



Our Vision

"We endeavor to provide a stimulating, safe and nurturing environment that enables children to thrive as they learn through their play."

Little Nest Nursery is a place where Children
Play, Learn and Grow Together!

Laukiamas

Bine ati venit

Dobro Pozhalovat'

Witamy

Akwaaba



Wilkommen

Welkom





Contents



Our Nursery.....	
Our Staff.....	
Fees and Payments.....	
What we need from parents/carers.....	
Baby Room - Snuggle Nest : 0-2 years old.....	
Toddler Room -: Little Acorns 2-3 years old.....	
Pre-School - Mighty Oaks : 3-4 years old.....	
What to Bring to Nursery.....	
Baby Milk & Weaning.....	
Lunch and Snack Menus.....	
Nappies & Potty Training.....	
The Early Years Foundation Stage.....	
The 7 Areas of Learning.....	
Stages of Development.....	
What is a Key Person's Role?.....	
Your Child's Progress.....	
Additional Needs.....	
Nursery Registration.....	
Peace of Mind.....	

Our Nursery



Dear New Family,

A very warm welcome to Little Nest Nursery. We are happy that you have chosen or are considering our nursery for your child.

This pack is designed to give you valuable information about the learning which happens at our nursery throughout the day and will hopefully answer many of your questions.

However, we are aware that a brochure has its limitations, so I would encourage you to come along and talk to our staff in person or ring us if you have further questions. All our contact details are at the end of this pack. We value our parents/carers contributions tremendously and believe that home and nursery working in partnership can provide the best possible learning experiences for your child.



It matters to you; it matters to us.

As a parent/carer, your child's well-being is paramount - and it is equally important to us. At Little Nest Nursery, we endeavor to provide a stimulating, safe and nurturing environment that enables children to thrive as they learn through their play.



Relationships with families.

We understand that entrusting your child to the care of others is an important step. To help you, our experienced staff will arrange a settling in period to suit your family. From your child's first day with us, our staff will keep open communication.



Visitors

Anyone visiting the nursery - prospective parents/carers, educationalist or invited guest - will have an appointment, the details of which will be written in the nursery diary. On arrival the visitor will be asked to sign our Visitors' Book (Full Name, Time in and out). No one unknown to the nursery is allowed to visit without an appointment.

Our Staff



At Little Nest Nursery we recruit and select high quality, experienced nursery practitioners. Our staff team are managed by the nursery owner Jeanette Manu, three Level 3 practitioners, three apprentices and a Deputy Manager.

We are committed to recruiting, appointing, and employing all our staff in accordance with local legislation. We aim to provide a warm, fair and understanding working environment for all our staff and offer incentives to retain our high-quality staff team.

All staff will regularly attend courses and workshops to keep abreast of current educational thinking, and staff are required to attend statutory courses such as Pediatric First Aid and Safeguarding Children. All staff are DBS checked before being allowed to commence work, and references are sought.



Planning

Although we have a long-term plan for the term, our planning is very much child led following the EYFS guidelines and is reviewed on a weekly basis. Our planning is based on the feedback of all staff who share their own key children's Next Step goals. That information is used to plan activities which will allow each child ample time to work on their own goals and targets but in a fun and interesting way ensuring they engage with the activities planned for them.



Organisation of classes

Snuggle Nest (Baby Room)	0 - 2 years approx.
Little Acorns (Toddlers)	2 -3 years approx.
Mighty Oaks (Preschoolers)	3 - rising 5s



Fees and Payments



Funding and Fess

Children are required to attend at least 2 days per week to help us in providing your child with continuity of care.

Payment of fees is due on the 1st of each month and is payable in advance. Fees are calculated on an annualised 51-week basis and are therefore payable during bank and family holidays, sick days and the Christmas and New Year breaks.



Funding

Universal Funding: All 2-, 3- and 4-year-olds are eligible for 15 or 30 hours of funded childcare the term after their birthday. If you require any further information, please do not hesitate to contact us.

Additional charges: The nursery will invoice for any additional hours attended and meals monthly for all children claiming 2 years, 3 and 4-year-old funding.

The nursery will charge for Lunches: £11.00 full day funding session and £6 half a session. This is for all children claiming 15 hours or 30 hours free childcare.



Opening Times

We are open 51 weeks of the year, Monday to Friday, 8:00am - 6:00pm except for Bank Holidays, inset days and the week between Christmas and New Year. Term time only bookings are available too.

We do have set sessions for you to choose from for your child, however we pride ourselves in offering flexible hours to busy parents and hours are available outside of these sessions following our hourly rate.

Hours of sessions are as follows:

Morning sessions 8.00am - 1.00pm

Afternoon sessions 1.00pm - 6.00pm



Inset Days

Monday 7th April 2025

Monday 1st September 2025



Collection of Children

Children may be collected from nursery only by their parents/carers or nominated person known to nursery staff.

Persons/ Carers collecting a child must be aged 17 or older, regardless of whether there is an adult waiting in the car. Staff will not allow a child to leave the building with anyone younger.

Parents and carers must buzz and announce the name of the child they are picking up. You are required to wait at the gate; a staff member will bring your child out to you.

Children who are not collected will be cared for in the nursery while attempts are made to contact, in the first instance, the parents/ carers, and failing that, the nominated emergency contact on the child's application form.



Late Collection of Children

Staff at Little Nest Nursery will look after uncollected children, whilst every effort is made to contact the parents/carers. A late collection fee is chargeable at £10 if a child is not collected at the agreed finishing time, and £1 every minute thereafter. Anyone still at nursery after 6.15pm will be charged at the higher rate of £15 and £2 per minute thereafter.



Non-Payment of Nursery Fees

As an independent nursery our income is derived from the fees paid by parents/carer, or others on behalf of the child. Failure to pay outstanding nursery fees could lead to the withdrawal of a place from the nursery roll. Invoices are processed on or before the 1st of every month and fees are payable in advance, by the 1st of each month. If fees are in arrears, interest will be added at a set rate of £15 added to the child's account on the 2nd of the month and a £10 charge for every week following that, fees are still outstanding.



What we need from parents

- Please notify us immediately of any change in address or contact details. It is essential that we have a reliable, authorised point of contact throughout the time your child is placed with us.
- Please call us if your child is going to be absent from nursery or coming in late so we know whether to prepare a meal for them.
- Please let us know if any other person will be collecting your child from nursery; we will need to have a passcode from you to use to identify the person that is picking the child up.
- Please alert us as soon as possible if you are unable to meet the required collection time of your child, as we will need to ensure we have sufficient staff (please note this may be chargeable).
- Please inform us if there is any important changes that may be taking place in your child's life, such as moving house, new baby, and parent separation. This information enables us to help children deal with their feelings and emotions and ensures that we support your child fully.
- If your child has not been themselves at home but is not showing signs of illness when brought to nursery, please mention it to us.
- Parents **MUST** inform staff if they have administered Calpol or other pain relief to their child prior to nursery. This information is vital if emergency services have to be called.
- A child should not return to nursery for a full 48 hours after diarrhoea and/or Vomiting including Rotavirus/Norovirus/Gastroenteritis from the last episode.



Baby Room

Snuggle Nest

Our Baby Room offers a calm, homely, fun, and loving environment in which your little one can **grow and thrive**.

We understand the apprehension that some parents may have when their baby or toddler starts nursery. Our team of dedicated staff will continue to follow home routines within the nursery, providing a consistency of care that ensures your child feels happy and secure. The information in your '**All About Me**' form is essential in assisting us to care for your child as an individual.

The baby room will be set up with cosy areas for the children to rest and sleep throughout the day. The children will benefit from low-level mirrored to encourage crawling babies to pull themselves up. Snacks and lunches are given in a highchair until your child is safe and comfortable to sit at the table.

Some of the activities we enjoy in our Baby Room:

- Listening to stories and nursery rhymes in our cosy quiet area and exploring books independently, Singing and playing musical instruments,
- Tumbling and rolling with our soft play, jumping, running, climbing and exploring our artificial lawn in our outdoor area.
- Sensory exploration with sand, water, foam, paint, gloopy and lots more squidgy activities,
- Role playhouse and other imaginative play,
- Building and construction – look at what we can make!
- Discovery with our treasure baskets and exploring sensory bottles

Toddler Area



Little Acorns

Your child's needs will be met throughout the day and take part in **adult-led activities**. Our open plan room is set up in a way that aims for children's development to take place through their natural curiosity.

As with all the age groups of children at Little Nest Nursery, we observe and plan for children individually, ensuring that each child has the opportunity to learn and develop a broad range of skills through play and discovery, based on their interests and level of development.

In the Toddler Area, there are lots of opportunities for discovery and adventure:

- Listening to stories, exploring books, joining in with singing, music and movement sessions
- Role play activities - pretending to be a firefighter, mummy or daddy, builder or princess!
- Construction activities with open ended resources to encourage imaginative and create building.
- And much more!

Pre-School

Mighty Oaks



Joining Pre-School is **an exciting moment** in a child's learning, preparing them for the journey onto school. Our Pre-School area is set up with a role play area to enhance opportunities for the wealth of imaginative play that this age engages in. There are life skills shelves with activity trays on for the children to select and **explore independently** to develop fine motor skills in preparation for learning to write at school. There are also lots of creative media set up for the children to select that allows them to develop independence and provides opportunity for their own **creative ideas** to flourish. All Mark making experiences are important steps in developing strength in their fine motor skills and control to assist learning to form letters as they reach school age.

Our experienced staff will deliver **Read, Write, Inc.** sessions that introduce children to the world of letters and sounds. This is preparation for your child's progression to learn to read and write. Each week the children are introduced to a new sound and lots of fun and exciting activities to explore.

Pre-School children also benefit from an **extensive playground** area with climbing areas, a space for trikes to be ridden and circle games and group games to be played, a mud kitchen and giant music making apparatus.

Our Pre-school children are required to wear their nursery T-Shirt and the Jumper - The uniform can be purchased at the office (Please speak to our staff)



What do I Bring to Nursery?



To ensure your child has everything they need at nursery, we ask parents/carers to supply a bag for nursery containing the following:

Water Bottle:

Please provide a named water bottle each session for your child to always have access to. (We do have a water jug available, but a child's own bottle does encourage them to drink more) We also provide milk or water at snack times and lunch time as well.

Weather appropriate clothing:

- A waterproof coat
- Wellington boots (These can stay at nursery or brought to each session)
- Warm hat in winter and summer hat in Summer
- All in one waterproof for winter (This allows children to enjoy outdoor play whatever the weather!)
- UV Suit for summer play outside

Dress for Mess! Our children have lots of sensory play activities and creative activities to join in with - please dress your child for mess so that they can enjoy these activities to the fullest. We do provide aprons, but children can be in sensory/messy areas without an apron and are likely to get splashes and dabs on their clothes. Dressing for mess allows children to fully explore. As they get older, we do encourage self-care and independence.

Spare clothes: At least 2 tops and 3 pairs of underwear, socks, and bottoms if your child is toilet training - Crocs/Jelly shoes can be a good alternative to shoes or wellies whilst toilet training to allow them to be cleaned and dry quickly. It is useful for all children to bring a spare set of clothes in case of getting wet/muddy etc. and needing to change.

Any comforters:

A dummy can be stored for your baby and a comforter teddy/blanket or toy are welcomed to help your child settle and soothe them.

Nappies/Pull-ups and Cream:

You are required to bring your own nappies wipes/cotton wool. If you wish for nappy cream to be applied, please provide a named pot/tube that can be kept at nursery or in your child's bag.

Sun cream: In the summer we ask for all children to arrive at nursery with sun cream already applied and if they are staying for a full day session, we ask for a bottle to stay at nursery to allow it to be reapplied in the afternoon.



Baby Milk and Weaning

All bottles and teats needed throughout the day should be provided daily by parents/carers. They must be clearly named and will be stored for use throughout the day. We have a steriliser that we use to sterilise bottles, teats and feeding utensils throughout the day.

During our registration process we ask parents/carers to state which milk their child has whether it is formula, expressed breast milk, cows milk or any other type of milk. We provide cows milk at no extra cost to your child's session; we request any other milks are provided from home and clearly labelled with your child's name. Staff will prepare and make fresh bottles of milk as and when required. We have experience with children with milk intolerances so we can support you with this if it becomes apparent during the weaning process.

Our baby room staff are experienced in supporting babies through weaning choices such as baby led weaning. We are fully supportive of encouraging children to explore new tastes and textures independently. Snacks and lunches are prepared by being chopped into finger sized pieces. When babies are weaning, we work with parents during the process to make sure new tastes are slowly being introduced. We encourage babies to try a wide variety of flavors and textures as they grow; almost all babies enjoy experimenting - although often they will go through phases of refusing a food that they couldn't get enough of the previous week!

Please fill our 'All About Me' form to ensure we are following the same approach as you at home and update us with any changes.





Lunch and Snacks Menus

We believe that healthy food and nutrition is key to the development of healthy, happy children. That is why we source only the best ingredients to prepare every meal.

Children attending a full day can expect to be given 3 meals a day, as well as a morning and afternoon healthy snack of something such as fresh fruit, rice cakes or breadsticks. All dietary needs are met and catered for including but not exclusive to: Gluten Free, Dairy Free and Vegetarians. The nursery must be informed in writing of dietary needs at registration; it is the responsibility of the parents to keep the nursery updated on any changes to their child's information. Little Nest Nursery is a totally pork free nursery.

We encourage all our children to discover new cuisines and be conscious about their eating habits. That's why our nursery has its own fruit and vegetable patch, meal plans include meatless Mondays, international Wednesdays and fish Fridays, among others.

We are constantly reflecting on and making adjustments to ensure we are able to provide an excellent service for your children, and so any changes made will bear this in mind.

Snacks are provided in the mornings and afternoons for all our children.

- Lunchtime is between 11:30 and 12:15
- Tea is from 4:00-4:15

Children doing half-day funded hours cost £5. This includes breakfast/lunch or lunch/tea.

Children doing full day funded hours cost £10 per day. This includes breakfast, lunch, and tea.

Sample Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Cereals, Porridge, Toast, Egg Cheese Fruits.	Cereals, Porridge, Toast, Egg Cheese Fruits.	Cereals, Porridge, Toast, Egg Cheese Fruits.	Cereals, Porridge, Toast, Egg Cheese Fruits.	Cereals, Porridge, Toast, Egg Cheese Fruits.
Snack	Selection of Fruits with Milk or Water	Selection of Fruits with Milk or Water	Selection of Fruits with Milk or Water	Selection of Fruits with Milk or Water	Selection of Fruits with Milk or Water
Lunch	Tuna Pasta Bake with Seasonal Veg	Mince Beef Noodle Stir Fry with Seasonal Veg	Toad in the hole with new potatoes and seasonal veg	Fish curry with rice and seasonal Veg	Chicken with potato wedges and seasonal veg
Vegetarian option	Vegetable pasta bake with seasonal veg	Lentil and noodle stir fry with seasonal veg	Quorn toad in the hole with new potatoes and seasonal veg	Vegetable curry with rice and seasonal veg	Quorn chicken pieces with potato wedges and seasonal veg
Pudding	Fruit crumble with ice cream	Rice pudding with raisins	Fruit jelly with yoghurt	Bananas/ peaches with custard	Semolina and peaches.
Snack	Selection of Fruits with Milk or Water	Selection of Fruits with Milk or Water	Selection of Fruits with Milk or Water	Selection of Fruits with Milk or Water	Selection of Fruits with Milk or Water
Tea	Wraps with a mixture of fillings and salad.	Egg and beans on toast	Pitta bread with crudités and Houmas.	Jacket potatoes with beans and cheese	Fish fingers with peas and sweetcorn.

Nappies and Potty Training



It is very important not to rush your child into using the potty or toilet. As a parent, we can often feel pressured into presuming they are ready as they approach two years old, however often they show signs they are ready closer towards three years old, and we will support families when you are ready.

All our staff believe children will display signs indicating they are ready such as:

- Knowing when they have a wet or soiled nappy.
- They get to know when they are having a wee and may tell you they are doing so.
- They know when they need a wee and tell you in advance.
- The gap between wetting a nappy is at least an hour. (If it's less, potty training may fail and at the very least will be extremely hard work for you.)
- They can or are beginning to dress themselves with little or no adult support.

Our staff will work in partnership with you to create a smooth transition from nappies into pull-ups and big girl/boy pants.

Spare clothes: If your child is potty training, we recommend you supply at least 2 tops and 3 pairs of underwear, socks, and bottoms. Crocs/Jelly shoes can be a good alternative to shoes or wellies whilst toilet training to allow them to be cleaned and dry quickly.

Trousers need to have an elasticated waist to allow your child to easily pull them down and up, buttons and poppers often result in frustration and accidents.

Trousers with an elasticated waist are great!



The Early Year Foundation Stage (EYFS)



The **Early Years Foundation Stage (EYFS)** sets standards for the learning, development, and care of children from birth to 5 years old. All schools and Ofsted-registered early years providers must follow the **EYFS**, including childminders, preschools, nurseries, and school reception classes.

The EYFS seeks to provide:

- **Quality and consistency** in all early years settings, so that every child makes good progress and no child gets left behind.
- **A secure foundation** through learning and development opportunities that are planned around the needs and interests of each individual child and are assessed and reviewed regularly.
- **Partnership working** between practitioners and with parents and/or carers.
- **Equality of opportunity** and anti-discriminatory practice, ensuring that every child is included and supported.

There are four guiding principles that shape practice in early years settings:

- Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through **positive relationships**.
- Children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and/or carers.
- **Children develop and learn in different ways and at different rates**. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

EYFS: Seven Areas of Learning



There are 7 areas of learning and development that must shape our educational provision. These areas are all important and interconnected. The first three are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn. These three areas are called the **Prime Areas**. These are followed with four **Specific Areas**, through which the prime areas are strengthened and applied.

Please ask to see our photo display in the hallway that shows a huge range of our exciting activities in each area to give an insight into how your child will explore the 7 areas of learning.

Prime Areas:

- Communication and Language (C&L)
- Personal, Social and Emotional Development (PSED)
- Physical Development (PD)

Specific Areas:

- Literacy (L)
- Mathematics (M)
- Understanding the World (UW)
- Expressive Arts and Design (EAD)

These areas are used to plan your child's learning and activities. Our staff ensure these activities are targeted to your child's individual interests, needs and stage of ability. There are also many resources available for children to choose themselves and develop their independence.

The seven areas of learning are achieved through Play! Our staff ensure that our play opportunities are varied and exciting for our children.

Stages of Development



Early Years staff use the **Development Matters** in the Early Years Foundation Stage document daily. This outlines the 7 areas of learning split into different age bands:

Children develop at their own rate, and in their own ways. The development statements and their order should not be taken as necessary steps for individual children. They should not be used as checklists. The age/stage bands overlap because these are not fixed age boundaries but suggest a typical range of development. Our **online learning journeys** will show your child's progress through these stages, and you can discuss and contribute to next steps with your child's **key person** at any time.

Further information can be found in the following guide that is available to download online or to borrow from our Nursery: **What to expect, when, A Parent's Guide**



The purpose of this [booklet](#) is to help you as a parent/carer find out more about how your child is learning and developing during their first five years, in relation to the EYFS. covered in the EYFS.



Forest Fun



Forest Fun is an outdoor learning session held once a week for our Pre-school group (children aged 3 and 4 years).

The main aims is for children to enjoy the outdoors, making the most of the large open space on offer whilst developing their independence, problem-solving skills, self-awareness, good social and communication skills, fine and gross motor skills and to have a positive attitude as well as greater self-esteem and confidence.

Everyone involved is a teacher and learner, helping each other to achieve, as well as having fun. The nursery's grounds provide an ideal outdoor learning environment, with hidden nooks and crannies amongst the gardens. We have our own unique Forest Fun base in our Garden to the side of the nursery.

All our Forest Fun sessions are planned in advance. As well as enhancing many areas of the EYFS curriculum. All children and adults attending Forest Fun need to provide their own clothing.

Clothing should include long sleeved tops and trousers, even in hot weather, to prevent scratches, nettle stings or ticks in the long grass. Waterproof tops and trousers are essential throughout the year as well as Wellington boots.

All items of children's clothing brought into nursery must be named, including outdoor wear, shoes, and wellies.

PLEASE REMEMBER:

There is no such thing as bad weather: just inappropriate clothing.





What is a Key Person's Role?

The **key person** is a named practitioner who has responsibility for a small group of children. They are there to help the child feel **safe and secure**. The role is important for both child and parent, and it is an approach set out in the **EYFS**.

The key person approach makes sure relationships between staff and children are '**attentive, responsive, stimulating and affectionate**.' A key person ensures that within the day-to-day demands of the nursery, each child feels welcomed, cherished, and cared for as an **individual** to create a smooth transition from the home environment to nursery each session they attend. Children feel settled and happy and are more confident to explore and thus become more capable learners.

Your child's key person will be chosen to match the sessions they attend and with consideration to whom the child gravitates towards and develops a fun, affectionate and secure attachment. You will receive a note informing you who your child's key person is and they will identify themselves to you. Where possible this person will pass on daily information and any messages about your child's **activities, enjoyment, and progression**. Your key person will keep a record of development through uploading photos and observations to your online learning journey: **EYLOG** for you to view, comment on and contribute to.

Please approach your key person at any time to discuss your child's **progress**.



Your Child's Progress



Sharing your children's progress and achievements are vitally important to us. There are a range of ways that we communicate your child's progress with you:



Newsletters

We have termly newsletters that will inform you of Parent Consultation dates where you are invited in to discuss your child's progress with your child's key worker.



Key Worker System

You are encouraged to communicate regularly with your key worker at drop off and pick up times to share information and your key worker can provide you with information about your child's Next Steps that we are working towards at Nursery. Each room has a Next Steps Tree on display that you are welcome to look at, at any time.



Open Door Policy

All our staff are happy to answer any queries or questions, and the management office door is open between 8:00 and 16:00. You are welcome to give us any update at the beginning or end of your session; the best option would be an email or a phone call.



Media Consent

We use photographs and video for several reasons including recording children's Learning and Development and celebrating their successes. During special events and normal day to day activities we also take pictures and video, some carefully selected pictures are shared in our newsletters and social media to help us promote our nursery. If you do not wish to have your child photographed, please do not hesitate to let management know. Parents/carers will be required to sign an additional consent form.



Additional Needs-Early Help Hub

At Little Nest Nursery, we firmly believe that all children are precious and have gifts and talents that must be developed and shared to enable them to reach their full potential. We recognise that as children learn through experience, individual needs will become evident. Effective teaching strives to meet these needs and challenge children to achieve their full potential and excel.

Our Nursery has a Special Educational Needs Co-coordinator (SENCO). The *SENCO* works closely with the manager and with all practitioners in the setting; has responsibility for the day-to-day operation of the setting's SEN policy, and for coordinating provision across the setting; and for supporting colleagues in all aspects of their work with children with SEN.

Our SENCO can contact the Family Hub if our staff or you as a parent identifies a reason to enquire for further support for you as a family or your child.

What is Early Help? Early Help includes help provided in both early childhood and early in the development of a problem. Early Help is available to children and young people of all ages from pre-birth up to the age of 18, and up to the age of 25 where young people have special educational needs or disabilities.

Vision for Early Help: Early Help in Lewisham aims to ensure that services to support children, young people and their parents are there when they need them. Early Help is about identifying problems at an early stage and providing purposeful and effective help as soon as possible once they have been identified, working with families to solve those problems before they get worse.

There are a wide range of services available through the Family Hub and you will be involved at all stages.



Nursery Registration

There are no entry requirements for admission at Little Nest Nursery. Parents should initially contact the nursery and arrange an appointment to view the nursery and speak informally with the Manager.

If parents decide to proceed, they will be asked to complete an application form (stating whether they are booking for term time only, or 51 weeks of the year) and asked to pay a non - refundable registration fee of £50.00. Sessions are to be agreed between parents and the Manager.

Children up until they are 3 years old and receiving the funding must attend at least 2 sessions a week, either one full day or 2 sessions on separate days. Once a child is in receipt of government funding at age 3, they must attend 2 sessions a week on separate days as a minimum.

It is very important that throughout a child's attendance at the nursery parents ensure the Manager is informed of changes in details held, especially changes of address, telephone numbers including mobile numbers and all matters of medical significance.



Waiting List

3 Butterflies Nursery has a waiting list in place for new enrolments. If you are interested in your child attending our nursery, we ask that you fill in an application form at the earliest possible convenience.

Waiting times vary depending on the days needed, your child's age and the availability in the rooms. Once you have confirmed that you wish your child to take up a space, we ask you to come in and secure your child's place by registering them.



Notice Period

One month's written notice is required to reduce sessions or withdraw a child, who has booked term time sessions. For 51-week bookings a notice period of one month is needed to reduce sessions or withdraw from a child.



Extreme weather/Sudden closure

In some, very rare, situations the nursery may be forced to close. These could be cases such as extreme weather, outbreaks of disease or other unexpected events such as a terror threat or localised emergency. We do have an emergency plan which we would follow in the first instance but if after following that we cannot still operate safely we may be forced to close for a day or longer.

Such actions will only be taken in extreme circumstances and in the interests of safety. Early morning announcements concerning any closure will be made through EYLog to all parents/carers and an update will also be sent via email or text message.

Should extreme weather or an unforeseen emergency force the nursery to close during the day the nursery will telephone parents/carers and inform them of the arrangements. Once again, the nursery policy is to remain open whenever possible, but closure may be deemed unavoidable. In this very rare situation nursery fees would still be payable.



Outing

At Little Nest Nursery we feel it is important to provide opportunities for children to take part in outings so they can further develop their knowledge and to ensure every child has access to the same opportunities in life.

Trips can include trips on foot, i.e., visits to the local park, the library, local markets, and places of interest. We have procedures in place to safeguard children during our visits.

Peace of Mind



We are very proud of Little Nest Nursery and all staff strive to achieve our ethos always providing "a stimulating, safe and nurturing environment that enables children to thrive as they learn through their play." All our staff love their work and present a great mix of personalities, all fun, gentle, patient, enthusiastic, creative, and very caring.

The Management team and the Staff team are always here to listen to and support you. Please feel free to approach any of the staff.

The nursery is open between 8.00am and 6:00pm and there is always someone here between those times. If no one answers it is because all staff are busy with the children. Emails are also answered regularly throughout the day.



Complaints and Concerns

We have a detailed procedure in place to allow parents/carers to raise any concerns or complaints and be confident that all matters raised will be taken seriously. A copy of this procedure is available on request. Please feel free to approach our Manager, Deputy Manager or any member of staff about any questions, queries or concerns you may have at the earliest possible time, so we can work to rectify any issues straight away.

Our contact details are:



Website

littlenestnursery.co.uk



Instagram

[Instagram.com/little.nestnursery](https://www.instagram.com/little.nestnursery)

Address: Little Nest Nursery,
43 Albyn Road, London, SE8 4EG

Email: office@littlenestnursery.co.uk

Telephone: [07831 753 984](tel:07831753984)



Welcome to the
Little Nest Family



Registration Form

Child's Details

PHOTO

Surname:		First Name(s):	
Known as:		First Language:	
Nationality:		Second Language:	
Ethnicity:		Religion:	
Sex:	Male / Female	Date of Birth:	
Who lives in my house?			

Tick Sessions Required

Days	Full Day	Half Day (A.M)	Half Day (P.M)	Funded AM	Funded PM
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Start Date

Preferred Start Date:	
Age of Child at Start Date:	

Medical Details

Doctors Name:	
Surgery / Practice:	
Address/Post Code	
Tel Number:	

Immunisations and Illnesses

Please tick the boxes below to indicate if your child has been immunised against and/or suffered from any of the illnesses listed.

	Immunised		Immunised
Diphtheria		Scarlet Fever	
Tetanus		Mumps	
Whooping Cough		Rubella	
Polio		Chicken Pox	
HiB		BCG	
Meningitis C		Pneumococcal	
MMR		Any other	
Measles			

Please give details of any medical conditions/treatments

Please give details of any allergies

Please give details of any special dietary requirements

1

PHOTO

Please give details of any other information that we should know about your child

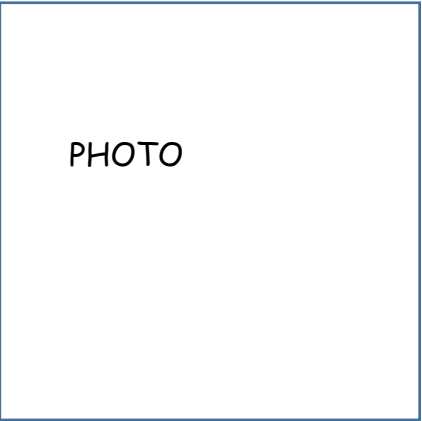
Parent/Guardian Details

Name:		Main Carer: Yes / No
Relation to child:		
Home Address:		
Post Code:		
Home Tel No:		
Mobile Number:		
Email Address:		

Occupation:	
Employer Name:	
Work Address:	
Work Tel No:	

Parent/Guardian Details

2



Name:		Main Carer: Yes / No
Relation to child:		
Home Address:	<input type="checkbox"/> Same as above	
Post Code:		
Home Tel No:		
Mobile Number:		
Email Address:		

Occupation:	
Employer Name:	

Work Address:	
Work Tel No:	

Emergency Contacts

Emergency contacts are persons authorised by you to collect your child by arrangement or if for any reason, parent/guardians 1 or 2 are not contactable in an emergency situation. Emergency contacts must be over 17 years of age. For security purposes please provide a password that should be known to any persons authorised to collect your child from the pre-school.

Contact 1

Name:	
Home Address:	
Post Code:	
Home Tel No:	
Mobile Number:	
Relation to Child:	
Password:	

<div style="border: 1px solid black; padding: 10px; width: 100px; margin: 0 auto;"> PHOTO </div>
--

Contact 2

Name:	
Home Address:	
Post Code:	
Home Tel No:	

<div style="border: 1px solid black; padding: 10px; width: 100px; margin: 0 auto;"> PHOT </div>

Mobile Number:	
Relation to Child:	
Password:	

Fees structure from April 2023

Session/Age	0- 2yrs	2-3yrs	3-5yrs.
Full Day 8:00-6:00pm	£86.00	£86.00	£86.00
Half Day (am or pm) 8:00-1:00 1:00-6:00pm		£53.00	£53.00
Lunch or Tea: Are chargeable to children accessing the free 30hrs and 15hrs.			
Registration Fee for all children (non-refundable)	£50	£50	£50
Deposit which is refundable	£100	£100	£100

We require a minimum of two sessions a week. This is to ensure continuity of care and enables the children to benefit from all the activities and learning opportunities.

Note: Please ensure that the completed Registration Form, a signed copy of the Consent Form, a signed copy of the Nursery Terms and Conditions and a **non-refundable registration fee of £50** are submitted to the nursery.

Children in receipt of 15/30 hours are charged a consumables fee. This covers meals, art & crafts, and other additional activities which the government funding does not cover.

Deposit: The Nursery charge **£100** deposit which will be refunded back to the parents/Carers, prior to giving 1 month notice before your leaving date.

Inset Day: TBC

Fees should be paid into the following account:

Tide Bank
Account Name: Little Nest Nursery
Sort Code: 04-06-05 Account Number: 20003230

Parents are reminded to use their child's name as reference.

Thank you.

OFSTED REGISTRATION
2819176

Registration form completed by:

Parent/Guardian 1

Parent/Guardian 2

Print Name:

Print Name:

Sign:

Sign:

Date:

Date:

Relationship to Child:

Relationship to Child:

Terms & Conditions

Little Nest Nursery/Preschool offer a provisional place to the child referred to overleaf who is to join the nursery on the following terms. These terms and conditions relate to the contract between the nursery and the parent/guardian.

Registration Fee: A non-refundable Registration fee of **£50.00** is payable at the time of submitting the registration form to secure a place for your child. If the nursery is unable to offer your child a space, then the registration fee will be refunded back.

Deposit: The Nursery charge **£100** deposit which will be refunded back to the parents/carers, prior to giving 1 month notice before your leaving date.

Payment of nursery Fees: Fees are payable by BACS at the beginning of each month. Full fees are payable in full throughout the period the child is registered, including when the child is unable to attend due to sickness or holidays and when the nursery is closed for public holidays and inset days. One-month written notice must be given if parents/carers want to withdraw the child from the nursery. Failure to pay the nursery fees in full on the **1st of the month** will cause a late payment fees of **£25.00**. An administration fee of **£45** will be charge in the event of payment cheques being returned by the bank.

Payment should be made by BACS to the following bank account; **Tide Bank Account Name: Little Nest Nursery. Sort Code: 04-06-05 Account Number: 20003230**

Late Collection: A late collection fee is chargeable at £10 if a child is not collected at the agreed finishing time, and £1 every minute thereafter.

Review of Fees: Within the terms and conditions of Little Nest Nursery, we reserve the right to change hours, fees or terms and conditions without notice of facilitate the safe and effective running of the nursery. Fees are reviewed annually.

Bank Holidays/Christmas: At Little Nest we are closed one week in Christmas which parents are not charge for. In addition, we charge for Bank Holidays and inset days as we are private Day Nursery.

Clothing & Personal Belongings: All items of clothing and personal belongings of your child must be clearly labelled with your child's name. Little Nest does not accept responsibility for damage or loss of personal items.

Sickness Policy: The nursery reserves the right to refuse admittance to children who have a contagious illness such as conjunctivitis or diarrhoea, chicken pox etc.. Children need to be kept away from nursery until they are fully recovered and no longer contagious. Full nursery sick policy is available on our website for parent's/carers to view.

Variation: There shall be no variations of this agreements being in writing from a director of the Company

Acceptance: The above terms and conditions to be fair and reasonable. The parents/Guardians should read the full terms and conditions, by accepting is a bound by the terms and conditions.

Media Consent: We take photographs during special events and normal day to day activities organised at Little Nest Nursery. We use some carefully selected images to promote our nursery. If you do not wish to have your child photographed, please let us know.

Data Protection: In compliance with the new UK Data protection legislation (G.D.P.R Policy), any information parents/guardian provide here will be kept and treated confidentially. The data collected will only be used by Little Nest Nursery/Preschool and will not be disclosed to any external sources without parent's/Guardian consent. All information will be kept in a secured and safe cupboard with

Uniform: All parent's /guardian must purchase the nursery uniform prior to entry of your child. The nursery.

Uniform is compulsory for the toddlers/preschoolers as stated in the Nursery policies and procedures document.

**ACCEPTANCE OF ABOVE TERMS AND CONDITIONS OF REGISTRATION AND ENROLMEN
BY PARENT'S/GUARDIAN:**

The registration Form incorporates the terms and conditions overleaf. Upon signing this form parents/guardian are deemed to have read, understood, and agreed same.

I have read and understood the above terms and conditions and acknowledge this as legally binding document. I accept that I will be responsible for the payment of fees by standing order in advance. If fees are arrears at any time while my child is registered with the nursery, my child will not be accepted into the nursery

Signature of Parent/Guardian: **Date:**

