will provide a Next Steps Ladder every term so that you can see your child's progress as they become skilled, confident learners. Please download Tapestry Learning Journey app so you can also add photos and messages.

### When should I pay my fees?

You will be issued a bill at the start of each term. Payment is required in advance, weekly, monthly or termly. You are welcome to pay the entire balance in one go, but this must be done at the start of the term. If fees go into more than two weeks arrears, you risk losing your nursery place.

### How can I pay my fees?

We prefer payments via internet banking, however we also accept cash in the setting.

For internet banking using the following details:

Account Name: Merry go Round Day Nursery

Account number: 93663817, Sort Code 20-39-64

If you require attendance/payment proof for Universal Credits etc, please email Admin at [merrygoround@btconnect.com](mailto:merrygoround@btconnect.com) and allow up to 5 days for this to be processed.

Should you be having difficulty in keeping up with fee payments, please see your child's Supervisor straight away who can assist with payment plans.

### How do I get information about nursery events?

We send out emails – Information Tuesday – showing events and activities, also term dates and when the nursery is closed. We also display posters in the entrance for local events.

We also have a Facebook page [www.facebook.com/MerryGoRoundDayNursery](https://www.facebook.com/MerryGoRoundDayNursery) and you can find lots more information on our website [www.merrygoroundnursery.co.uk](http://www.merrygoroundnursery.co.uk)

### I have concerns about my child, what should I do?

Please ask to speak in confidence with your child's Keyworker or Supervisor, who will offer advice and, if needed, sign post you to the relevant person. It might also be suggested that you speak with the SENCo, Manager or Deputy Manager for further assistance. We are here for your family as well as your child, please don't hesitate to speak with us.

### What should my child bring with them to nursery?

Clothing and Nappies

All nappies, wipes etc are provided by nursery if opted into the consumable fee, or paying private paid fees. If you opt out of the consumable fee you will need to bring enough nappies for the whole session/day and a pack of named wipes.

You will need to provide a change of clothing, all of which should be placed in a named, drawstring bag. No carrier/ plastic bags please.



# Merry go Round

# Information and FAQ

If your child is potty training, please inform staff and ensure you provide good supply of underwear and socks, also plenty of training pants if your child is using them. A change of clothing is also advised, all of which should be placed in a named, drawstring bag.

For all other children, it is advised to provide a change of clothing, including underwear as accidents can, and do, happen.

All clothing should be appropriate for the weather and should be clearly named. We go outside in all weather; sun, rain and snow.

## Food and Drink

If your child is staying for lunch, please provide a healthy, nutritious lunch in a named lunch box. Don't forget to include a drink, and a spoon if required, and cut fruit into small pieces to prevent choking hazards. We provide water throughout the day in a named bottle. It is advised not to send peanuts in lunches due to some children having allergies.

You are welcome to bring in a cake on your child's birthday for the children to share.

If your child has any allergies or special requirements, please add this to the registration forms and inform staff.

A healthy snack is offered to children during each main session. If you have opted out of the consumable fee you will need to provide this. Nursery has a menu of items for each day.

## Toys

You are welcome to bring toys into the nursery, however, we cannot be held responsible if they are lost or damaged

## Checklist - you will need to bring the following with you on your child's first session

- Registration Forms - please ensure you have completed them in full
- Child's Birth Certificate
- Child's Red Book
- Change of clothing
- Nappies, wipes and snack if not opting into consumable fee
- Child's comforter and/or pacifier if they need it
- Lunch (if booked)
- Appropriate clothing for the weather

Merry go Round

Information and FAQ

# Merry go Round

# Early Education Funding

## Early Education Funding (EEF)

If eligible, the free funding starts from the term after their qualifying age. Free funding is granted by Herefordshire Council, not by the nursery.

### Basic Early Years Foundation Stage (EYFS)

The EYFS Statutory Framework only requires the minimum provision for learning, development, and care. Merry go Round go above and beyond to enrich children's early years experiences.

### Additional Provisions (Consumables)

At Merry go Round, we go above and beyond the minimum requirements set by the EYFS to ensure that your child receives a rich, engaging, and nurturing Early Years experience. Parents/ Carers can opt in or out of the consumable charge. Please see information sheet provided in this pack.

### Free, Funded childcare for 2, 3 and 4 year olds

All three and four-year-olds in England are entitled to free, funded childcare from the term after their third birthday. This is often taken as 15 hours per week (or 30 hours per week subject to eligibility) for 38 weeks of the year.

Some two year olds are also eligible through 'Best Start', see below for more details.

### Free, Funded childcare for children aged from 9 months old of Working Parents

Eligible working parents of children over 9 months could have 15 hours of free, funded childcare a week over 38 weeks of the year (extending to 30 hours from September 2025). You must register and complete a successful application to receive an eligibility reference number. To complete an application, please visit <https://www.childcarechoices.gov.uk/>

### Free, Funded childcare for two year olds of Non-Working Parents

Visit <https://www.herefordshire.gov.uk/family-support/early-education-funding-parents/3> to see if your two year old is eligible for free, funded childcare, and apply online.

You'll need information about you and your partner (if you have one), including:

- How much you spend on childcare
- Any benefits you or your child get
- Your income
- Check your eligibility for funded childcare for your two year old and apply online

### 15 hours a week (free, funded childcare)

Every child is entitled to receive 15 hours a week free, funded childcare for 38 weeks of the year. This funding starts from the term after their qualifying birthday and will remain in place until the start of their Reception Year at school.

### 30 hours a week (extended childcare)

Eligible working parents could have 30 hours of free, funded childcare a week over 38 weeks of the year, term time only.

# Merry go Round

# Early Education Funding

The 30 hours extended free, funded childcare is available to eligible working parents of three and four year olds who already access, or will access, the existing universal 15 hours free childcare. From September 2025 this will be available to children aged from 9 months.

You must register and complete a successful application to receive an eligibility reference number. To complete an application, please visit <https://www.gov.uk/apply-30-hours-free-childcare>

Check your eligibility and sign up on the government childcare website for your reference number. Sign up should take about 20 minutes.

With both Working Parent funding and extended funding, when you have successfully completed the application you will receive a DfE Eligibility Reference Number (DERN). You should take this, along with a note of your National Insurance number and evidence of the date of birth of the child, to your chosen childcare provider as proof of your eligibility. Code eligibility will depend on the start date.

You will need to reconfirm through your government gateway every three months to ensure you continue to receive funding. Failure to reconfirm will result in your extended funded childcare stopping. You will, however, still be entitled to the 15 funded hours per week.

Please be aware that nursery do not control any element of application or granting of Early Education Funding.

## When could my child be eligible from?

From the term after turning 9 months old and a parent has successfully applied and received a code, whichever is later. Funding can start:

From 1 April - for applications made between 1 January - 31 March

From 1 September - for applications made between 1 April - 31 August

From 1 January - for applications made between 1 September - 31 December

## How you can use your funded childcare hours

Different providers give you different ways to use the free, funded hours you are entitled to.

Termly over 38 weeks. Any additional weeks/ holiday care requires prior booking and full private fees apply.

Funding only covers our main sessions, 8:30 to 11:30 and 12:30 to 3:30 up to your weekly allowance. All other sessions will be charged at our usual rates.

Can be shared between a maximum of two providers

When your child starts nursery, we will claim the funding for these hours and it is paid directly to us once your child is registered. You will be expected to complete a funding form and provide any documentation required.

All information is kept securely and only shared with Herefordshire Council EEF department.

This form MUST be completed in full before your child attends Nursery					
Child's First Name		Child's Middle Name/s		Child's Surname (Family name)	Date of Birth
Child's Address					Postcode
Child's first language	Child's country of birth	Child's nationality	Child's gender	Religion/Special requests regarding culture & beliefs	
Does your child speak/ understand English? Yes/ No					
1 <sup>st</sup> Parent/Carer Name			2 <sup>nd</sup> Parent/Carer Name		
Parent Date of Birth			Parent Date of Birth		
Parent National Insurance Number			Parent National Insurance Number		
Address			Address		
Postcode			Postcode		
Telephone number ☎			Telephone number ☎		
Email address			Email address		
Relationship to child:			Relationship to child:		
Parent/Carer first language			Parent/Carer first language		
<i>Parental</i> responsibility Yes/No			<i>Parental</i> responsibility Yes/No		
<i>Legal</i> responsibility Yes/No			<i>Legal</i> responsibility Yes/No		
Place of work			Place of work		
Contact telephone number ☎			Contact telephone number ☎		
How many hours per week do you work?			How many hours per week do you work?		
Does your child live with both parents? yes/no			Names of other children in the family?		
Names of Parent/Carers who the child lives with:					
Child's GP Surgery			GP Name		
Telephone number ☎			HV Name		
Child's Dentist Surgery					
Names of other professionals working with your child if any: e.g. Social Worker, Family Support, CDC, Paediatrician Please include any special educational needs and disabilities					
Which school do you intend to register with?			Has your child attended Nursery/Pre-School before? yes/no If yes, which one?		
<b>I declare that all information on this form is correct and I give permission for this to be held on file at the nursery</b> <b>Signature of Parent/Carer</b>					<b>Date</b>

Merry go Round

Registration Form



# Parent/ Carer Contract and Terms and Conditions

This contract is between:

**Merry go Round Day Nursery** a *limited company with company number 07860492* the address of which is **Green Croft Children's Centre (GC) and Belmont Avenue (RS)** and parent/ carer named

Parent/ Carer Name(s)	
Parent/ Carer Address	
Child's Name	

## 1. Definitions

1.1 The definitions below apply in these terms and conditions.

**"Child"** the child or children who are named;

**"You"** the parent/ carer who purchases services from us;

**"Services"** the services of a daycare nursery during the days or half days (\*excluding bank and public holidays), together with any other services which we provide, or agree to provide, to you;

**"Us"** the nursery named.

1.2 A reference to **writing** or **written** includes email.

1.3 Any requirement in this contract for either party not to do something includes an obligation on that party not to allow that thing to be done.

## 2. Formation of the contract

2.1 A contract for the services will be formed between you and us once you have given us a signed, fully completed, registration form and booking/ retainer fee where applicable, and we have confirmed to you that your application for a place has been successful.

2.2 These terms and conditions govern the contract between you and us for the services. No other terms apply unless they are in:

2.2.1 A handbook issued to you by us,

2.2.2 A policy issued to you by us,

2.2.3 A letter that is signed by both you and us.

2.3 In the case of any uncertainty as to which terms apply, these terms and conditions will apply.



# Parent/ Carer Contract and Terms and Conditions

## 3. Duration of the contract

3.1 The contract shall last until it is terminated by either you or us giving to the other, in writing, at least four weeks' notice. However, the contract can, in some circumstances be terminated immediately under clause 18.

3.2 You are liable for the fee during the notice period. If you fail to give proper notice, you may be charged the full notice period.

## 4. Suspension of the services

The services may be suspended (meaning the child is temporarily not able to attend the nursery) in the circumstances set out in our Critical incident policy or in the circumstances set out in clause 19.

## 5. Our obligations

5.1 We will use all reasonable efforts to provide the services to you, in accordance with all material respects with these terms and conditions and any other documents referred to in 2.2 above.

5.2 We welcome staff and children from many different backgrounds and ethnic groups. Human rights and freedoms are respected and we will do all that is reasonable to ensure that our culture, policies and procedures are made accessible to children who have disabilities and to comply with their social and moral obligations under the Special Educational Needs and Disability Act 2001 or Equality Act 2010 in order to accommodate the needs of children, applicants and members of staff who have disabilities for which, after reasonable adjustments, we can cater adequately

5.3 If we determine, in our sole discretion (after appropriate and reasonable analysis) that reasonable adjustments cannot be made for a child and as such we cannot continue to adequately provide for that child (or admit them as the case may be) then we shall be permitted to request that you withdraw the child without being charged fees in lieu of notice.

## 6. Your obligations

6.1 You shall:

6.1.1 Co-operate with us;

6.1.2 Provide to us such information as we may reasonably require about

6.1.2.1 The child including

6.1.2.1.1 Any known medical condition, health problem, allergy, or diagnosed dietary requirement;

6.1.2.1.2 Any prescribed medication;





## Parent/ Carer Contract and Terms and Conditions

6.1.2.1.3 Any lack of any vaccination which the child would ordinarily have by their age;

6.1.2.1.4 Any family circumstances or court orders affecting the child;

6.1.2.1.5 Any concerns about the child's safety; and

6.1.2.2 Your contact details, and those of your authorised persons who may collect the child.

6.2 You must (a) ensure that these details are accurate and (b) keep these details up-to-date, by promptly informing us in writing whenever they change.

6.2.1 As regards arrivals and departure of a child, please refer to the nursery's Arrivals and departures policy. Please ask for a copy of it if necessary.

6.3 If our performance of our obligations under the contract is prevented or delayed by anything you do (or fail to do), we shall not be liable.

### 7. Charges and payment

7.1 You shall pay the charges in advance as set out on your termly fee sheet and/ or retainer agreement or in accordance with clause 19.

7.2 Where the child is unable to attend but our service remains available full charges will be due.

7.3 We will not charge for bank holidays and/ or staff training days.

7.4 VAT is not charged on nursery fees (nursery provision is an exempt supply for VAT purposes).

7.5 The charges set out in our fee structure are per child, and do not include any consumables unless a signed parent/ carer agreement has been given.

7.6 Extra hours will be charged for at the ruling rate and must be booked and paid for at least 24 hours in advance. Late collection fees will be applied for every 5 minutes after the usual time of departure.

7.7 The charges must be paid in advance, by the first day of the week, month or term.

7.8 All payments must normally be made by direct credit (internet banking) or online tax-free childcare. We may agree to payment by cash, but it is your responsibility to obtain a receipt from the nursery as proof of payment. No payment shall be deemed to have been made until it is cleared into our bank account. If a payment fails, we may charge a reasonable administration fee. We do not accept cheques.



## Parent/ Carer Contract and Terms and Conditions

- 7.9 We may increase our charges to match inflation. We will give you written notice of any such increase at least one month before the proposed date of increase.
- 7.10 Without restricting any other legal right that we may have, if you fail to pay us on time, we may suspend all services until payment has been made in full, which will include the suspension of the child's place, or even terminate the contract permanently.
- 7.11 If you owe us any money, and make a claim against us, we may offset what you owe us against what you are claiming from us.

### **8. Reducing sessions**

You are required to give us four weeks' notice of a reduction in the number of sessions you require.

### **9. Government funded nursery education (Early Education Funding – EEF)**

- 9.1 If you wish to take up your funded nursery education place, you are required to complete and sign a Parent/carer declaration on a termly basis, detailing how and when you will take up the funded sessions.
- 9.2 A minimum of 2 main sessions per week to be taken by each attending, funded child.
- 9.3 Funded sessions are for 3 hours in length (8:30 to 11:30 and 12:30 to 15:30), and is continuous for 3 hours with no additional charge, option to opt in or out of consumable charge and private paid lunch period (11:30 to 12:30). All private paid sessions are charged for (7:30 to 8:30, 11:30 to 12:30 and 15:30 to 16:30).
- 9.4 Our charges will not be made in respect of the funded sessions as detailed in the Parent/carer declaration, but we are entitled to make a reasonable charge for meals or additional activities provided during any funded session.
- 9.5 A consumable charge will apply per funded 3 hour session. Parents/ Carers have the right to opt out of this, but will then need to provide all the required consumables for their child's session at a time suitable to the nursery.
- 9.6 Parents/ Carers must provide a healthy packed lunch for children attending the private paid session (11:30 – 12:30). If paying for this private paid session on the same day as a funded session, the consumable fee will not apply. If only taking a funded session, the consumable fee will apply, unless opted out.
- 9.7 During non-EEF times (half terms and term holidays) full fees will apply for booked sessions. Charges will be for booked sessions, not attendance.
- 9.8 The nursery reserve the right to immediately suspend and/ or cancel any funded sessions should the parent/ carer fall into more than two weeks arrears on private paid fees.



# Parent/ Carer Contract and Terms and Conditions

## 10. Welfare of the child

- 10.1 We will do all that is reasonable to safeguard and promote the child's welfare and to provide care to at least the standard required by law and often to a much higher standard.
- 10.2 We will respect the child's human rights and freedoms which must, however, be balanced with the lawful needs and rules of our nursery and rights and freedoms of others.
- 10.3 Your consent to such physical contact as may be lawful accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a child in distress, or to maintain safety and good order, or in connection with the child's health and welfare.
- 10.4 Nappies, wipes and nappy sacks are provided by the nursery, unless parents/ carers have opted out of the consumable charge and/ or do not pay private fees.
- 10.5 Parents/ Carers should provide sealed formula milk for bottle feeding babies. We do not allow for pre-made formula milk as this increases the chance of a baby becoming ill.
- 10.6 Labelled mother's breast milk will be stored in the fridge and an area will be made available for mothers to breast feed their babies or express milk should they need to do so.
- 10.7 Please refer to the nursery's Behaviour Management policy. Please ask for a copy of it if necessary.
- 10.8 The nursery uses emergency procedures for accidents, evacuations, incidents and allergic reactions, please refer to the individual policies and procedures and ask for a copy where required.
- 10.9 Where a Safeguarding issue is identified, the Designated Safeguarding Lead (DSL) will contact the Local Authority Safeguarding Team and take action as instructed.

## 11. Health and medical matters

- 11.1 If the child becomes ill during the nursery session the nursery room supervisor will contact you or the emergency contact indicated on the registration form. You must inform us immediately of any changes to these contact details. If your child requires urgent medical attention while under our care, we will, if practicable, attempt to contact you and obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment recommended by a doctor (including anaesthetic or operation, or blood transfusion) unless you have previously notified us you object to blood transfusions).
- 11.2 If the child is suffering from a communicable illness, he/she should not be brought to the nursery until such time as the infection has cleared. A full copy of our infection control is available from the nursery supervisor and displayed for parents/ carers. Please refer to the



# Parent/ Carer Contract and Terms and Conditions

illnesses and communicable diseases list supplied in your information on minimum periods of exclusion from the nursery.

11.3 You must notify the nursery if the child is absent through sickness.

11.4 If the child has been sent home from the nursery because of ill health, he/she will not be re-admitted for at least 24 hours. If the child is prescribed antibiotics, he/she will not be allowed to return to the nursery for 48 hours. If the illness is a communicable illness then clause 11.2 shall also apply and the child will be unable to attend the nursery until such time as the infection has cleared.

11.5 As regards medication, and the administration of it to a child, please refer to the nursery's Medication policy. Please ask for a copy of it if necessary.

11.6 Please also see clause 6.1.2 on matters we need to be informed about.

## 12. Food and dietary requirements

12.1 We will work with you to provide suitable food for your child, if they have a special dietary requirement or any allergies as diagnosed by a doctor or dietician. All reasonable care will be taken to ensure that your child does not come into contact with certain foods with support from parents/ carers and external professionals should the need arise.

12.2 Snack menus will be displayed for inspection, and parents/ carers and children will be involved in the review of these.

12.3 No packed lunches supplied by parents/ carers for children will be heated up by us, except for under 2s attending our Snugglers room.

## 13. Reporting of neglect or abuse

We have an obligation to report to the relevant authorities any suspicions we have that your child has suffered neglect or abuse, and where necessary we may do so without your consent and/or without informing you.

## 14. Limitation of liability

14.1 This clause sets out our (and our employees', agents', consultants' and subcontractors') liability to you in respect of the contract (including any breach of it, any statement we make to you about it, our termination of it).

14.2 All terms implied by law are, to the fullest extent permitted by law, excluded or deleted from the contract.

14.3 Nothing in these terms and conditions in any way limits our liability for fraud, or for death or personal injury resulting from negligence.

14.4 We shall not be liable for:



## Parent/ Carer Contract and Terms and Conditions

14.4.1.1 Any loss or damage to any toys, equipment or bags, clothing etc. you may bring into our nursery;

14.4.1.2 Loss of any profits, or consequential loss; or any other indirect loss; and

14.5 Subject always to clause 14.3, our total liability (in contract, tort including negligence or breach of statutory duty, or otherwise) shall be limited to cumulative price paid by you for the services over the course of the contract.

### 15. Data protection

15.1 You agree that details of your name, address and payment record may be submitted to a credit reference agency, and personal data will be processed by and on behalf of us in connection with the services.

15.2 We may take photographs and/or videos of your child for promotional or training purposes only. If you do not wish for your child to be included in such photographs or videos, please inform us by completing the Permission form given to you on enrolment, or by writing to the nursery manager. Photographs and/ or videos will be used on Tapestry if opting in to consumable charge or paying private paid fees. If opted out of consumable charge, parents will receive verbal feedback only.

15.3 Any personal data related to you or your child will be dealt with in accordance with our GDPR privacy notice, which can be found in your registration pack and also as a held policy.

15.4 Your child's registration form will be held for six years and any incident/ accident forms, including parent/ carer contact forms held for three years after leaving the setting, or in the case where a child has been safeguarded the registration form and all other documentation relating to the child will be kept for 21 years or until the child turns 25 years old. All other registration documentation will be shredded.

15.5 Information sharing is important to ensure the child's learning and development progresses throughout their time in nursery and into primary school. Information will be shared with all other professionals involved with your child, including but not exclusive to Children's Centres, Health Services, Children's Services and Educational Services.

### 16. Security

Parents/ Carers are welcome to visit the nursery, but we will not admit anyone without prior notification. It is your responsibility to ensure that we are aware of who will be collecting your child. No child will be allowed to leave the building with any person who has not been notified as an authorised person to collect the child on your behalf.

No mobile phones and/ or other portable recording devices are permitted within the nursery, except those specifically held by the nursery, such as Tablets for Tapestry observation.



# Parent/ Carer Contract and Terms and Conditions

## 17. Complaints and concerns

Please address any complaint or concern to the supervisor in charge, in the first instance, and if the matter is not resolved within a reasonable period, please refer it to the nursery manager. Please also refer to our Complaints policy which shall apply to any complaints received by us.

## 18. Termination for breach of contract, bankruptcy or insolvency

18.1 Without restricting any other legal rights which the parties may have, either party may terminate the contract without liability to the other immediately on giving written notice to the other if:

18.1.1 The other party fails to pay any amount due under the contract on the due date for payment and remains in default for 2 weeks or more; or

18.1.2 The other party commits a material breach of any of the terms of the contract and (if such a breach is capable of being remedied) fails to remedy that breach within 30 days of that party being notified in writing of the breach; or

18.1.3 The other party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of Section 268 of the Insolvency Act 1986.

18.2 On termination of the contract for any reason:

18.2.1 You shall immediately pay all of your outstanding unpaid invoices and interest and, in respect of services supplied but for which no invoice has been submitted, we may submit an invoice, which shall be payable immediately on receipt; and

18.2.2 Any clause in these terms and conditions which implicitly is intended to survive termination shall continue in force.

## 19. Events that are beyond our control

19.1 If any event beyond our reasonable control (e.g. a fire, flood, epidemic or pandemic outbreak, strike, civil action, act of terrorism, war etc.) occurs, for which we have business interruption insurance, we may close the nursery without liability to you and we will not charge you for the fees for the time the nursery is closed. We will keep you informed, in such an event.

19.2 If the nursery is forced to close for reasons beyond the nursery's control or if it is, in our reasonable opinion, necessary or in the interests of the child to do so, we may close the nursery even though our business interruption insurance will not cover us for the closure. In these circumstances, we will charge a retainer of 10% of your regular monthly fee to enable the nursery to hold your child's place and cover unavoidable ongoing overheads during this time. For example, we may close because of severe weather conditions, outbreak of flu, swine flu, any epidemic or pandemic or other illnesses etc. Also, if the owner of the premises closes the premises and denies us access.



# Parent/ Carer Contract and Terms and Conditions

## 20. Invalid clauses

If any part of the contract is found by any court or similar authority to be invalid, illegal or unenforceable, that part shall be struck out, but the rest of the contract shall apply.

## 21. Changes to these terms and conditions

21.1 We may change these terms and conditions where such a change arises from changes in regulations or legislation affecting us.

21.2 We may change any other terms only with express written agreement from you.

21.3 We will review the contract when legislation demands, and any changes will be agreed in writing and signed by each party

## 22. No other terms

Each party acknowledges that, in entering into the contract, it has not relied on anything said or written that is not written in the contract. This applies unless fraud is established.

## 23. Assignment

The contract is personal to you. You shall not, without our written consent, transfer to anyone else any of your rights or obligations under the contract.

## 24. Rights of third parties

A person who is not a party to the contract shall not have any rights under or connection with it.

## 25. Governing law and jurisdiction

The contract, and any dispute or claim arising out of it or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by the law of England. The courts of England shall have exclusive jurisdiction to settle any such dispute or claim.

## Parent/ Carer Declaration

I confirm that I have read and understood the information within this contract.

By signing below, I agree to abide by this contract and understand that I may lose my child's nursery place should I be in breach of this contract.

Print Name:

Signature:

Date:

Signed on behalf of Merry go Round Day Nursery Limited

*N M Ovel*

Mrs NM Ovel, Proprietor



# Parent/ Carer Contract and Terms and Conditions

Blank page



## Basic Early Years Foundation Stage (EYFS)

The EYFS Statutory Framework only requires the minimum provision for learning, development, and care. However, Merry go Round go above and beyond to enrich children's early years experiences. The following are not requirement for EYFS delivery, but they significantly enhance the quality of care and education.

## Additional Provisions (Consumables)

At Merry go Round, we go above and beyond the **minimum requirements** set by the EYFS (Early Years Foundation Stage) to ensure that your child receives a **rich, engaging, and nurturing Early Years experience**.

While these additional provisions are not required by law, they make a huge difference in your child's development, learning, and enjoyment.

Merry go Round follow the Reggio Approach to Learning, a unique learning approach that values the voice of the child. In order to follow this approach we provide extensive resources, above those of nurseries following other approaches.

By opting into the consumable charge and/ or paying private fees along with daily session, your child's experiences go above and beyond the basic EYFS provision.

Here's a look at some of the **extra** experiences, resources, and provisions we provide to give your child the best possible start. These include, but are not limited to, all mentioned below.

---

### 1. Outdoor Learning & Nature Experiences

Outdoor play is essential for children's development, encouraging curiosity, creativity and confidence

- ✓ Exploring and taking safe risks in our gardens, **secret garden & allotment (Riverside only), allotment (Green Croft only)**, den-making, nature play
- ✓ Learning how plants grow from seed to harvest, taking care of plants by watering and weeding, understanding why plants need sunlight, water and care
- ✓ Gardening activities & greenhouse growing
- ✓ Working together
- ✓ Observing changes in plants and seasons
- ✓ Discovering where food comes from, engaging in growing fruit, vegetables and herbs
- ✓ **Sensory exploration**, different textures in soil, leaves and seeds
- ✓ Mud kitchens & nature play areas
- ✓ **Outdoor adventure play**
- ✓ Trikes, scooters, and bikes
- ✓ **Extensive** water play areas, sandpits, and refilling sand annually
- ✓ Bug hotels & mini-beast exploration kits, discovering life cycles
- ✓ Outdoor learning shelters & covered play areas
- ✓ Sun hats provided by the setting
- ✓ **Outdoor craft activities** (e.g., bird feeders)
- ✓ Grass cutting, weeding, and outdoor space maintenance

---

## 2. Enriched Learning Through Trips & Outings

Children love to explore beyond the nursery, and we make sure they have amazing experiences

- ✓ **An annual nursery trip**, coach travel paid for and usually discounts on entrance fees
- ✓ Local walks (exploring nature)
- ✓ **Soft play** sessions
- ✓ **Graduation Party** with entertainment and gifts for children and their families, for memory making
- ✓ School transition trips & teacher visits

---

## 3. Premium Sleep & Comfort Provisions

Rest time is as important as play time

- ✓ **Individual calming sleep spaces**, sleep mats, cots, or beds
- ✓ Soft blankets, pillows & comforters
- ✓ **White noise machines** for a calming atmosphere
- ✓ Washing and laundering bedding regularly

---

## 4. Creative, Messy & Sensory Play

As part of the Reggio Approach to Learning, we encourage creativity and exploration

- ✓ Painting aprons
- ✓ High-quality, extensive **arts & crafts** materials
- ✓ **Sensory play trays** water, foam, cornflour silk, edible play materials, clay, paints etc
- ✓ **Baking, food play & cooking experiences**, with food tasting attached to festivals/celebrations
- ✓ Loose parts play & open-ended wooden resources
- ✓ Light tables & sensory play
- ✓ **Butterfly life cycle experiences**
- ✓ Atelier projects and enhanced creative activities
- ✓ Home learning resource take-home activities
- ✓ **Woodwork area**, offering rich, hands-on learning that benefits children's fine motor skills, problem solving, creativity, concentration and risk management

---

## 5. Specialist Music, Movement & Cultural Experiences

Introducing children to a world of music, movement and cultural diversity

- ✓ Storytelling
- ✓ **Musical instruments** & percussion sets
- ✓ Dance, movement & yoga sessions
- ✓ Drama workshops & interactive role-play sessions
- ✓ World music & **cultural celebrations**
- ✓ **Reading book schemes**

---

## 6. Additional Mealtime & Nutrition Support

Prioritising fresh, health food to support children's nutrition

- ✓ Staff time spent shopping for fresh food, nappies, wipes
- ✓ **At least two healthy snacks per day**
- ✓ Breakfast provisions
- ✓ Baking activities & cooking lessons

---

## 7. Seasonal & Celebration Events

Making special moments magical

- ✓ **Christmas parties**, visit from Father Christmas & gifts
- ✓ Halloween trails, face painting & party with treats
- ✓ Easter activities & treats
- ✓ **Birthday celebrations**
- ✓ **Graduation** celebrations & keepsake gifts
- ✓ Leavers' parties & gifts
- ✓ Stay & play sessions when settling children

---

## 8. Transport & Accessibility Enhancements

For trips and outings during the nursery day

- ✓ Pushchairs & buggies for younger children on outings
- ✓ **Extra staffing** for trips to ensure safety

---

## 9. Specialist Staff Training (Enhancing Quality Beyond EYFS Minimums)

Our team go beyond standard training to provide the best care possible

- ✓ **Reggio Emilia training** for a child-led approach
- ✓ **SEND (Special Educational Needs & Disabilities) training**
- ✓ Speech & language development courses
- ✓ **Emotional coaching** & positive behaviour training
- ✓ One-to-one or small group interventions (not SEND-related)
- ✓ **Staff in-house training**, and additional evening & weekend training

---

## 10. Additional Staffing Costs & Administration

Running a high-quality nursery involves behind-the-scenes work to ensure everything runs smoothly

- ✓ Time for shopping for resources like nappies, wipes & snacks
- ✓ Staff time spent preparing and administering invoices
- ✓ **Online invoicing systems for parents (for tax, UC claims)**
- ✓ Parent communication, information sharing (Tapestry, email, phone)
- ✓ **Parent access to Tapestry** to view the child's learning and development journey, along with a pdf copy when they leave the setting
- ✓ Extra observations & assessments beyond statutory requirements
- ✓ Parent info-sharing
- ✓ **Parent meetings & support**

- ✓ Registration fees
- ✓ First aid training for staff beyond basic requirements
- ✓ Washing & disposing of nappies, bibs & flannels

---

### Why This Matters to Parents

The EYFS only provides the **minimum requirements** for early years care and education.

We invest far more than just the basics, ensuring children have a rich, stimulating, high-quality Early Years experience.

Without additional voluntary contributions, many of these valuable experiences, trips, learning resources, and comforts would not be possible.

This highlights the **huge gap between government funding** and what parents actually expect from a high-quality childcare setting.

Our consumable charge is an optional addition to your funded session.

You have the choice to opt in or out of the consumable charge of £5 per 3 hour funded session, which includes everything your child needs.

On days where you have chosen to use our private paid session (11:30 – 12:30) you do not need to pay the consumable charge as well.

By **opting in**, your child will receive all the above **extra** experiences, resources, and provisions.

If **opting out**, you will need to provide everything your child needs that is not part of the **basic** EYFS delivery. Your session choices may be limited depending on planned nursery activities. Funded sessions may be changed on a termly basis, subject to availability.

Please complete and sign below:

I agree to opt in to the consumable fee on sessions/ days where I am not paying private paid sessions **OR** I would like to opt out of the consumable fee and agree to provide all resources required above the basic EYFS

**Opt In**       funded sessions only,

e.g. Mon to Fri, 8:30 – 11:30 or 12:30 – 15:30 Weekly fees £25

**Opt In**       with additional private paid session

e.g. 15 funded hours, two days 8:30 – 15:30, one day 8:30 – 11:30 or 12:30 – 15:30 Weekly fees £45

or 30 funded hours, five days 8:30 – 15:30 Weekly fees £100

**Opt Out**       funded sessions only, provide all consumables, no private paid sessions

**Not Funded**       private paid sessions only, will opt in or out when funding applies

Child's name:

Parent/ Carer signature:

Date:

# Merry go Round

# Fees and Sessions

All children are entitled to up to fifteen hours a week funded through Early Education Funding (EEF) (subject to availability of sessions) from the term after their third birthday (or second birthday when meeting the 2-year funding criteria). EEF is paid over 38 weeks per year.

Children of working families, aged from 9 months, may be eligible for extended funding, subject to application made by the parent/carer via the Government Gateway. Please ask staff for more details on how to apply.

**Fees are payable *in advance***, either weekly or monthly and should not go into arrears. If you run into difficulty paying fees, please see the Manager or Supervisor in confidence for arrangements to be made. We offer several payment methods – cash, internet banking and childcare vouchers.

To qualify for Tax Free Discount, you will need to register for a Government Gateway account. You pay the funds directly into your account, and the government will add 20%. You pay Merry go Round your normal fees directly from your account.

## Private Paid Fees

Applies to all non EEF sessions

Private Paid Fees – Including Holiday Care (non term time)			
Session	Details	Price	With Tax-Free Discount
Early Bird 07:30 – 08:30	Private paid session	£15.00	£12.00
Main Morning Session 08:30 – 11:30	Private paid session	£30.00	£24.00
Midday 11:30 – 12:30	Private paid session	£20.00	£16.00
Main Afternoon Session 12:30 – 15:30	Private paid session	£30.00	£24.00
Extended Session 15:30 – 16:30	Private paid session	£15.00	£12.00

# Merry go Round

# Fees and Sessions

## Sessions and prices for Early Education Funded children

Our consumable charge is an optional addition to your funded session.

You have the choice to opt in or out of the consumable charge of £5 per 3 hour funded session, which includes everything your child needs. Please refer to the Consumables opt in/ out sheet in this pack for more details.

Session	Details	Price	With Tax-Free Discount
Early Bird 07:30 – 08:30	Private paid session	£15.00	£12.00
Main Morning Session 08:30 – 11:30	Funded (or taken with private paid lunch session)	£0.00	£0.00
	Or Funded with optional consumables included	£5.00	£4.00
	Or private paid session	£30.00	£24.00
Lunch Session 11:30 – 12:30	Private paid session	£20.00	£16.00
Main Afternoon Session 12:30 – 15:30	Funded (or taken with private paid lunch session)	£0.00	£0.00
	Or Funded with optional consumables included	£5.00	£4.00
	Or private paid session	£30.00	£24.00
Extended Session 15:30 – 16:30	Private paid session	£15.00	£12.00

## **Examples of how funding is applied**

Funding can only be used for Main Morning or Afternoon Sessions. All other sessions are Private paid sessions.

**Claiming 15 hours EEF per week**, with option to opt in or out of consumables (see separate sheet for details)

**Mon to Fri 8:30 – 11:30 or 12:30 – 15:30**

Weekly fees - paying £0.00 without consumables (parent/ carer to supply all needed) or £25 with consumables.

**Two full days 8:30 – 15:30 and one morning or afternoon session**

Weekly fees - taking 2 private paid lunch sessions and one funded opt in session £45

Or collecting at 11:30 and returning at 12:30 each full day, opt in £25

Or collecting at 11:30 and returning at 12:30 each full day, opt out £0.00

# Merry go Round

# Fees and Sessions

Claiming 30 hours EEF per week, with option to opt in or out of consumables if not taking private paid session (see separate sheet for details)

**Mon to Fri 8:30 – 15:30**

Weekly fees – 5 x £20 paid private lunch session, £100 per week

Or collecting at 11:30 and returning at 12:30 each full day, opt in £50

Or collecting at 11:30 and returning at 12:30 each full day, opt out £0.00

Please note: We charge for the booked sessions, not attendance. Should your child be absent for any reason you will still be charged.

Early Bird and Extended Session (7:30 – 8:30 & 15:30 – 16:30)

The nursery provides a drink of milk or water and toast if booked into our Early Bird session.

Day Attendance or Lunch Period

Please supply a nutritional lunch in a named lunch box. Ice packs are recommended.

We ask that you do not send fizzy pop. We request that you do not put peanuts in your child's lunch, as this is a potential choking hazard and an allergen.

Break Time (included in main sessions if opted in)

The nursery provides a drink of milk and a nutritional snack at break times. If your child does not drink milk, we can only provide water. We have a set snack menu for our main sessions. Parents/ Carers who have opted out of the consumable charge (and not paying for a private paid lunch session) will be expected to return to nursery with the correct snack at a time set by the nursery.

Please complete the table below for preferred sessions. These sessions will be reviewed by the Supervisor due to availability and will be offered accordingly.

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please indicate if you are entitled to Early Education Funding (term after their qualifying birthday)

Funding Type	Hours	Please Tick
Working Family – child aged from 9 months to 5 years	30 Hours	
2 Year 'Best Start' child aged from 2 to 3 years	15 Hours	
3-4 Year Statutory Funding child aged from 3 years	15 Hours	

Funding Code:

Working Families 11 digit DERN:

--	--	--	--	--	--	--	--	--	--	--

Start Date of DERN:

Best Start 6 digit code:

--	--	--	--	--	--

Start Date of code:

Late Collection fee

Late fees will be issued in this instance, £5 per five minutes until the child is collected.

# Merry go Round

# Fees and Sessions

Please see our consumable list for all that is included.

Standard nappies/ pull-ups and wipes are included for children under 3 years old (Snugglers and Explorers). We do not supply specialist nappies/ pull-ups or wipes so if your child uses these you will need to supply them. We do not supply nappy cream, due to the variety of brands, so this would also need to be supplied (clearly named) if your child uses cream.

## Session Retention fee

Due to the demand for nursery places in this current climate, you will be required to pay a retainer charge to guarantee your chosen sessions. This is charged at 10% of the fees you will be charged once your child starts nursery. We only hold spaces for up to 3 months prior to start date.

This is a 'non-refundable nor credit' charge and must be paid weekly/ monthly or in full, in advance. It will not be returned if you do not take up the sessions, nor will it be credited to your fees. Failure to keep up payments may result in cancellation of retained sessions.

Those who decide not to retain their chosen sessions, or would like sessions over 3 months prior to the start date, will be placed on the waiting list and sessions will be offered on a first come/ first served basis and are dependent on availability at the time they become available.

Please sign below to accept the information above

Child's Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



# Merry go Round

# Permissions

Child's Name: \_\_\_\_\_

Please read through this document carefully as it contains a lot of important information. Once you have read the document, please tick all the boxes that apply and sign & date it

## Educational Visits

As part of our ongoing themes, children may take part in educational visits organised by the Nursery.

## Medical Treatment

Parents/ Carers are advised to give their Nursery a telephone number on which they can be contacted in case of an emergency, in particular when urgent medical or dental treatment may be necessary. Your permission is also required should such treatment be necessary in your absence.

I agree that my child may be given medical or dental treatment, including administration of general anaesthetic & emergency surgical operations, in accordance with the recommendation of a qualified medical practitioner

For accidents within nursery, you will be presented with an accident sheet to sign at the end of your child's session. You will also be given a Head Bump information letter to sign for head injuries.

It may also be necessary to apply an adhesive plaster. If your child has an allergy to plasters, please add this to the allergy list in this pack

## Sun cream

During the Spring/ Summer term, it is your responsibility to apply sun cream to your child every day before they attend Nursery. We will apply sun cream to your child at lunch time only. We provide sun cream as part of our consumables, unless parents/ carers have opted out of this (if so, you will need to provide this). Please sign your consent below

## Food Activities

As part of our ongoing themes, children often use food for cooking & tasting. Please could you complete the form below to let us know if your child may or may not be permitted to taste, eat or handle certain types of food.

Please select **one** of the following

My child can eat a variety of foods

OR

My child should not eat the following foods. (Please list ALL food allergies below)

---

Does your child drink cow's milk? YES or NO (delete). If no, is your child lactose intolerant?

## Photographs & Media

On occasion, it may be necessary to take photographs of your child to use within the Nursery. This is for the sole use of the Nursery, either for training purposes or displays within the Nursery (such as photographs of the children on trips, doing activities etc). Some photographs are used in children's online Learning Journeys (Tapestry). This then becomes the property of the child when they leave nursery. On occasion, your child's picture may appear in other children's online Learning Journeys (and vice versa). Sometimes, outside bodies come into the Nursery to photograph and/or video the staff & children for training purposes. These videos are for use within the Education Community, and are never available to the general public. We request your permission for your child to take part in these videos and /or be photographed if required.

With regard to use of photographs &/or filming for use outside the Nursery and Educational Community, such as photographs in the local papers, we will request permission from you at that time. We will never use any media format of your child without prior consent.

## Online Learning Journeys (Tapestry)

Your child's progress is recorded in their individual online Learning Journey, which contains observations of your child to map their learning and development within the EYFS during their time in nursery. You will have access to their observations via an individual login and we welcome your comments which you may add to the Learning Journey. Photographs will appear with observations. Please see our Tapestry policy for more information. Only parents/ carers who opt in to our consumable charge or pay private paid fees will have access to Tapestry. See consumable charge information in this pack.

**Please tick to confirm permission for the following (details above):**

- I give permission for my child to take part in Educational visits
- I give permission for my child to take part in food handling & tasting
- I give permission for the nursery to include my child in the online Learning Journey (Tapestry) programme and understand that only the staff and I can access my child's individual information using a unique login. I also understand that data protection protocol is followed at all times and I will not provide my login to others without prior discussion and agreement with the nursery
- I give permission for my child to have their photograph taken for use within the Nursery and online Learning Journeys of my child and other children attending the nursery
- I give permission for my child to be photographed &/or filmed on video for use within the Educational Community
- I agree that my child may be given medical or dental treatment, as defined above
- I give permission for nursery staff to apply an adhesive plaster where necessary
- I give permission for nursery staff to administer sun cream

Signed \_\_\_\_\_  
(parent/guardian)

Date \_\_\_\_\_

# Merry go Round

# Allergy & Collection

Child's Name: \_\_\_\_\_

## ALLERGIES, INTOLERANCES AND MEDICAL CONDITIONS

Examples are given as a guide only

Example 1: Peanuts and peanut products	Anaphylaxis	Use epipen and call ambulance
Example 2: Adhesive Plaster	Rash and swelling	Remove plaster
Example 3: Asthma	Shortness of breath	Administer inhaler
Example 4: Milk - lactose intolerance	Sickness	Call parent to collect
List of Allergies/Intolerances/Conditions	Reaction/Symptoms	Response

Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_

## COLLECTION

Please list below **ALL** the people who will be collecting your child from Nursery. Persons must be aged 16 and above

Name	Contact Number	Relationship to child

Your child will **not** be allowed to leave Nursery with anyone who is not named on this form. Please supply a password that only you and the persons named on this list are aware of. This may be anything you choose.

**PASSWORD:** \_\_\_\_\_

Please note; should any of the above information change, it is your responsibility to inform the Nursery immediately

Merry go Round

Allergy & Collection

Child's Name: \_\_\_\_\_

## Vaccinations

Please tick to confirm your child is up to date with the following vaccinations. This information can be found in your child's Personal Health Record (Red Book).

Age of immunisation	Vaccine name <i>and diseases protected against</i>	Tick to confirm
8 weeks	<b>DTaP/IPV/Hib/HepB (6-in-1 vaccine)</b> <i>Diphtheria, tetanus, pertussis (whooping cough), polio, Haemophilus influenza type b (Hib) and hepatitis B</i>	
	<b>Rotavirus</b> <i>Rotavirus gastroenteritis</i>	
	<b>MenB</b> Meningococcal group B (Men B)	
12 weeks	<b>DTaP/IPV/Hib/HebB (6-in-1 vaccine) 2<sup>nd</sup> Dose</b>	
	<b>Pneumococcal conjugate vaccine (PCV)</b> <i>Pneumococcal (13 serotypes)</i>	
	<b>Rotavirus 2<sup>nd</sup> Dose</b>	
16 weeks	<b>DTaP/IPV/Hib/HepB 3<sup>rd</sup> Dose</b>	
	<b>MenB 2<sup>nd</sup> Dose</b>	
1 year	<b>Hib/MenC</b> Hib/ Meningitis C	
	<b>MMR</b> Measles, Mumps and Rubella (German Measles)	
	<b>Pneumococcal conjugate vaccine (PCV) 2<sup>nd</sup> Dose</b>	
	<b>MenB 3<sup>rd</sup> Dose</b>	
Eligible paediatric age groups	<b>Live attenuated influenza vaccine LAIV<sup>a</sup></b> <i>Influenza (each year from September)</i>	
3 years and 4 months or soon after	<b>DTaP/IPV (4-in-1 pre-school booster)</b> <i>Diphtheria, tetanus, pertussis ( whooping cough) and polio</i>	
	<b>MMR 2<sup>nd</sup> Dose</b> <i>Measles, Mumps and Rubella</i>	

It is your responsibility to inform us of any illness/disease your child has and abide by the Infection Control guidelines regarding time away from nursery. This is displayed in the nursery or speak to a staff member.

Please sign to confirm the information you have provided is correct. It is your responsibility to inform nursery of updates.

Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_

Merry go Round

Vaccinations

Child's Name: \_\_\_\_\_

## Consent to Administer Cream

To ensure continuity of care, we will apply cream to your child during nappy changing if this is something you do as part of your routine. This must be provided by the parent/ carer and clearly named.

This consent is for all children who are in nappies and/ or pull-ups, who have cream applied as part of their normal routine.

Please give details below:

Do you use cream as part of your child's normal changing routine:      Yes/ No  
(please delete as appropriate)

Name of cream to be administered:

- Time to be administered \_\_\_\_\_  
*Or*
- Every nappy change (please delete as appropriate)

I give consent to cream being applied to my child during nappy changing.

I confirm I will inform the nursery when I no longer wish for cream to be administered, or if the brand/ type of cream changes

Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_

Merry go Round

Administer Cream Consent



## Privacy Notice for Parents

Child's name: \_\_\_\_\_

Thank you for completing the Registration Pack for Merry go Round Day Nursery Limited

### How we will use the information you have given us

- We will use the information you have given to us about yourself to contact you about your child.
- Please ensure that you tell any additional adults that you have given us their contact details so that we can contact them if we are unable to speak to you if your child is unwell, has an accident or is uncollected at the end of the session. If they have any questions or queries regarding this, please direct them to contact the room Supervisor.
- We will use the information you have given to us about your child to track their learning and development and to keep them safe.

In addition, we may send you information about your child such as newsletters or invitations to events. It is also advised to 'like' our Facebook page for information on events and nursery news.

Please tick the relevant boxes to indicate if and how you are happy for us to contact you\*

Post	Email	Phone	I do not wish to receive information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* The indications you make here are your choices, we will not send information of this nature to any additional adults.

Please also complete the Tapestry email registration form to ensure you can access your child's Learning Journey as often as you wish.

If you need any further information, please contact your room Supervisor.

Signed:

Date:

Merry go Round

Privacy Notice



## Merry go Round Child and Parent GDPR checklist

As you know, we have recently reviewed all our policies and procedures concerning the personal data we are holding about you. Having concluded this review, I am writing to make you aware of the data we have and to explain a little more about it.

Child's name: \_\_\_\_\_

We have the following data:

Data being held?	Why are we holding it? GDPR 'lawful basis'	How do we keep it secure	What will we do with it when you leave?
Child's Registration Pack	To provide all details of child and parents	Secured in classroom with keypad access. Accessed by all staff	We will keep it for 6 years as part of your child's registration pack
Copy of child's birth certificate/ proof of date of birth	Requirement by Local Authority, Ofsted and DfE to prove child's age and those with parental responsibility	Locked in office, accessed only by Managers and Administrator	We will keep it for 6 years as part of your child's registration pack
Child's nationality, first language and ethnic origin	Required by Local Authority for funding purposes. Enables staff to engage with children non-verbally where English is an additional language	Locked in office, accessed only by Managers and Administrator	We will keep it for 6 years as part of your child's registration pack
Child's Individual Educational Plan - IEP (where necessary)	Required to ensure children with Special Educational Needs and Disabilities have developmental goals tailored to their individual needs	Locked in office, accessed only by SENCo directly and shared with key staff working with identified child	We will keep it for 6 years as per PLA best practice advice
Child's SEN records	Required to ensure children with Special Educational Needs and Disabilities have their individual needs met	Locked in office, accessed only by SENCo directly and shared with key staff working with identified child	We will keep it for 6 years as per PLA best practice advice
Child's CPP, CIN, LAC, CAF records	Required to ensure children with intervention are safeguarded and have their individual needs met	Locked in office, accessed only by Designated Safeguarding Lead (DSL) directly and shared with key staff working with identified child	We will keep it for 21 years (or until the child is 25 years old) as per PLA best practice advice
Nursery Education Funding records	To claim nursery funding for child. Information is shared with Local Authority Funding Department	Locked in office, accessed only by Managers and Administrator	We will keep it for 6 years as per PLA best practice advice

Data being held?	Why are we holding it? GDPR 'lawful basis'	How do we keep it secure	What will we do with it when you leave?
Child attendance registers	To ensure the safeguarding of children whilst attending the setting	Secured in classroom with keypad access. Accessed by all staff	We will keep it for 6 years as per PLA best practice advice and LA requirements
Parents NI number & DERN code	To claim nursery funding additional hours for child. Information is shared with Local Authority Funding Department	Locked in office, accessed only by Managers and Administrator	We will keep it for 6 years as per PLA best practice advice
Parent/ carer employment status, earnings and tax credit information	To claim Early Years Pupil Premium if applicable	Locked in office, accessed only by Managers and Administrator	We will keep it for 6 years as per PLA best practice advice
Parent/ carer contact details and addresses	To allow staff to contact parent/ carer should their child be unwell, have an accident or is uncollected after their session.	Secured in classroom with keypad access. Accessed by all staff	We will keep it for 6 years as per PLA best practice advice
Child's accident records	To provide information regarding child accidents	Secured in classroom with keypad access. Accessed by all staff	We will keep it for 6 years as per PLA best practice advice
Incident/ Discussion sheets for children	To ensure all children are safeguarded and allow for further discussion if necessary	Locked in office, accessed only by Designated Safeguarding Lead (DSL) directly and shared with key staff working with identified child May be shared with MASH Team	We will keep it for 6 years as per PLA best practice advice
Child's nappy changing/ potty training information	To ensure children are changed/ toileted regularly as good practice	Kept on wall next to changing station in private bathroom	Kept for one term as per Ofsted requirements

If you would like to access your child's personal data, then you may request it from us. Under the GDPR we are obliged to provide you with a copy of your child's data within one month of the receipt of the request. Further details regarding subject access requests can be found at this website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/> If you feel we have not met our GDPR obligations you have the right to complain to the ICO, they can be contacted from this website: <https://ico.org.uk/for-the-public/raising-concerns/>

All records will be retained for the recommended retention period as per the practice advice (see PLA link below). Any documentation relating to a child who has been in the social services system will be retained for 21 years, or until the child reaches 25 years old.

I confirm that I know which details my child's nursery is holding about my child. I know why they are being kept, where they are being stored and when they will be deleted. I understand that if I wish to review any details being held I should make a request to Management.

Name

Signed

Date

## Tapestry Online Learning Journals

Tapestry is a new and exciting way of recording your child's progress in their individual online learning journey, which contains observations of your child to map their learning and development within the EYFS during their time in nursery.

You will have access to their observations via an individual login and we welcome your comments which you may add to the Learning Journey. Photographs will appear with observations. Please see our Tapestry policy for more information.

Tapestry Online is available to all parents/ carers who are either opted in to the consumable charge or paying private paid fees (see consumable information in this pack for more details).

To enable you to gain access to your child's online learning journey, you will need to provide an email address with which you will use to login.

Please complete clearly your details below:

Child's name	
Your full name	
Your email address	
Your relationship to child	

Our Admin will add you to the Tapestry as soon as possible. Once added, Tapestry will email you directly with a link to activate your account and set a password. Please look out for the email as it may go to your junk/ spam box. Activation emails will expire if not responded to quickly. Please ask your Supervisor for a new activation email.

You may also email Admin directly from your email address, stating the above information along with your child's name and date of birth, but this process may take longer as checks will need to be made to ensure safeguarding. Admin contact email is [merrygoround@btconnect.com](mailto:merrygoround@btconnect.com)

Any problems relating to Tapestry, such as not being able to login, should be addressed directly to this email. Admin can then issue a password reset etc.

Any relative can join the Tapestry with permission from the person with parental/legal responsibility for the child. Please add their details on the reverse.

Once on the Tapestry you will be able to view all your child's observations plus pictures and occasionally videos of them during their learning and play. You can add your own observations, including photos of special outings and events.

# Merry go Round

# Tapestry Online Journal

When your child leaves Merry go Round, either to another setting or when they transition to Primary School, you will be able to download a pdf of your child's Learning Journal. If their new setting/school support Tapestry, your child's Learning Journal will be sent electronically and securely to the setting/school to continue weaving.

Finally, e-safety is extremely important to us and, as such, we adhere to our Tapestry policy and procedure, which can be found in our Policies & Procedures file. All information is stored on a highly secure server, which is monitored closely.

If you would like to add more relatives, please complete their details below or email the Admin directly. Please ensure you inform relatives and ask them to check their emails to register.

Relative full name	
Relative email address	
Relative relationship to child	

Relative full name	
Relative email address	
Relative relationship to child	

Relative full name	
Relative email address	
Relative relationship to child	

Relative full name	
Relative email address	
Relative relationship to child	

Relative full name	
Relative email address	
Relative relationship to child	