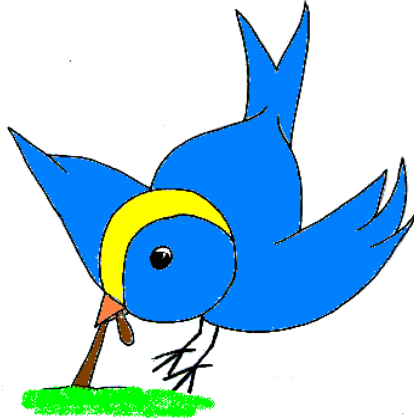


# Enrolment Pack



## Early Birds Private Day Nursery

193 Spendmore Lane, Coppull, Chorley, PR7 5BY

Telephone - 01257 791089

Email - [mail@ebpdn.co.uk](mailto:mail@ebpdn.co.uk)

Website - [www.ebpdn.co.uk](http://www.ebpdn.co.uk)



## Early Birds Private Day Nursery

193 Spendmore Lane, Coppull

01257 791089

mail@ebpdn.co.uk

www.ebpdn.co.uk

Dear Parent,

Thank you for requesting an enrolment pack for a place at Early Birds. Please take time to read the 'Notes for Parents' section carefully before completing the enrolment form.

To secure a place for your little one, we need the following:

- completed 3-page enrolment contract (at the back of this pack)
- £100 deposit (bank details under fees in the notes for parents)
- their **Birth Certificate** (or as soon as you have it if they haven't yet been born!)
- photo id of the person listed as the child's primary carer

We work on a first-come-first-served basis, so please act swiftly to secure your place and avoid disappointment.

The settling in sheet can provide us with very useful information and can prove invaluable during the first few days of nursery! We will contact you around two weeks prior to your start date to arrange an introduction session where you will have the opportunity to share vital information to ensure the settling-in process is as smooth and enjoyable as possible. Please bring the completed settling-in sheet with you to this session.

We look forward to seeing you very soon and wish you a very happy time with Early Birds.

The Early Birds Team



# Terms of enrolment

In order to maintain the high standards at Early Birds it is important that parents read, retain and agree to the following terms and conditions of enrolment:

## Opening Hours

Daily attendance sessions at Early Birds are as follows:

MORNINGS: 8.00 a.m. to 12.30 p.m.      AFTERNOONS: 1.30 p.m. to 6.00 p.m.  
FULL DAY: 8.00 a.m. to 6.00 p.m.

If any person other than a parent is collecting a child, we **MUST** be informed of whom that person is prior to collection. We require a minimum enrolment of two sessions over two days per week in order that babies and children are given the best opportunity to bond with their keyperson and gain the most from their time at Early Birds. We close promptly at 6pm, late collections mean 2 members of staff must stay behind having started work at 8am, therefore late collections carry a fine per 15 minutes in a bid to strongly discourage this happening.

## Bank Holidays and Christmas week

Early Birds is open 51 weeks per year. We are only closed for Christmas week and the remaining statutory Bank Holidays. Places are not charged for when Early Birds Nursery is closed *provided payment requirements are met.*

## Absences and holidays

Should your child be absent, please advise us as soon as possible. Absences will be logged in order to track any patterns that may develop. If children are absent without explanation parents will be contacted. In order to retain our much valued and highly qualified staff, all places must be paid for, even when your child is absent through sickness, holidays or other reasons.

## Sickness

If your child is suffering from illness e.g. a rash, conjunctivitis, diarrhoea, vomiting etc. you should keep him/her at home until at least 48 hours has elapsed since the last attack. This is in order to reduce the likelihood of other children **and staff** becoming ill. If your child becomes sick at nursery, immediate basic first aid will be administered and the primary carer will be advised. If emergency treatment is necessary an ambulance will be called and a senior member of staff will accompany your child to hospital. Parents/carers will then be contacted. Please ensure that you indicate on the enrolment form where you can be contacted during nursery hours *and inform us of any change of contact details.* Medicines can only be administered at nursery if prescribed by a doctor and full dosage instructions are given and signed for. Children on prescribed antibiotics must not come into nursery until 24 hours has elapsed since the first dose has been administered in order for you to assess for any allergic reactions and also to allow the medication to take effect and give your child the best chance of recovery. Please inform a member of staff if your child has had an accident away from the nursery so that we are aware and can monitor the situation if necessary.

## Clothing and Nappies

A change of clothing should be provided each day to ensure your child is clean and comfortable at all times. All clothing **must** be labelled with your child's name. We expect children to arrive at nursery in a clean and comfortable manner, ready for their day. Nappies are not included in nursery fees due to the varying preferences of parents. Nappies are changed/checked every three hours as an absolute minimum, more frequently where parents request it or children's circumstances demand it i.e. nappy rash, soiled nappy, babies' routine. We will happily change nappies at other times in accordance with parents' wishes.

## Parking and Valuables

We respectfully ask parents not to park on the main road immediately outside the nursery, but to drive into the nursery grounds when bringing and collecting children. Please exercise great care when using the car park, as Early Birds cannot accept responsibility for injury or loss/damage to vehicles/property. Please do not allow your child to bring jewellery, money or other valuables to the nursery, as we cannot accept liability for loss or damage. All personal items are left on the premises at parents' own risk.

## Food

Early Birds offer full catering facilities and fresh produce is used wherever possible. Most special dietary requirements can be catered for provided adequate notice is given. Formula feeds are not included in the fees due to the varying preferences of parents. Please ensure you fully inform us of any allergies your baby/child may have in order that we may make the necessary adjustments. Please don't hesitate to ask or refer to the notice boards for a comprehensive list of the 14 food allergens for further information.

## Policies and Procedures

We have a comprehensive document of Early Birds' Policies and Procedures. Everyone is welcome and encouraged to read this document, please request a PDF copy if you would like to receive one by email. Much useful information, regarding for example our policies on Health and Safety, Child Protection, Equality, Illness and Medication and the procedure adopted on outings is contained within. Our Policies and Procedures are a working document and are regularly revised and updated, if you'd like to receive an electronic copy please don't hesitate to ask, but bear in mind that they are only reflective of our policies at that moment in time and are subject to change without prior notification as this is a working document which we are constantly improving.

## Admissions

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest, on a "first-come-first-served" basis)
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.
- We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents/carers.
- **A minimum attendance of 3 sessions is required** to ensure children and babies are given the best conditions for settling in and for our team to get to know them and their families, also to enable adequate weekly attendance to facilitate developmental reporting.
- Admission at Early Birds is dependent on parents accessing the Family software, in order to receive important notifications including accident and medication forms.

## Privacy (Important - please read!)

All personal information provided for enrolment purposes is kept securely, usually until the children stop using the nursery's services. We do not enter any personal information onto a computer unless you have signed your consent on the Enrolment Form, any details entered onto the computer will be for recording your child's development or administration tasks and will not be shared unless it becomes necessary for their benefit or for debt collection to ensure the longevity of the business. We will use the information you provide in order to perform the contract we have entered into with you, where we need to comply with a legal obligation, to ensure nursery fees are paid, or where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. In rare circumstances we may also use the information you provide where we need to protect your interests (or someone else's) or where it is needed in the public interest for official purposes. We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you, or where we have another legitimate reason in doing so. We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. You have the right to review, verify, correct or request erasure of your personal information at any time.

## **Fees and payment - PLEASE ENSURE YOU READ THIS SECTION BEFORE SIGNING THE CONTRACT OF ENROLMENT**

2024:

Full time Mon- Fri 8am-6pm	£290
Full Day 8am - 6pm	£62
Half day 8-12.30 or 1.30-6	£42.50
Early Start 7.45-8am	£5
Lunch hour 12.30-1.30pm	£16.50
Sustainability fee	£5.50 (please refer to "Explaining the Funding" below for further information)

Fees are due monthly usually around the 15<sup>th</sup> of each month. You will receive your invoices around the 20<sup>th</sup> of the previous month and this will come from the nursery management software 'Famly'. It is a condition of enrolment that a payment method is entered upon joining Famly. Payments will only be taken from your selected method if there remains an unpaid balance by the due date, so please ensure your payments are received in time to allow them to be entered onto the system, irrespective of how payments are made. You can find the Famly Pay Terms & Conditions by visiting <https://www.famly.co/terms/famly-pay>

Further details, regarding Famly's terms and conditions and privacy policy can also be found here:

<https://www.famly.co/about/security-legal>

<https://www.famly.co/terms/terms-conditions>

<https://www.famly.co/terms/privacy-policy>

If you are using tax-free childcare, you will need our registration number EY250442.

A deposit of £100 is required upon return of the completed enrolment form to secure your child's place. £60 will be refunded against your last period's fees when your child leaves nursery provided all fees are regularly paid in full and 1 month notice is given. The deposit is non-refundable should your child not start nursery, the start date be delayed, sessions reduced without the minimum of 1 month notice, or your child leaves nursery within the first six months of attendance. Deposits can be paid by Bacs: Early Birds; 20-96-37; 20605174, or Tax-Free Childcare. Please visit <https://www.childcarechoices.gov.uk/> to check your eligibility for tax-free childcare and funding.

Fees are reviewed annually, usually in March with effect in April, in addition to any amendment arising from statutory legislation. One month's notice or payment in lieu of notice must be given should you wish to cancel your child's nursery place or reduce their attendance. Late payments will incur interest at the rate of Bank of England Base Rate plus 8% in accordance with the Late Payments of Commercial Debts (interest) Act 1998. Any debts handed over to our collection company Thomas Higgins, will incur a charge of 10% of the debt at the time of handing over. Please note primary and secondary carers detailed on the Enrolment form will be responsible for payment of fees, and where necessary, debt collection. It may become necessary to approach emergency contacts in the event of late/non-payment of fees.

## Explaining the funding

Childcare funding is currently available for all 3 & 4 year olds and some 2 year olds, from April 2024 it is being extended, here's how the changes are going to be rolled out:

From April 2024 15 hours childcare - Age 2	From September 2024 15 hours childcare - Age 9 - 23 months	From September 2025 30 hours childcare - Ages 9 - 23 months
<ul style="list-style-type: none"> <li>• For eligible working families in England</li> <li>• Each parent earning under £100k per year, and at least £167 per week (equal to 16 hours @National Living Wage)</li> <li>• From the term following their 2<sup>nd</sup> birthday</li> <li>• 15 hours care and education for 38 weeks</li> <li>• A total of 570 hours per year</li> </ul>	<ul style="list-style-type: none"> <li>• For eligible working families in England</li> <li>• Each parent earning under £100k per year, and at least £167 per week (equal to 16 hours @National Living Wage)</li> <li>• From the term following reaching 9 months old</li> <li>• 15 hours care and education for 38 weeks</li> <li>• A total of 570 hours per year</li> </ul>	<ul style="list-style-type: none"> <li>• For eligible working families in England</li> <li>• Each parent earning under £100k per year, and at least £167 per week (equal to 16 hours @National Living Wage)</li> <li>• 30 hours care and education for 38 weeks</li> <li>• A total of 1140 hours per year for 38 weeks</li> </ul>

Check your eligibility for the above, or for the equivalent of 30 hours for 3 & 4 year olds at <https://www.childcarechoices.gov.uk/>

The funding is applicable from the term after your child reaches the relevant age and we **must** receive your code in advance of the termly deadlines (31 March, 31 August, 31 December).

You can apply for your code no earlier than 16 weeks before your child reaches the relevant age. **Be sure to pass on any codes to us as soon as possible and don't forget to re-confirm your eligibility every 3 months.**

Terms start dates are as follows;

Autumn term (14-week term in schools): 1<sup>st</sup> September (210 hours)

Spring term (11-week term in schools): 1<sup>st</sup> January (165 hours)

Summer term (13-week term in schools): 1<sup>st</sup> April (195 hours)

As a private provider, Early Birds nursery is open 51 weeks per year, so you have the benefit of not having to break for school holidays and having more consistent, year-round early years care. We therefore spread the funding over 51 weeks as follows:

For children who start funding in September, they receive the full 12 months of funding applied to 12 months of fees. Full funding deducted equates to 11.18hrs per week (570hrs per year over 51 weeks) for those eligible for 15 hours equivalent; **or** 22.35hrs per week (1140hrs per year over 51 weeks) for those eligible for 30 hours equivalent.

For children who start the funding in January, they receive spring and summer term funding against 35 weeks of fees Jan to Aug inc. Full funding equates to 10.28hrs/wk (360hrs over 35 weeks) for those eligible for 15hrs eqv; **or** 20.57hrs/wk (720hrs over 35 weeks) for those eligible for 30hrs eqv.

For children who start funding from April, they receive summer term funding against 22 weeks of fees April to Aug inc. Full funding equates to 8.86hrs/wk (195hrs over 22 weeks) for those eligible for 15hrs eqv; **or** 17.72hrs/wk (390hrs over 22 weeks) for those eligible for 30 hours eqv.

The funding resets every year in September as Lancashire County Council issue updated Parental Agreements at the start of each new academic year.

We apply a "Sustainability Fee" currently charged at £5.50 per session (there are two sessions during a full day's attendance, morning and afternoon) to sessions that are covered entirely by funding. The care and education for the hours covered by funding will always be provided free of charge, however there is a huge shortfall in what we need to charge to remain sustainable and what we receive from the government funding. If there are any genuine cases of hardship, please speak to us in confidence regarding the sustainable fee as this is not a condition of accessing a funded place.

*Example A:* your child is eligible for the equivalent of 30 hours funding from January; 2 days attendance = 20 hours per week, for 35 weeks means you're using 700 of the 720 hours available, and as both these days are fully covered by the funding, we apply sustainability fees because the session is wholly covered by funding. The remaining 20 hours can be banked so that you can use them to book ad hoc days subject to availability, this gives you 2 full days between January and August. We simply respectfully ask that these are evenly spread and not taken all at once at the beginning, just in case you leave before we can apply for the summer funding.

*Example B:* your child is eligible for the equivalent of 15 hours funding from April; We can claim a maximum of 195 hours for the summer term, split over 22 weeks (the total number of weeks we are open) = 8.86 hours per week. One and a half day's attendance would mean that full fees would be due at the hourly equivalent rate for the balance of one full day, being 1.14 hours, with the sustainability fees charged for just one session on this day as the other session is not wholly covered by the funding, and the half day would be fully chargeable at our usual rate. From the following September you will receive 11.18 hours per week, or 22.35 subject to eligibility.

*Example C:* your child is eligible for the equivalent of 30 hours funding from September, we can claim a maximum of 1140 hours per year, over 51 weeks giving 22.35 hours per week. Your child attends for 2 days per week (20 hours). The remaining 2.35 hours can be banked, giving 12 additional ad hoc days throughout the year, taken 4 per term, booked subject to availability.

We apply for the funding on your behalf and will ask for your signature on a 'Parental Agreement' once you are eligible and also prior to the beginning of each academic year in September. It is most important you check through carefully, **especially the section declaring whether your child attends another pre-school setting as you will be liable for any shortfall in fees if there is an over-claim of the funding** (the absolute maximum you can claim per child is 570 (or 1140) hours per year NOT per setting). Once you have completed a Parental Agreement, the necessary deductions will be applied to your account on Family and any fees due following the deduction of the funding may still be paid for using your Tax-Free Childcare government account, if you have one.





## Early Birds Private Day Nursery

### Settling-In Questions

Please do not send this with your enrolment form as you need to bring this with you to your introduction session the week before starting nursery. This allows us to get to know you and your child better and keeps this information as relevant and up-to-date as possible.

Name:

'I also like to be called':

I was born prematurely by \_\_\_\_\_ weeks (please enter the number of weeks or delete if not appropriate).

Examples of food and drink usually enjoyed (please include any dietary requirements or allergies here):

Basic daily routine (this section is especially important for babies):



Does your child have a dummy?                      Yes                      No

Does your child have a favourite teddy, blanket or toy? If so, what name is it known by?

Please add any information below that you think may be useful to us, for example:

- What is your first language at home?
- Is your child used to being with other people?
- Does your child attend another early years setting? If yes, please give details

Chicks -

- Can your baby sit by themselves, roll, crawl, feed themselves etc... Would they prefer to sleep in a cot or in the comfy area?

Ducklings and Robins -

- Can your little toddler use a potty/toilet; communicate their needs i.e wanting a drink, food, toilet etc...

Pre-school -

- Can they go to the toilet by themselves, put on their own coat, kick a ball etc.

Medical and Health information, please include any allergies:

This is the first step in building a relationship with you and your child. Please continue to provide us with regular information about your child's activities and experiences at home. Thank you for your help.





# Enrolment Contract



Child's full name:	Child's date of birth/EDD:	Age @ start (Office use only):
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Child's known name (if different to above)	Female / Male
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Ethnic code: (see key at the end)	Is your child in receipt of any SEN support or DLA? <b>Y / N</b>
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Address where the child usually lives (inc postcode):

Home telephone number:

Nursery attendance requirements: (please tick)

Monday	Tuesday	Wednesday	Thursday	Friday	Date I wish my child to start nursery: 8am - 12.30pm 1.30 - 6pm .....

**NAMES OF PARENTS / CARERS WITH WHOM THE CHILD NORMALLY LIVES**

*Primary carer name:* \_\_\_\_\_ *Date of birth:* \_\_\_\_\_

*Email address:* \_\_\_\_\_

*Relationship to child:* (i.e. Mother, Father, Grandparent, carer) \_\_\_\_\_ *National Insurance Number:* (we need this to access funding) \_\_\_\_\_

*Parental responsibility?* YES / NO

*Contact number during nursery attendance:* \_\_\_\_\_

*ADDRESS* (if different from above): \_\_\_\_\_

**EMPLOYERS NAME ADDRESS AND CONTACT NO:**  
.....

*Secondary carer name:* \_\_\_\_\_ *Date of birth:* \_\_\_\_\_

*Email address:* \_\_\_\_\_

*Relationship to child:* (i.e. Mother, Father, Grandparent, carer) \_\_\_\_\_ *National Insurance Number:* \_\_\_\_\_

*Parental responsibility?* YES / NO *Does this person have shared access?* YES/NO

*Contact number during nursery attendance:* \_\_\_\_\_

*ADDRESS* (if different from above): \_\_\_\_\_

**EMPLOYERS NAME ADDRESS AND CONTACT NO:** \_\_\_\_\_

Any other adults with parental responsibility *OR ACCESS RIGHTS* with whom the child does not live (eg named on the birth certificate)? YES / NO

*Details* (inc name **AND address**):

Secure Personal Password:

Child's doctor's surgery name, address and telephone number:

Child's Health visitor:

Telephone number:

Child's Dentist:

Telephone number:

(please ensure you register with a dental practice early for the very best oral health start for your little one!)

Please provide details of two people who can collect and have your authority to act in an emergency for your child:

Name:

Contact number:

Relationship to child:

*"Early Birds may contact me in the event of an emergency concerning the above child"* **Signed:**

Name:

Contact number:

Relationship to child:

*"Early Birds may contact me in the event of an emergency concerning the above child"* **Signed:**

*Please ensure that the adults named above are aware we have their contact details so that we may contact them if we are unable to speak to you, the parent/carer, if your child is unwell, has an accident or is uncollected at the end of the session. Their details will remain securely associated with your child for as long as they are in attendance at Early Birds. If there are any questions or queries regarding this, please contact us on 01257 791089. Thank you*

In the event that no one can be contacted, in an emergency the Nursery Management will work with other trained professionals to make decisions in the best interest of your child unless you specify otherwise.

Does your child have any medical condition we should be aware of? (Asthma, eczema, plaster allergy etc.) YES / NO

Details:

Do nursery staff need any special training to be able to accommodate your child's medical needs, including administration of medication? YES / NO

Details:

Does your child have any allergies, food intolerances or specific dietary requirements? YES / NO

Details:

If yes, how does your child react to these? (So that we know the symptoms to look for in cases of emergency and can incorporate this into our Risk Assessment)

Are there any other professionals involved with your child? E.g. speech therapy or paediatrician? YES / NO

Name and contact details:

Has your child EVER attended any other nursery, childcare setting or childminder/nanny? YES / NO

If yes, may we contact them to share your child's developmental progress? YES / NO

Name and contact details of setting:

Consents:

In order for us to abide by your wishes for the care of your child, please complete the following: (Please do not leave any unanswered, if you would like to discuss anything on here further, please don't hesitate to ask).

I consent to:

- information provided in this enrolment form to be entered onto the nursery management software used by Early Birds: YES/NO
- my child to being taken off nursery premises for short walks in the local community as part of nursery activities: YES /NO
- child to receive the appropriate dose of liquid paracetamol as basic first aid whilst at nursery: YES/NO
- I understand that there are observations and photographs of my child, individually and in groups, in support of their learning and development that will be taken on iPads and stored on nursery management software: YES / NO
- photographs to be taken of my child for display within nursery: YES / NO
- photographs to be taken of my child for future promotion of Early Birds: Early Birds' Facebook/Twitter page: Y/N Newspapers/magazines: Y/N
- nursery staff to apply sun cream to my child: YES / NO
- nursery staff to apply nappy cream: YES / NO
- nursery staff applying a plaster onto a minor wound if necessary to keep the wound clean: YES/NO
- Early Birds acting in the best interests of my child in the event of a medical emergency: YES / NO

The permissions above will be requested from the primary carer through Family once invited to join the platform. Please ensure you respond according to your wishes above. Should your wishes change at any time, please update this on Family. Historical events previously consented to cannot be changed.

I wish to apply for a place at Early Birds for my child ..... and enclose £100 deposit for this place.

I confirm I have read and understood the "Notes for Parents" section within this Enrolment Pack *including payment of monthly fees during the first week of every month*, and request receipt of PDF copy of our Policies and Procedures at any time if desired.  Please tick

I understand that Early Birds will need to check my child's date of birth with their **Birth Certificate** and agree to provide this upon enrolment (or as soon as possible thereafter if not yet born) together with a photo form of ID for the person signing.

I understand that staff will raise safeguarding concerns with the Local Safeguarding Children Board. I understand that staff might decide to do this without my knowledge if they were sufficiently concerned about my child.

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

For Office Use:			
Date Rec'd		Conf. Letter/Welcome pack	
Deposit Rec'd		Contact other setting	
Calendar: Intro date/Start date		Parent ID checked	
Entered onto Family		Details checked against BC	
Email Journal after leaving			

**Ethnicity Code**

WBRI	White, British
WIRI	White, Irish
WIRT	Traveller of Irish heritage
WROM	Gypsy/Roma
WOTH	White, any other White background
MWBC	Mixed, White and Black Caribbean
MWBA	Mixed, White and Black African
MWAS	Mixed, White and Asian
MOTH	Mixed, any other Mixed background
AIND	Asian or Asian British, Indian
APKN	Asian or Asian British, Pakistani
ABAN	Asian or Asian British, Bangladeshi
AOTH	Asian or Asian British, any other Asian background
BCRB	Black or Black British, Caribbean
BAFR	Black or Black British African
BOTH	Black or Black British, any other Black background
CHNE	Chinese
OOth	Any other Ethnic background
REFU	Did not wish to be recorded