



MRS BLAND'S INFANT & NURSERY SCHOOL  
LITTLE ACORNS & ACORNS NURSERY



# Mrs Bland's Infant and Nursery School



## Nursery Application

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

Requested Start Date \_\_\_\_\_

Please complete the registration pack as fully as possible, write clearly and use block capitals.

The information is required under the 1986 Education Act and will be treated in the strictest confidence.

The Burghfield Common Federation  
Mrs Bland's Infant and Nursery School  
Jordan's Lane, Burghfield Common, Reading RG7 3LP  
Tel: 0118 983 2332  
Email : [office@mrsblands.w-berks.sch.uk](mailto:office@mrsblands.w-berks.sch.uk)  
Website: [www.mrsblandsinfants.co.uk](http://www.mrsblandsinfants.co.uk)

Executive Headteacher: Mrs C Rose  
Head of School: Mrs S Williams



## **Welcome to Mrs Bland's Infant & Nursery School Nursery Childcare**

Our objective is to provide all children with activities and experiences to ensure they have an exciting, stimulating, and relaxing day within the familiar surroundings of Mrs Bland's Infant & Nursery School.

We believe in offering high quality care for children and provide parents with the opportunities to make life choices secure in the knowledge that their children are being well cared for in a safe and known environment. We also feel that by operating the Nursery wrap around care ourselves, with our own staff from across the school, we provide a consistency of approach with real knowledge of our children and their needs. We ensure that we;

- Offer a safe, stimulating and caring environment where physical, mental, creative and social skills can be developed.
- Help to develop language and communication skills in an informal environment with staff that know the children well.
- Provide high quality play and creative experiences appropriate to the age and development of your child.
- Give a welcoming start and a warm and comforting end to the day.
- Have plenty of fun!

### **Contact Details**

We hope that your child/ren will be very happy with us. Should you need to contact us for any reason during school hours please do so on [0118 9832332](tel:01189832332) and or email us at [Office@mrsblands.w-berks.sch.uk](mailto:Office@mrsblands.w-berks.sch.uk). If the school office is closed, please choose **option 2** to speak to our Bumblebees staff.



### **Arrival and Collection**

Arrivals and departures from the Nursery are recorded in the daily register. Please ensure that your child arrives only after the starting time of 7.30am and before 8.00am for a breakfast meal (breakfast care), 8.45/8.50am (Morning session) or 12.30pm (Afternoon session) and is collected before the Nursery closing time at either 11.45/11.50am (Morning session), 3.30pm (Afternoon session) or 6.00pm (Full Nursery Day-care session).

*Further information on our Arrivals and Collections policy can be found at the end of this document*

### **Invoicing/Childcare Vouchers**

Please note that there is a one-off registration fee of £15 (voluntary for funded children) which can be paid via BACS. We will also include a monthly fee of £10 to cover the cost of fruit at snack time.

Invoicing of regular sessions is in advance, and payment of fees must be made monthly within two weeks of invoicing. All booked sessions must be paid for in the event of illness. If your child cannot attend sessions due to school closures, charges may be reimbursed at the discretion of the head teacher.

Payment can be made by BACS transfer, childcare vouchers or Parentmail. If you wish to use childcare vouchers, please confirm the voucher company details.

*Further information regarding our fees can be found in our fees policy at the end of this document.*

### **Notice/Session Changes**

For us to manage staff ratios and rotas fairly and responsibly, we require one half term's notice, in writing, for any permanent reduction or changes to the sessions that your child attends at our Nursery, including if they are leaving.

### **Communication**

We believe that good communication is essential, and we pride our staff on building relationships with parents as well as the children in their care. Parents are always welcome to have informal chats with our staff at drop off and collection and it is also possible to book a telephone conversation or meeting with the staff for more in-depth conversations if required.

Our display boards house all our important information including first aid, fire drill and insurance details. Further information, including copies of the school policies and procedures can be made available on request and are also available on our school website.

Our nursery uses CPoms and an incident book to record any out of the ordinary incidents such as accidents or behaviour related incidents. You may also be asked to consent/counter sign an accident form or a form to provide permission for administering prescription medication.



We may occasionally ask you to complete a Parent Survey to ensure that your children enjoy and benefit from attending our sessions.

#### **Privacy, Confidentiality and Parental Access to Records**

- All staff respect the confidentiality of parents and children.
- All the children's registration packs are kept securely at the school.

Mrs Bland's Infant School & Nursery is aware of its obligation under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. The law on data protection allows us to process your data for certain reasons only: **'In order to carry out legally required duties as an employer or sponsor;'**

#### **Feedback/complaints**

We are committed to communicating with parents/carers openly and regularly and we welcome all comments on our service. Feel free to provide feedback to us at any time. We aim to deal with any issues as quickly and positively as possible. We are aware of how important the three-way relationship (school staff-parent/carer-child) is to the child's wellbeing. If you do have a complaint that you would like dealt with formally then please refer to our Complaints Policy that can be found on our website.



Desired Start Date

**Child's Information**

First Name

Surname

DOB

Chosen Name

Gender

M

☐

F

☐

**BIRTH CERTIFICATE SEEN**

☐

SIGNED

DATE

Address

Post Code

Telephone

**Previous Nursery Information**

Name and address of Nursery

Telephone number

**Parent/Carer 1 Information**

Parental responsibility

Y ☐

N ☐

Relationship to child

Title and First Name

Surname

Address

Post Code

Telephone

Mobile

Work No.

Email

(to be used for all communication including invoicing)

Occupation



## Parent/Carer 2 Information

Parental responsibility Y ☐ N ☐ Relationship to child

Title and First Name  Surname

Address

Post Code

Telephone  Mobile

Work No.

Email   
(to be used for all communication including invoicing)

Occupation

Natural Mother Y ☐ N ☐ Natural Father Y ☐ N ☐

Separated/Divorced Y ☐ N ☐

If separated from natural parent, is contact permitted? Y ☐ N ☐

Is there a court order pending or in place?  
(If yes, please supply as copy for our files) Y ☐ N ☐

## Other children in family

Name and date of birth

DOB

DOB

DOB

DOB

DOB



### Emergency Contacts

2 further contacts **MUST** be provided in order of priority in case primary or secondary contacts cannot be reached. They must live within a 15-mile radius of Mrs Bland's. Please also provide photographic ID that we can keep on our records.

1

Title and Name  Contact No.

Alternative Contact No.

Relationship to child

2

Title and Name  Contact No.

Alternative Contact No.

Relationship to child

Password needed for alternative person to collect your child

Signed Parent/Carer

### Special Educational Needs

Does your child have a statement of Special Educational Needs: Y ☐ N ☐

If yes, please indicate hours of support.

Hours of support required

### Travel arrangements

(Please tick all those that apply) Car ☐ Car Share ☐ School Bus ☐ Walk ☐

Cycle ☐ Public bus ☐ Taxi ☐ Train ☐

### Service Personnel

Please indicate if parent/s is/are Service Personnel, serving regular military units of all forces Y ☐ N ☐



## **Cultural/Religious**

Are there any cultural and/or religious needs that we need to be aware of?

### **Ethnicity**

#### **White**

- ☐ British
- ☐ Irish
- ☐ Traveller of Irish heritage
- ☐ Gypsy/Roma
- ☐ White Eastern European
- ☐ White Western European
- ☐ Any other white background

#### **Asian or Asian Black**

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian Background
  
- ☐ Chinese

#### **Mixed**

- ☐ White & Black Caribbean
- ☐ Any other Black background
- ☐ White & Asian

#### **Black, Black British, Caribbean or African**

- ☐ Caribbean
- ☐ African
- ☐ Any other Black, Black British or Caribbean background

- ☐ Any other Mixed background
- ☐ White & Black African

### **National Identity**

- ☐ British
- ☐ English
- ☐ Irish
- ☐ Other
- ☐ Prefer not to respond
- ☐ Scottish
- ☐ Welsh

### **Home Language**

Language spoken at home

### **Child's First Language**

Please indicate your child's first language

### **Religion**

- ☐ BUDD – Buddhist
- ☐ NON – No Religion
- ☐ OTH – Other
- ☐ JEW – Jewish
- ☐ R – Prefer not to respond

- ☐ MUS – Muslim
- ☐ CHR – Christian
- ☐ HIN – Hindu
- ☐ SIK – Sikh





GP Name

Surgery

Telephone Number

Please detail any medical condition or medical needs that might affect your child's life in school.

Has your child ever been an inpatient at hospital? If yes, please provide further details.

Any other personal information that we should be aware of.

In the event that my child is involved in a serious incident while in our Nursery, please contact the Primary Contact and then secondary and emergency contacts in priority order.

In the event that my child requires immediate medical treatment before I will be able to get to the hospital, I hereby authorise Mrs Bland's Infant & Nursery to consent to emergency medical treatment on my behalf. I understand this authorisation will remain valid unless I contact the school to withdraw it.

Signed

Date

Print Name

### **Dietary Requirements**

Example: Halal, Vegetarian, Dairy Free



### **Funding Information**

The Nursery place may be funded by different government schemes. Please tick the method of funding as appropriate. All funding eligibility will be checked with the local authority before a place can be taken.

- ☐ 15 hours Early Learning and Childcare for 2 year olds – government funded support\*
- ☐ 15 hours funded childcare for 2 year olds – working families\*
- ☐ Universal 15 hours funding for 3 and 4 year olds (no code required)
- ☐ 30 hours funded childcare for 3 and 4 year olds – working families\*
- ☐ Self-funded for part or entire placement

Signed

Date

Print Name

\*If your place will be funded, please include your National Insurance number, date of birth and funding code below:

National Insurance Number

Parent date of Birth

Funding Code

### **Payment Method**

☐

Parentmail

☐

Childcare Vouchers - Name of voucher provider

Signed

Date

Print Name



## **Mrs Bland's Infant & Nursery Privacy Notice**

At Mrs Bland's Infant & Nursery school we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required\* is erased after your child has ceased attending our Nursery and Wrap around care.

We will use the contact details you give us to contact you via phone and email (and post if necessary), so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- Have a safeguarding concern about your child;
- Are required to by government bodies or law enforcement agencies;
- Engage our childcare IT system supplier (Connect Software Solutions Ltd) to process data on our behalf (e.g. to record details of your child's bookings and to issue invoices);
- Have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

We will not be able to continue to care for your child if we do not have sufficient information about them; and

Even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time\* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

**Please sign and date below to confirm that you have read this Privacy Notice and that you give permission for us to contact you regarding relevant matters.**

Signed

Date

Print Name

\* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.



## PHOTOGRAPHS

I / We give permission for my/our child/ren to be photographed by Mrs Bland's Infant & Nursery School for the following reasons:

- ☐ For the school notice board
  - ☐ For the school promotional material
  - ☐ For Mrs Bland's Infant & Nursery School website
- 

## DVDs & Computer Games

*At Mrs Bland's we do from time to time like to watch a DVD or play a computer game with the children. Therefore, we would appreciate your permission for your child to do so with us. Please tick the ratings that you are happy for your child to view at club, please note that we only show children's movies and those appropriate and of interest to the age group of the club, and alternative activities are available.*



**U** – Universal, meaning the film, video or DVD is suitable for anyone. Examples include Trolls, Finding Dory and Despicable Me movies



**PG** – Parental Guidance, which means that some parts of the film might not be ideal for younger children. Examples include Moana, Frozen and Paddington

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## FACE PAINTING

- ☐ I give permission for my child to have their face painted
- 

## PAYMENT METHOD

☐ Parentmail

☐ Childcare Vouchers - Name of voucher provider

Parent/Carer Signature

Print Name



## **Mrs Bland's Infant & Nursery School ARRIVAL AND COLLECTION Procedure**

Our Nursery exists to provide a high quality, safe and stimulating environment for children. To ensure the continued high standards and sustainability of the Nursery, we must ask that parents/carers respect our policy in terms of fees.

The cost of our Breakfast session is £8.80 for 2 year olds and £7.55 for 3-4 year olds. This includes a selection of cereals, fruit, juices, toast, crumpets, croissants, scrambled eggs and spaghetti hoops.

The cost of our After School session is £21.20 for 2 year olds and £17.90 for 3-4 year olds and includes a hot two course meal, an array of craft activities and games.

A full day from 7.30am to 6.00pm will cost £69.30 for 2 year olds and £ 66.85 for 3-4 year olds and will include Breakfast, Lunch and Dinner.

1. The level of fees will be set by the Governors and Headteacher and reviewed regularly considering market rates, the Nurseries financial position, future strategic plans and any other broader economic or social consideration deemed relevant. We are a not-for-profit organisation and timely payments are critical to the continued operation of the Nursery.
2. Invoicing of regular sessions is in advance, and payment of fees should be made monthly within two weeks of invoicing. All booked sessions must be paid for even if the child does not attend for any reason (except in the case of school closure[AS3]). Payment can be made by Parentmail, BACS transfer or childcare vouchers.
3. Ad-hoc sessions are invoiced in the following month and the same payment terms and methods apply.
4. A £5 late payment charge will be applied if the payment deadline is not met.
5. We require one half term's notice, in writing, for any permanent reduction or changes to the sessions that your child attends our Nursery, including if they are leaving. This is to allow us to manage staff ratios and rotas fairly and responsibly.
6. If fees are paid persistently late or remain unpaid without explanation, the Nursery will no longer accept bookings for that child and their place will be released.
7. Mrs Bland's Infant & Nursery School will consider requests for alternative payment arrangements on a case-by-case basis. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with Julie Dell, Operations Manager at the earliest possible opportunity.



Our Nurseries will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session. Our Nurseries have the highest regard for the safety of the children in our care from the moment they arrive to the moment they leave. At the end of every session all children are to be collected in a timely manner by a known parent/carer.

### **Daily Register**

Arrivals and departures from the Nursery are recorded by our staff in the daily register. Please ensure that your child arrives only after the starting time of 7.30am (Breakfast care), 8.45/8.50am (Morning session), 11.45/11.50 am (Lunch session), or 12.30pm (Afternoon session) and is collected before the Nursery closing time at either 11.45/11.50am (Morning session), 3.30pm (Afternoon session) or 6.00pm (Full Nursery Day-care session).

Records of daily registers will be kept by the Nursery for at least two years in accordance with the Childcare Register requirements.

### **Medicine**

If the Parent/Carer would like us to give medicine throughout the day by a member of staff, they must complete an Administering Medication Form. Further details of this procedure and our policy can be found on the school website.

### **Arrivals and collection**

If you arrive late for Nursery after 8.45am/ 8.50am (Morning session), 11.45am/11.50am (Lunch session) or 12.30 (Afternoon session), please bring your child to the main school office and we will arrange for a member of staff to escort them to Nursery.

### **Alternative arrangements**

**If your child is going to be dropped off or collected by another family member or family friend that is not listed as a Primary, Secondary or Emergency contact, please provide photographic ID for that individual that we can copy for our records. With regards to collection, please also confirm this in advance and in writing by completing a collection slip. Please also ensure that the person collecting has the password that has been set up for your child. Upon collection the time will be recorded by our staff.**

**Our collection times are set at 11.45am/11.50am (Morning session), 3.30pm (Afternoon session) and anywhere between 3.35pm and 6.00pm (After school session). If collection is required at an earlier time (Morning and Afternoon sessions only) for an agreed appointment for example, please come to the main office to arrange collection of your child.**



## **Mrs Bland's Infant & Nursery School ARRIVAL AND COLLECTION Procedure**

Alternative permission and arrangements for children leaving with older siblings (aged 11+) at the end of or during a session will need to be discussed with staff.

If the Parent/Carer or emergency contact is going to be late to collect their child, staff must be informed of this on arrival or as soon as the Parent/Carer is aware of the delay. Staff can be contacted during school hours on 0118 9832332 (main office) or via **option 2** (Bumblebees) after 4.00pm.

### **Late collections**

**In the event of a child not being collected by the end of session time with no prior arrangement, the following steps will be taken:**

1. The school will contact the Primary and Secondary contacts.
2. If no reply, the Emergency Contacts will be called.
3. The Nursery will not allow the child to leave with any other adult unless the Parent/Carer gives permission to the Nursery directly.
4. Late collections will be monitored and discussed with Parent/Carers if repeated.
5. If Parent/carer is late in collecting their child with prior arrangement or warning or is persistently late, they will be liable to pay costs.
6. Our late collection fee is £5 for late collection from the end of each session (nursery or wrap around care) and then £5 for each 15 minutes thereafter.

**If the child is not collected by 6.15pm, there has been no communication from the parent/carer or designated adult and we have taken every reasonable action to make contact, the following procedure will be followed:**

- Children's Services will be contacted who will decide on further action to be taken.

### **Sickness/Absences**

If a child is going to be absent from a session due to illness or another reason, please can parents make the school office aware that their child will be absent.

Our staff will always try to understand the causes of prolonged absences and give support when necessary.



Date: .....

Child Name: .....

Parent Name: .....

Payment Method: BACS/ParentPay/Voucher

Requested start date.....

Nursery Hours

Extended hours

<b>Little Acorns – 2-3 Year Olds</b>					
<b>Session type</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Funded sessions Morning 8.50am – 11.50am (3 hours)					
Funded sessions Afternoon 12.30pm – 3.30pm (3 hours)					
<b>Breakfast Session</b> <b>7.30am – 8.50am</b> <b>£8.80</b>					
<b>Additional Morning</b> <b>Session (3 hours)</b> <b>8.50am – 11.50am</b> <b>£20.80</b>					
<b>Lunch Session</b> <b>11.50am – 12.30pm</b> <b>£5.50</b>					
<b>Additional Afternoon</b> <b>Session (3 hours)</b> <b>12.30pm - 3.30pm</b> <b>£20.80</b>					
<b>After School Session</b> <b>3.30pm – 6.pm</b> <b>£21.20</b>					
<b>All Day – Breakfast, Lunch &amp; Dinner</b> <b>7.30am – 6.00pm</b> <b>Discounted Rate £69.30</b>					
<b>Daily Total Fee</b>	£	£	£	£	£
<b>Weekly Fee</b>	£				

Please tick a box for every session you require on each day. Please note there is a separate section at the bottom of the table for those staying all day 7.30am - 6.00pm as we offer a discounted rate.





Date: .....

Child Name: .....

Parent Name: .....

Payment Method: BACS/ParentPay/Voucher

Requested start date.....

<b>Acorns – 3-4 Year Olds</b>					
<b>Session type</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Funded sessions Morning 8.45am – 11.45am (3 hours)					
Funded sessions Afternoon 12.30pm – 3.30pm (3 hours)					
<b>Breakfast Session</b> <b>7.30am – 8.50am</b> <b>£7.55</b>					
<b>Additional Morning</b> <b>Session</b> <b>8.50am – 11.50am</b> <b>£18.20</b>					
<b>Lunch Session</b> <b>11.50am – 12.30pm</b> <b>£5.00</b>					
<b>Additional Afternoon</b> <b>Session</b> <b>12.30pm - 3.30pm</b> <b>£18.20</b>					
<b>After School Session</b> <b>3.30pm – 6.pm</b> <b>£17.90</b>					
<b>Daily Total Fee</b>	£	£	£	£	£
<b>Weekly Fee</b>	£				