



WELCOME TO LITTLE STARS.....

We are a Private Day Nursery, registered by Ofsted, providing educationally based care for children aged 3 months – rising 5 years.

At Little Stars we believe, that in addition to you as parents/carers, your child's first educators play an equally important role in fostering an early love of learning.

Our team share a common quality - respect for your child's desire to learn and a total commitment to the fulfilment of his or her individual needs.

Working together with you, we will encourage your child to learn and grow in an environment of warmth and love, with stimulating learning opportunities at every age!!



REGISTRATION FORM

Office Use Only

Registration Form	Funding Contract	Deposit	Reg Fee	Parenta	Sessions Entered	Settles Booked	Room of Entry	Start Date

PLEASE USE BLOCK CAPITALS

Child's full name:	Male/Female
Abbreviated name (if applicable):	Date of Birth:
Home Address:	

1st PRIMARY CARER'S DETAILS: Relationship to Child:	Date of Birth:
Mr/Mrs/Miss/Ms: First Name(s)	Surname:
Home Address (if different from above):	
Contact no.1:	Contact no.2:
Company name and postcode at work:	
Work tel. no:	
Email Address (For invoice purposes):	
2nd PRIMARY CARER'S DETAILS: Relationship to child:	Date of Birth:
Mr/Mrs/Miss/Ms: First Name(s)	Surname:
Home Address (if different from above):	
Contact no.1:	Contact no.2:
Company name and postcode at work:	
Work tel. no:	
Email Address	

EMERGENCY CONTACT DETAILS

Friend or relative who can be contacted in case of emergency when parents are unavailable.

Name: Relationship: Tel No:

OTHER PEOPLE WHO CAN COLLECT MY CHILD

Name: Relationship to child:

Description:

Name: Relationship to child:

Description:

Emergency Password

For use in clarifying identity of person collecting your child in your absence:

ATTENDANCE DETAILS

Please tick preferred sessions: minimum of 2 sessions or 1 full day

START DATE:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Full day					

PHOTOGRAPHIC PERMISSION REQUEST

I give permission for photographs/video footage of my child to be taken for

Little Stars Nursery Website Signed:

Observations to your online Learning Journal Signed:

Display purposes around the Nursery Signed:

PERMISSION REQUEST: I give permission for the following:	
Emergency 1 st Aid Transportation to hospital should the nursery be unable to contact me/us. Please advise us of any cultural or religious beliefs that may affect emergency medical aid.	Signed: Details:
Application of Sun cream.	Signed:
Application of Barrier/Nappy cream.	Signed:
Liquid paracetamol We will always attempt to seek permission prior to use, however in an emergency situation, are you happy for us to administer it.	Signed:
Twinkles only: Reheating food from home.	Signed:
Twinkles only: Preparing milk formula from home.	Signed:

CHILD'S HEALTH DETAILS		
Allergies:	YES	NO
Dietary requirement:	YES	NO
Health issues:	YES	NO
Details of Allergy or Health issue:		
Dietary requirement:		
Is your child involved with any other agencies- Speech and Language Therapy, Paediatrician, Occupational Therapy etc		
Name of child's GP:	Surgery Tel no:	
Name and address of Surgery:		
Any infectious diseases previously contracted by your child:		

Immunisations to date:

My child has previously attended another setting:

YES

NO

If yes:

Name of setting:

Contact number:

My child received Two Year Funding:

YES

NO

PARENT PARTNERSHIP AGREEMENT

We would like to work with you and your child to ensure their best care and development. In the pursuit of this, we ask that you join us in entering the following agreement.

Little Stars Nursery Staff agree to:
Allow for settling time. This will depend on the individual child. We have found this usually involves at least 2 sessions.
Maintain a daily register.
Only allow you or a person authorised by you, to take your child from the setting.
Plan a programme of activities to meet your child's individual needs, based on observations and their interests.
Administer medicines following parental permission.
Contact parents regarding any concerns for your child.
Inform you of any outbreaks of infections, diseases or cases of head lice.
Advise of any incidents or accidents in Nursery which may have affected your child during the day.
Implement a policy of Equal Opportunities (enshrined in law). We help children learn about other cultures and aim to develop their respect and tolerance for race and religion. Boys and girls are treated equally and given equal access to all activities and appropriate responsibilities.
Encourage your child to experiment with a variety of materials and be creative. In doing this, they may get messy!! Protective aprons will be provided.
Organise visits into the locality. We always advise you when this is planned and ensure your permission is obtained.
Provide 'Evenings of Interest' for parents.
Ensure that the setting is well staffed and equipped.
Provide nutritious and healthy food and drinks for your child throughout the day.
<p>We take our privacy responsibilities seriously and as such we will only use your personal information to manage our responsibilities towards your child – all personal information will only be used in accordance with this goal.</p> <p>From time to time, we will need to get in touch with you, either via email, letter or telephone, to update you about the nursery, any generic developments and to inform you of any issues relating to your child's health and wellbeing.</p> <p>We will continue to contact you monthly regarding fees.</p> <p>We will manage the data we hold for you in a professional, ethical and secure way to maintain the integrity of our records – so that we can run the nursery accordingly. Personally, Identifiable Information will not be shared with ANY third parties, unless we are legally required to do so.</p> <p>Only authorised staff can access your secured personal information.</p> <p>Please see our Privacy Policy and Data Register for more information.</p> <p>Please tick to confirm that you have read the above information regarding your personal Data. <input type="checkbox"/></p>
<p>We may need to share information with other professionals so that we can work together to provide advice, information and support. These agencies may include teachers, doctors, Nurses, Family Outreach workers, Social workers and other professionals. You can withdraw your consent for this at any time in writing. However there may be times where we can share information without your consent for example if we have a concern that your child may be at risk or harm.</p>

As a Parent I/we agree to:
Attend nursery with our child during the settling in time.
Sign my child in and out at the start/end of each session.
Inform Little Stars of any absences.
Inform Little Stars if I am unable to collect my child and tell us who will do so. (A password will be required).
Tell Little Stars of any significant happenings at home which may affect my child's behaviour at nursery.
Inform Little Stars if my child has an infectious disease or has head lice.
Collect my sick child from nursery as soon as is practically possible.
Keep a sick child at home.
Ensure my child is kept away from the setting for the recommended periods of illness. For example sickness and diarrhoea – 48 hours.
Add our/my own observations of my child to the Learning Journal system.
Accept the policy of Equal Opportunities within the nursery.
Provide suitable clothing for busy children, being aware that there is always a possibility of them getting messy, even though great care will be taken to try to ensure this does not happen. Provide a spare set of clothes in case of accidents.
Inform Little Stars of any dietary requirements that my child has.
Inform Little Stars of any health issues that my child may have.
Inform Little Stars of any religious/cultural beliefs held by the family.
Pay fees promptly and by the due date, to keep costs down (see further information on page 8).
Give Little Stars four weeks' notice in writing to reduce or amend my child's sessions.
Pay a deposit to secure my child's place this amount is non- refundable should circumstances change prior to my child starting with us at Little Stars.
Understand that the deposit will be returned after four weeks' notice have been given and the final balance has been cleared.
Agree not to approach nursery staff to babysit or undertake any voluntary or paid work. If this were to happen my child's place will be withdrawn.
Agree that should it be necessary for another person to collect my child, I/we will endeavour to introduce them in person at the nursery. If this is not possible then to provide a photograph or detailed description along with a password.
Behave respectfully towards staff members
Collect my child by the end of their session time. 1.00pm for a morning session or 6.00pm for an afternoon or all-day session.
Accept that there will be a late collection fee of £1 per minute added to pickups made after the times mentioned above.
Apply for a 30 hours funded childcare code and reconfirm every 3 months. Provide Nursery with this code. (3 and 4 years olds only)
Sign the Borough of Poole parental funding contract

TERMS & CONDITIONS

1. I/We believe that the information we have provided is true and correct.
2. I/We have read and agree to adhere to the Parent in Partnership Agreement.
3. I/We agree to pay a 4 week deposit to secure a place at Little Stars Day Nursery. This amount is non-refundable prior to my child starting the setting. It is refundable after I/we have given four weeks' notice in writing and our final balance is cleared.
4. I/We agree to pay a non-refundable enrolment fee of £60.00.
5. I/We understand that to increase sessions, I/We will have to increase the deposit held and confirm all details of the increase in writing via e mail.
6. I/We agree to pay monthly fees by 16th of the month. I/We understand that failure to pay fees by the due date will result in a late payment charge of £20.00 being added to our account.
7. I/We understand that payment must be made by bank transfer to: Little Stars Education Limited. Sort Code: 09-01-52 Account number: 09228687. Little Stars do not accept cheques or card payments.
8. I/We understand that a reference of my/our child's name prefixed with the letter N must be used for all online payments.
9. I/We understand that continued late payment will result in suspension of childcare, fees will continue to be incurred during this time.
10. I/We understand that if we fall in arrears the account will be passed to a third-party debt recovery agent to recover on our behalf, further charges will be applied in addition to late payment fees from Little Stars Education Limited.
11. I/We will give 4 x week's written notice of intent for my/our child to leave or reduce weekly sessions.
12. I/We agree that there is not a facility to swap sessions, only to add extra sessions. Additional sessions need to be confirmed in writing
13. I/We understand that nursery fees, Food Packages and Consumable charges are payable 51 weeks of the year. There is no sickness, non-attendance allowance or holiday entitlement.
14. I/We understand that we will be charged £1.00 per minute if I/We are late to collect our child at the end of their session.
15. I/We agree not to request that nursery staff undertake any voluntary or paid work for me/us whilst they are employed at Little Stars or for 6 months after their employment ceases. I/We understand that should this occur, I/We will forfeit our place and lose our deposit.
16. I/We agree to the Nursery fees outlined in the fees sheet.
17. I/We will provide Nursery the 30 hours code (for funded 3 and 4 year olds) and if we do not provide Nursery with this code prior to the sessions we will be invoiced for the full monthly cost.
18. I/We understand that Little Stars reserves the right to amend this contract at any time.

Having read and fully understood the registration form (Pg 3-5), the Parents Partnership Agreement (Pg 6-7) and the above Payment Terms (Pg 8) I/We sign, print and date below.

Primary Carer 1: Signature _____ Print name _____

Primary Carer 2: Signature _____ Print name _____

Date: _____

SESSION PRICES

Little Stars is open Monday to Friday, 51 weeks of the year, closing on Public holidays and for one week between Christmas and New Year.

When booking a place for your child at Little Stars we require the payment of a four-week deposit. This is non-refundable should your circumstances change prior to commencement of your child's sessions.

The deposit will be returned on leaving, providing your account is up to date. This along with a £60 non-refundable enrolment fee will secure your child's place.

If you wish for your child to attend for funded sessions only, the place will be free at the point of entry.

Please note there is a minimum requirement of two sessions.

<p><u>Fees for children 3 months – 24 months:</u> Morning session (8am – 1pm): £31.50 Afternoon session (1pm – 6pm): £30.50 Whole day session (8am – 6pm): £59.00 Full Time: Five days a week: £285.00</p>	<p><u>Fees for children 24 – 36 months:</u> Morning session: £30.50 Afternoon session: £29.50 Whole day session: £57.00 Full Time: Five days a week: £275.00</p>
<p>The above prices include the daily meal package for all children.</p>	
<p><u>Food Package for all Twinkles, Little Comets and Big Comets children: Breakfast, Lunch and Tea</u> Included in above session prices. Morning: £3.00 Afternoon: £2.00 Full Day: £5.00</p>	
<p><u>Other charges</u> 2 Year Funded children hourly rate (remaining hours of sessions not covered by funding): Half day: £5.50 per hour. Full day £5.20 per hour. Additional hourly rate (all ages, not part of a funded day): £7.00 per hour. Early drop off Session: £2.50 per session. Extra session booking fee: £2.00 per session.</p>	
<p><u>Fees for children 36 months and above:</u> Morning session: £31.00 Afternoon session: £30.00 Whole day session: £55.00 Full time: Five days a week: £260.00 per week</p>	
<p>The above prices include the daily meal package and consumable charge for all children.</p>	
<p><u>Food Package and Consumables Charge – Rockets</u> <i>Our Food Package and Consumables Charge for 3 year olds will cover costs which are not within the curriculum. These include breakfast, a 2 course lunch with pudding, tea, snack, Learning Journal subscription, wipes, craft materials, cookery materials, messy play resources, disposables such as tissues, aprons, gloves and anti-bac gel (items you would pay for to use at home for your child). Also this charge covers Nursery events.</i></p> <p>These charges are included in the above session prices. However, the costs will show separately on the monthly invoice, due to not being covered by funding.</p> <p>Morning: £5.50 Afternoon £4.50 Full Day: £10.00</p>	
<p><u>Other charges</u> 3 and 4 year old funded children hourly rate (remaining hours of sessions not covered by funding): Half day: £5.10 per hour. Full day £4.50 per hour. Additional hourly rate (all ages, not part of a funded day): £7.00 per hour. Early drop off Session: £2.50 per session. Extra session booking fee: £2.00 per session.</p>	

ADDITIONAL ACTIVITIES WE OFFER

At Little Stars we offer a range of extra activities to enable you to tailor your child's experiences here. We have an enthusiastic team of staff who take the children to exciting activities, led by qualified and experienced coaches. We have our own minibus and transport the children to and from the activities. These activities are an excellent way of developing your child's self-esteem, co-ordination, fitness and self-discipline. We often find the children progress much more quickly because they are with their friends in small groups where they get lots of individual attention, encouragement and praise.

Jo Jingles:

With the help of the cheery mascot doll 'Jo', Jo Jingles specially trained and experienced class teacher, Liz, runs a popular and established music and movement class. Jo Jingles classes can help to improve children's balance and coordination, play percussion instruments expressively, improve language and speech and to find and feel the rhythm to move and dance.

Gym & Trampolining:

This activity takes place at Rossmore Leisure Centre. This is an amazing resource with sprung floor, huge foam pits, Olympic rings, wall bars and 8 trampolines.

Gymnastics is an essential ingredient in all sports. It develops the children's balance, co-ordination, agility and speed. There is a mix of child and adult initiated learning opportunities with a song and circle time to get us warmed up. The session lasts for 1 hour with two qualified gymnastic coaches and two nursery staff. In the past some of the children have been asked to join the OLGA gymnastics club which develops elite gymnasts; some of whom have represented Britain in the Olympics and have gone on to work in the Cirque Du Soleil. We are really fortunate to have access to this elite coaching and fantastic facility.

Please see over page for details, times and prices:

	MONDAY	FRIDAY
ACTIVITY	Jo Jingles	Gymnastics & Trampolining
AGE	6 months+	2 years +
COST (per session)	£5.50	£8.50
LOCATION	Nursery	Rossmore Leisure Centre
TIME	11am – 11.45am	9.30am – 10.30am
WHEN	All year	All year

Please be aware that these activities take place during School Term Times only.



A GUIDE TO THE LEARNING JOURNALS SOFTWARE

Your Learning Journals provides a lasting visual record of your child's time at nursery. Profiles can be viewed anywhere and at any time. Individual profiles can be printed as a PDF to be kept forever, as well as having an electronic copy that can be viewed whenever you want. When children move rooms, their profile is moved with them so that a consistent record can be kept of a child's learning, fully supported by curricular information, The Early Years Foundation Stage (EYFS).

Security and safety is a top priority for Learning Journals. Every user has a unique username, password and PIN combination. Every account uses its own separate web address. Each address has an encryption certificate (or SSL certificate) that scrambles the data as it is sent from your device to the Learning Journals servers. In addition, we use the powerful and imposing Microsoft Windows Azure platform to keep all of our data safe.

Using Learning Journals is easy! When your child is registered with Little Stars, they will be created a profile. This link will then be emailed to you to access. Simply click on the link within the email which will take to you a page similar to below, where you create your own password and PIN. Please be aware that this link is only active for 12 hours for security purposes, but can be resent if required. Once a password and PIN combination is created, there will also need to be a username which is your first and surname as one word all lower case. For example Jane Smith would have a username of janesmith.

After logging in to Learning Journals, you will be able to see your own child's learning journey, which look will like the screen shot below. Here you can comment on observations carried out at nursery, look at videos and images and soon you will be able to add pictures from home.

Observation
Learning Outcomes and Progression Pathways


Tuesday, 13 October 2015 10:48 AM Edit

EYFS

PSED: Self confidence, PD: Moving/handling, Maths: Shapes, EAD: Media/Materials, EAD: Being Imaginative

I am playing in the mud kitchen, filling a pan with sand and pretend to cook a meal.

observed by Iwona Mielczarek (iwonamielczarek)



Comments:

Please add your comments and click save.

Save

Observation
Learning Outcomes and Progression Pathways


Monday, 12 October 2015 09:32 PM Edit

EYFS

PSED: Self confidence, PD: Moving/handling, The World: The World, The World: Technology

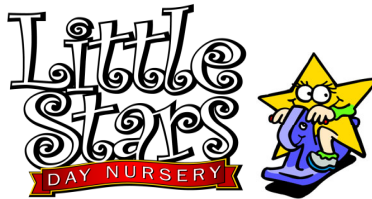
I enjoyed playing with a digger and pressing the buttons.

observed by Iwona Mielczarek (iwonamielczarek)
last updated by Jordan Peachey (jordanpeachey)



Learning Journals is a web based service parents are able to login and catch up with their child's progress wherever they are, be it home, work or even on the bus using their Smartphone's. Observations are linked to The Early Years Foundation Stage (EYFS), which is a set of standards for the learning, development and care of children from birth to 5 years old. These are categorised into 7 areas; Personal Social and Emotional, Communication and Language, Physical Development, Literacy, Mathematics, Understanding of the World and Expressive Arts and Design. Practitioners and parents can use this to assess children's development and ensure that they are being fully supported across all areas of learning.

If you have any more questions please ask a member of the team.



HOW TO SECURE YOUR CHILD'S PLACE WITH US

- Complete, sign and return pages 3-8 of the registration package to the Little Stars Office.
- Pay the four week deposit and £60.00 enrolment fee.
- Forms will be checked and the sessions and start date agreed.
- If appropriate settle sessions can be booked or we will ask you to contact us in the month prior to your child's start date to arrange them.

Should you have any further questions or queries, a member of the leadership team will be happy to assist you. Our contact details can be found above.

Please visit our website for any further information and the latest news of what is happening at the nursery:

www.littlestarsnursery.net