

GARDEN COTTAGE NURSERY  
The Square  
Highden  
WASHINGTON  
West Sussex  
RH20 4BA



Parents Contract with  
Garden Cottage Nursery

01903 877718

[jane@gardencottagenursery.com](mailto:jane@gardencottagenursery.com)

Contacts: Jane Denman

Welcome



Welcome to Garden Cottage Nursery

We are confident that your child will be happy with us and make steps towards achieving his or her full potential.

### **Our Approach**

Our teaching approach recognises play and first-hand experiences as the best way for children to learn and develop, it gives children the opportunity to gain and embed new skills, develop their independence, confidence, and understanding. Our role as practitioners is to support these qualities and to challenge children in appropriate ways.

### **Aims of the Nursery**

The Nursery aims to:

- Provide a safe, friendly, happy, and stimulating environment for children from birth to 4 years old. With appropriate adult to child ratio.
- Create and develop a caring, welcoming community for pre-school children which will enable them to feel happy, secure, and respected.
- Work closely with parents and provide a broad and balanced learning platform from the New Early Years Foundation Stage, which fosters the intellectual, emotional, physical, moral, social, and cultural development of children.
- Enable children to make an effective transition from home to school.
- Help the children become familiar with classroom routines.
- Develop independence and decision-making skills.
- Our learning journals are on an online platform called Parenta, that is updated by the child's key worker. Parenta makes it easy for us to capture detailed notes when observing a child playing, as well as making it quicker to identify where that child is in their own development pathway. There are parent consultations available throughout the year where you will have time to talk about your child's development

All this will be achieved by providing child-centred activities which:

- Enrich their communication and understanding development.
- Challenge their physical development
- Enable children to come to terms with their own lives, feelings friendships.
- Stimulate children's creativity.
- Encourage the children to observe and find out about the world around them, thus developing their curiosity to ask questions.
- We also do lots of fundraising for our local community and other organisations which helps the children to understand, respect and care for others that are less fortunate.

### **Extra Activities**

- Farm – walks, feeding and caring for animals including the donkeys, lambs, and chickens.
- Walled garden where we grow and harvest our crops
- Forest School's where children learn.
- Foreign Languages including Makaton sign.
- Art
- Cooking
- Drama and Theatre
- Breakfast, snack.

## **Children will follow the Early Years Foundation Stage (EYFS)**

The statutory framework for the EYFS sets standards for the development, learning and care of children from birth to age 5. These standards are set to ensure that children learn and develop well and are kept healthy and safe. There are two separate EYFS frameworks: one for childminders and one for group and school-based providers. We use the EYFS frameworks for group and school-based providers. There are four overarching principles, these are:

- 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 with teaching and support from adults**, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.
- The importance of **learning and development**. Children develop and learn 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 (SEND).

The EYFS learning and development requirements for our setting include the seven areas of learning and development and the assessment requirements. The seven areas of learning and development:

The prime areas:

1. Communication and Language
2. Physical Development
3. Personal, Social, and Emotional Development

The Specific areas:

4. Literacy
5. Mathematics
6. Understanding the World
7. Expressive arts and design Development.

The assessments requirements are:

1. Progress check at age 2

In our setting we use Development Matters (DM) for curriculum guidance for the EYFS. When planning and guiding what the children learn, we reflect on the different rates at which children are developing and their interests and adjust our practise appropriately. Three characteristics of effective learning (COEL) include playing and exploring, active learning and creating and thinking critically. We do have termly topics and a calendar of activities and celebrations that take place throughout the year. We encourage cultural capital and British values. Each child is assigned a key person, they will ensure that the child's learning and care is tailored to meet their individual needs. We use the Jolly Phonics Sound Schemes and several reading schemes depending on the individual's needs. Children are encouraged to develop a love of reading and you can support your child by reading with them regularly. They will bring a book home at the end of each day in their book bags as well as a textbook which is treated as a two-way method of communicating between ourselves and the parents/carers. We use Parenta so

you can have a picture update of what you child has been doing. We also use this platform as an observation checkpoint of the children's development at the end of each term.

### **Progression Through the Nursery and Transition to School**

Garden Cottage Nursery start from birth to 4 years old. Children will be in rooms appropriate to age and ability of their needs; Snowdrops (3-15 months), sweet pea room (13-30 months), Peach room (24-40 months), Apple room (36-60 months) and Garden Room (36-60 months) however this remains flexible. When children are in transition whether moving class within the Nursery or preparing for School, it is achieved through consultation with the transitional leader and parent/carer this is monitored and is flexible. Parents will be very involved through their children's transition into each class and moving on to school.

## **A TYPICAL DAY**

*A Guide to our typical day (Peach and Apple room)*

<i>Time</i>	<i>Activity</i>	<i>Comment</i>
8.8.20am	Breakfast club	A time to chat and get to know our friends.
8.30-9.30am	Reading folders (start)/name cards (self-registration) /free choice Chicken, Donkeys feed time	Snack can be prepared now with the children.
9.30 - 10am 11.00am	Snack time Nappies On-going walks to the farm, Walled Garden, forest school throughout the day water garden.	Staff/children may choose to continue with Activity/Rolling snack/free choice and do circle time at the end of the session.
10-30 11.30 am	Group time, Sharing our news, Spanish, <b>(Flexible)</b>  Apple room Group time, Sharing our news, Spanish,	A time to learn in a small group with a more targeted focus on numbers Spanish, days of the week etc.
11.30-11.45 am	Music and movement, singing, stories etc.	The children love this time of the day, staff have a great time too!
11.30-45am start	Lunchtime	All day children eat in the dining room or peach room Children that go home at 1.30pm
12.30pm And 1.30pm	Collection time for the morning children.	We say goodbye to those going home and hello to the afternoon children.
After lunch	Rest time/sleep time Reading/outside play	We feel that it is important that the children have a rest/sleep during their busy day.
1.30pm	PM session starts with reading folders/name cards (self-registration)	Snack can be prepared now with the children.
2.00-3.20pm	Activity/Rolling snack/free choice/free flow. Walled Garden and Forest school Visit to farm	Activities to be set up both inside and outside (using activity ideas from the planning) Snack is also an activity and has lots of learning opportunities attached to it.
3.20-3.30pm	All children help with tidying up Collecting eggs from the chickens and mucking out	This also has learning opportunities attached.
3.30-3.45pm	Group time, Sharing our news, Spanish,	A time to learn in a small

		group with a more targeted focus on numbers Spanish, days of the week etc.
4.00pm-4.30pm	Music and movement /singing/games/group computer session/story time in peach room	The children love this time of the day; staff have a great time too!
3.45 pm	Teatime	Yum! We really enjoy our meal and the social opportunities that can be had at this time.
4.30pm	Home time Evening Activities, quiet time	Ready for home
6pm	Home time for all	Ready to start again tomorrow!

This is a guide to a typical day (weather dependent) although it is flexible as we do change the activities/routine to accommodate special events from the children's home life such as Birthdays, festivals etc. As we are based on the farm, we also change the routine to enable us to join in with things such as the sheep being sheared, the combine harvester coming and feeding the lambs. Performing Arts in the theatre and Chapel.

### **HEALTH ARRANGEMENTS**

If your child is ill, please keep them at home and contact Jane, Toshky or Kirsty on 01903 877718 as soon as possible. Please telephone the office on the first day of absence.

If your child has any illness which requires medication (be it antibiotics or medication of any description – short-term or long-term) then please could you hand these to a member of staff and fill in your child's Treatment record and signed Medication must be prescribed by the Doctor with the child's name on the bottle/box.

Following an illness, please make sure that your child is fully recovered before returning him/her to the Nursery. We would request that there is a good clear 48 hours following any sickness and diarrhoea.

Please could you complete the permission slip at the end of this document to authorise the Nursery to take your child to hospital if it is deemed necessary.

We also need you to complete the Medical Information Form within this document listing any allergies and keep this updated.

If your child will be absent from school for any reason (ie holidays), could you advise the Nursery in writing as far in advance as possible.

Should your child become ill while at the Nursery, we will contact you, if your child has a temperature, we will give them some Calpol (assuming you have given us permission to do so).

Please inform the office of any changes of address as soon as possible and make sure that contact numbers are also kept up to date in case of an emergency.

## **SETTLING INTO THE NURSERY**

We like the child parent/carer to have a minimum of two taster sessions this is not only for the child but also for the parent/carer to feel happy and secure.

Overall, children settle into the Nursery very quickly. Should your child take a little longer, we will discuss a plan with you so that everyone is happy. If you do have any queries about anything concerning starting nursery, please see Jane or Kirsty

## **ENTRY AND PARKING AT THE NURSERY**

Please enter via Higden Drive. If entering via the main drive and dropping off at Little Windlesham or Windlesham House, please drive slowly as there may be children playing.

The Nursery does have its own car park facility for dropping off and collecting only. Please Park carefully, as farm vehicles will need to pass through take note this is for dropping off and picking up only, **we have a strict no parking policy for walking and taking dogs for walks.**

Parents should bring their children into the front entrance unless otherwise directed and hang their coats on their own identifiable name peg and put boots, bags, etc. into their locker. Children will bring their reading folders and water bottles into the classroom

All parents and children enter via the main entrance and ring the bell to enter classrooms. If you are late or early you Must notify by email or phone to the Nursery so we can look after the Children and have things ready for them for collection. please ring the bell in the front entrance or enter to the Garden room. The information for this is on the main bell, with a note saying, "please enter at the wooden gate and ring the bell."

If you have any questions for any member of staff, please could you make an appointment for a mutually convenient time, as staff will be busy setting up the rooms at the beginning of the day. Obviously if it is something which might affect your child during the day, please let a member of staff know upon arrival.

For Sweet Peas and Snowdrops rooms they will have their own entrance via the gate this is open between 8am – 8.45am and 4.30pm and will be staffed.

## **COLLECTING YOUR CHILDREN**

Parents/Guardians collecting children from the Nursery should wait in the Entrance Hall unless otherwise directed. Please refrain from ringing the doorbell at collection time as this can upset some of the children who are not going home.

If you or your assigned person is not going to be collecting your child, could you please put in writing the details of who will be collecting your child with a password. In the event of a child living with one parent / guardian we need a copy of any order restricting a Parent from collecting their child. The person collecting your child will be asked to sign the book to say that they have collected. However, we will reserve the right to keep a child if we are at all unsure of the person's authenticity. The person **MUST** be over 18 years. If it is arranged while your child is at the Nursery, please phone the office and give a password for the person picking up.

Please note that the Parent/Guardian is responsible for the welfare of the child when leaving the front entrance.

Upon exit, those wishing to go south onto the A24 (towards Worthing) may drive **slowly** through the grounds of Windlesham House School and adhere to all traffic notices as children are playing.

## **WHAT TO BRING INTO SCHOOL**

- Reading Folder (supplied by the Nursery)
- Coat, hat, wellies (all LABELLED). We go out in all weathers so please ensure your child has appropriate clothing, **the Nursery will supply winter and summer hats.**
- Sun cream (LABELLED) if not subscribed to the nursery.
- Water bottles it is the responsibility for parents to bring in and collect a clearly named bottle each day.
- Changing Bag (if applicable – LABELLED).. When potty training, please also ensure that adequate changes of clothing are provided, as accidents may be frequent.

## **UNIFORM**

Autumn and Spring Terms:      White Polo Shirt\*  
Plain navy tracksuit bottoms  
Navy sweatshirt\*

Summer Term:                      White Polo Shirt \*  
Plain navy shorts/navy tracksuit bottoms/checked dresses  
Plimsolls

\* The white polo shirts and navy sweatshirts can be purchased through the Nursery office.



## **PLEASE ENSURE ALL YOUR CHILD'S UNIFORM AND BELONGINGS ARE CLEARLY AND PERMANENTLY NAMED**

This reduces the risk of items being lost and also encourages children to recognise their own name. We will write on unlabelled items with a permanent marker!!

### **SPECIAL OCCASIONS**

We at Garden Cottage Nursery like to extend our community to support charities, whether local or national, with the children themselves being involved. We do this in different ways – for example dressing up, performing, parents' evening, summer/Winter fairs etc.

We also encourage the children in the performing arts. Every year we have Christmas nativities and summer concerts. This is especially good for the children's confidence and self-esteem.

There is a Parents Educational Evening, Social evenings set up by the Parents committee, an opportunity for you to meet other parents and to discuss any concerns and ideas that you may have with the staff.

### **PARENTS COMMITTEE**

We have a Parents committee that is open for anyone to join, we have maybe four meetings a year they are fun and vital to the Nursery we have a lovely time and supper is included at some meetings.

If you would like to join the committee then please see Jane.

### **HELPING IN THE NURSERY**

Parent helpers are always welcome in the Nursery. It makes a significant difference to the range of experiences available to the children. You will need to complete a police disclosure form (CRB), which is available from the office if you are attending on a regular basis.

### **INFORMAL DISCUSSIONS**

Any parent who has a problem, whether personal or relative to their child, must feel free to come and discuss it with Jane at any time – **her door is always open.**

## **FORMAL DISCUSSIONS**

We have consultations throughout the year where you will be able to come and discuss your child, possible next schools, We **STRONGLY** encourage parents to attend these meetings, so we can best prepare the children for your chosen school. Your child's ages and stages will be shared with you via e-mailed before your child leaves the nursery to forward to their next setting/school.

At Garden Cottage Nursery, we have a duty to ensure that the children and the progress that they make is monitored by signing to say that you have read the handbook is also confirming that you are happy for us to seek help and guidance from outside agencies if we feel that there is a need to do so.

As an **Early Years Provider**, we hold information on children in order to:

- Support their development.
- Monitor their progress.
- Provide appropriate pastoral care.
- Assess how well we as a Provider as a whole are doing.

This information includes date of birth, contact details, attendance information, characteristics such as ethnic group, special educational needs, and any relevant medical information. The **Local Authority (LA)** uses information about children for whom it provides services to carry out specific functions for which it is responsible. For example, the Local Authority will make an assessment of any special educational needs the child may have. The information is also kept and shared with West Sussex County Council and their Commissioned Partners for the purpose of claiming funding etc but may be used for the wider purpose of planning services for children and families. It will also be shared with local health teams and partners to plan developmental checks for two-year olds and will be shared with your local Children and Family Centre.

Should you have any queries regarding the information shared please speak to either Jane, Toshky .

## **POLICIES AND INFORMATION**

Garden Cottage Nursery policy documents and information are available in the file in the Entrance Hall. There is also a parent's notice board in the Front Entrance Hall with up-to-date information, Planning will be sent home via email each week to keep you updated with what is happening in the Nursery and what exciting things the children have been doing.

## **EQUAL OPPORTUNITIES**

We at Garden Cottage Nursery recognise that all individuals are unique and have different needs. Planning for learning takes account of equal opportunities by promoting all forms of diversity within long term and short-term plans. When we do this, we consider the diversity of your society, not just the population represented at Garden Cottage Nursery. Such planning contributes to the process of ongoing evaluation by having a proactive view of how we shall implement aspects of equal opportunities within the Learning and Development.

Equal Opportunities for girls and boys are promoted by the general environment of the Nursery which includes displays, the actions of staff with regard to language and learning and the use of appropriate resources. We acknowledge that there are boys and girls represented at the Nursery, but that access to learning activities is not dependent upon a particular gender, we also include toilets and ramps for those with limited mobility.

We encourage children to explore in a positive way the differences and diversity of people by ensuring that positive images are reflected in posters, books, artefacts, toys, dolls, and models. This includes materials which explore social experiences such as bereavement, separation, starting school and disability.

We monitor our practice relating to standards for childcare and education and are visited by assessors. We attend training and have access to resources to increase our knowledge of diverse cultures. We monitor equipment purchased to assist learning and consider if such materials reflect a multi-cultural and multi-faith society. (Photographic and curriculum evidence of activities presented to children to celebrate diversity is available at Garden Cottage Nursery).

Most importantly, we monitor the reaction of children to the activities presented and adjust our approach when it is felt necessary to emphasise features that promote equal opportunity.

Garden Cottage Nursery follows the Code of Practice for Children with Special Education Needs and Disabilities (SENCO). The Nursery endeavours to identify children with special needs and support parents in locating appropriate individuals and agencies for support. Our method of observation, record keeping and assessment, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis. Our local offer SEND can be viewed on our website.

## **BEHAVIOUR AND DISCIPLINE**

At Garden Cottage Nursery, we seek to establish a loving environment upholding values such as friendship, mutual respect, trust, openness, forgiveness, understanding, support, self-discipline, and good manners. In cases of undesirable behaviour, a child will be given every help in a positive manner which will assist and encourage them to overcome such behaviour. Should your child be on the receiving end of this kind of behaviour, you will be notified and kept informed of the matter in line with our Confidentiality Policy. All parents/carers will be fully involved.

## **SOCIAL MEDIA**

Staff at Garden Cottage Nursery are not allowed to request or be friends with parents of children at the nursery on any social media website, this is stated clearly in their contract and nursery policies. This is for the safety of the children and staff we would therefore request that you do not make any requests for staff to join you on social media sites as they must decline. If a staff member does make a request, we would kindly ask that you inform either Jane Toshky and Kirsty.

## **PRIVATE WORK**

Please note that if staff are used for private work, Garden Cottage Nursery can take NO responsibility for this and staff have a duty of care to the nursery and the children within it as stated in their contract. If private work affects the ability of staff to be fully fit and effective in their jobs, then we will have no choice but to stop it altogether.

## **OUTINGS**

We aim to take the children on outings to various places of interest as well as regular visits to the farm, Walled Garden, Forest School's and surrounding grounds. We also invite professionals into the Nursery, depending upon the topic we are studying. Parents/Guardians will be informed before hand and forms may need to be filled in. Parents/Guardians may be asked to contribute towards the cost of the outing and will be informed accordingly.

## **HOLIDAYS**

Please let Jane Toshky or Kirsty know well in advance if you are planning to do so. Garden Cottage Nursery regrets that it is unable to refund fees in these circumstances.

## **ADVERSE WEATHER CONDITIONS CLOSURE OF NURSERY**

If there is doubt that the Nursery might be closed because of adverse weather please look out for emails 7am as this will inform you, also we are developing our new Web-site and this will be able to give day to day information please take a look [www.gardencottagenursery.com](http://www.gardencottagenursery.com)

## **COMPLAINTS PROCEDURE**

If for any reason parents are not happy that the Nursery is meeting the National Standards for Day Care, please contact Jane or Kirsty. Alternatively, ring or write to the Regulator: Ofsted (03001231231).

## **OFSTED INSPECTION REPORT**

Our Ofsted Inspection Report is available to download from [www.gardencottagenursery.com](http://www.gardencottagenursery.com). Any parent without access to the internet, please ask Jane or Kirsty

## **LUNCHES**

All children staying for lunch will have a hot lunch. We use Zebedees Lunch Box for hot lunches which have proved hugely popular. Their website is [www.zebedees.co.uk](http://www.zebedees.co.uk) if you would like further information also the menus can be found within the Nursery on the notices boards and website [www.gardencottagenursery.com](http://www.gardencottagenursery.com)

Food

We would like to emphasise that **NO PEANUTS or nut products** are permitted within the Nursery as we do have children here who have nut allergies.

## **BREAKFAST AND TEA**

**Breakfast** We offer children porridge or none sugar cereal normally rice krispies with milk.

**Tea** we have sandwiches egg, jam, ham, pizzas, tea cakes. Some times something else that we might have cooked in the setting.

**If there is any further information you require please ask Jane 01903 87771**



## **Garden Cottage Nursery commitment to safeguarding and child protection.**

### **Children Young People and Learning**

01243 777807  
family.info.service@westsussex.gov.uk  
  
www.westsussex.gov.uk

Family Information Service  
1<sup>st</sup> Floor, The Grange  
County Hall  
Chichester  
West Sussex  
PO19 1RG



**Dear Parent/Guardian**

**As the registered provider of child care at Garden Cottage Nursery and Forest School, we have a commitment to the safeguarding and protection of all children regulated by Ofsted.**

**The purpose of this regulation is to protect children, to provide reassurance to parents and carers and to ensure that services meet the requirements of the Early Years Foundation Stage and**

**Childcare registers, as appropriate. Ofsted's Childcare Inspectors carry out regular inspections to ensure the provider continues to meet these requirements and that the children are well looked after.**

**Early years and childcare providers have specific legal duties to safeguard and promote the welfare of the children in their care. They must act on any incidents, concerns or allegations related to their setting or children who attend. Where necessary, they must take action to protect children from harm.**

**In most circumstances, before taking action, a practitioner in the setting will talk to you about any concerns related to your child and what happens next. However, practitioners must always ensure that they put the needs of the child first. Actions taken by the provider are always made in the best interests of children and designed to help families access the support that they need to ensure their children are healthy, safe and well cared for. We must recognise that any thought of harm, or potential harm, to a child will cause anxiety for parents but not taking any action could result in greater harm.**

**We have asked your childcare provider to bring this matter to the notice of all parents so that you are fully aware of the procedure they must follow in these circumstances.**

**Your child's provider will also have policies and procedures around safeguarding which should be shared with you. You can request to see these at any time. If you have concerns regarding the safeguarding of your child, please contact Ofsted by email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) or phone 0300 123 4666. If you have a concern about an adult working or volunteering with children who may have behaved inappropriately, please report it to the LADO team using [the referral form on the WSSCP site](#) or you can contact the team by email [LADO@westsussex.gov.uk](mailto:LADO@westsussex.gov.uk) or phone 0330 222 6450. You can also contact the Family Information Service by email [family.info.service@westsussex.gov.uk](mailto:family.info.service@westsussex.gov.uk) or phone 01243 777807.**

**Yours sincerely Paul**

**Wagstaff**

**Assistant Director of Education and Skills**

**Please download sign and return from page's 12-21 to the office**

NAME OF CHILD.....

**PARENTS HANDBOOK:**

I have read and understood all of the above:

Signed.....

Please print: .....

Date: .....

**GARDEN COTTAGE NURSERY  
PUBLICITY CONSENT**

NAME OF CHILD .....

NAME OF PARENT/GUARDIAN .....

Please delete as applicable:

I WOULD / WOULD NOT LIKE MY CHILD TO BE INCLUDED ON THE  
WEB SITE/PRESS/PUBLICITY – Please see below on consent for our  
in house newsletter which goes to parents only.

I WOULD BE HAPPY / AM NOT HAPPY FOR THEIR  
WORK/PICTURES TO BE DISPLAYED ON THE WEB SITE.

MY E-MAIL ADDRESS IS:

.....  
.....

Please provide the car number plate of the  
Person collecting your child most often

.....  
.....

SIGNED.....

Date.....



## GARDEN COTTAGE NURSERY PARENTAL CONSENTS

I .....  
PARENT/GUARDIAN

of .....

Give permission for the staff of Garden Cottage Nursery to:

If your child attends another setting, please give Consent for us to contact them. YES/NO

Transport my child in their cars (Child's seat will need to be provided) YES/NO

Take my child on outings (Further permission will be sought depending Upon the nature of the outing) YES/NO

Put suntan lotion on my child if necessary, (Parents must provide lotion) YES/NO

Put hypo-allergenic plasters/creams on my Child in the event of an accident YES/NO

Take photographs of my child for display within the Nursery YES/NO

Birthday List: parents like to send invitations for parties please indicate if you are happy to be included. YES/NO

For the use of the learning journals I am happy if my child's photo (group shot) is on another child's journal YES/NO

For the use of your child's photo on our in house Weekly newsletter. YES/NO

Signed ..... Parent/Guardian

Date .....

## GARDEN COTTAGE NURSERY MEDICAL FORM

Please give details of any allergies i.e. sensitivity to drugs:

**Food allergies or dietary requirements**

.....  
.....

Please give details of any medication that needs to be taken on a regular basis:

.....

Please give details of immunisation history to present date:

.....

Please give details of any circumstances at the birth of your child that may affect their learning and development.....

.....

### **Parents Information:**

Name and Address of parent:

.....  
.....

Telephone Numbers:

Home .....

Business .....

Mobile .....

Name and Address of a person locally who could be contacted if the parents are unreachable and relationship to child.....

.....

Telephone Numbers:

Home .....

Business .....

Mobile .....

Do you agree to your child being given Calpol/Paracetamol if a member of staff feels it is necessary?    **YES/NO** (delete as necessary)

Signed ..... Parent/Guardian

Date .....

**GARDEN COTTAGE NURSERY  
CONFIDENTIAL  
MEDICAL EMERGENCY TREATMENT CONSENT FORM**

Child's Name.....

Date of Birth.....Religion.....

Town, County and Country of Birth.....

Nationality.....

Medical History.....

Name and Address of Next of Kin.....

.....  
.....

Name and Phone Number  
1<sup>st</sup> Contact (inc. STD)  
.....

Name and Phone Number  
2nd Contact (inc. STD)  
.....

I understand that in an emergency every effort will be made to obtain my consent to an operation and/or administration of an anaesthetic but if this proves impossible, I hereby authorise Jane or Kirsty to act in loco parents:-

Please sign below:

Signed.....

Date.....

Parent/Guardian

NAME IN BLOCK CAPITALS.....

## Garden Cottage Nursery two-year Progress Report (2yr old's only)

<b>Child's Name:</b>		<b>Date of Birth:</b>		Age in Months:	
<b>Key Worker</b>		<b>Date of completion</b>			

<b>Communication and Language</b>	
<b>Personal, Social and Emotional Development</b>	
<b>Physical Development</b>	

<b>Child's Strengths and Interests</b>	
<b>Next steps/ How to support me</b>	

Parent/Carers Comments

# Welcome Book



Welcome to Garden Cottage Nursery.

We are all looking forward to meeting you soon and we have sent you this book so that you can tell us all about yourself, your family, and pets. Please fill it in and ask your parent/guardian to return it to us. Thank you.

My name is .....

I am: ..... years old

I will be starting nursery in .....

I live with:

.....  
.....  
.....

I like to (favourite activities, toys etc. ....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

I don't like

to.....

.....  
.....  
.....  
.....  
.....

When I first start I would like to bring my comforter (i.e. teddy, blanket) it is called:.....

Now it's time for a grown up to write all about you.

Please use this space to tell us all about your family and any circumstances we should know about.....(ie, food preferences, religious orientation, family circumstances, any concerns about development, sleep requirements and anything that may affect your child's day at the nursery) This page will be kept in your child's reading folder for the first few weeks at the nursery. Please feel free to up-date and add to any information during this time.

There are lots of children waiting to play with you at nursery and we want you to have a great time! When you start nursery you can paint, draw, write, sing, dance, play with the toys inside and outside and enjoy walks in the country. We can't wait for you to start.

**From all of your friends at Garden Cottage Nursery**