Little Acorns ‘The Next Generation’ Limited

Little Acorns Day Nursery
Prestwood House
Drummond Road
Bermondsey
London SE16 4BU
020-7252-2300
Ofsted URN: EY449725

Established April 2000

Quality Care and Education

For All Children Ages 3 months – 8 years

Manager: Ms. Joanne Cottrell

BA Hons Early Years Early Years Professional Status (EYPS)

Little Acorns ‘The Next Generation’ Limited Company No. 7037353

www.littleacorns-nursery.co.uk
GENERAL INFORMATION

Thank you for your enquiry regarding child care and education at Little Acorns ‘The Next Generation’ Limited. Established in the millennium year Little Acorns is a nursery of the 21st century. We live and work in a multicultural society and Little Acorns aims to celebrate this diversity, offering equal opportunities to all.

We are within close proximity to the Jubilee Line (Bermondsey) and served well by several bus routes, namely: No’s 1, C10, P12, 47, 188, 225 and the 381.

For your peace of mind and your child’s development, we can offer the following:

A staff team, led by a Graduate (BA Hons Early Years) awarded with Early Years Professional Status (EYPS), which is dedicated, experienced, qualified and caring, with a commitment to continued professional development. Little Acorns is a NON SMOKING ZONE.

Little Acorns offers care for babies and children aged 3 months to eight years. Our Baby Rooms have been designed and arranged to suit the needs of our very youngest members aged 3 – 18 months. A soft play area offers comfort and safe exploration. A sensory area offers relaxation and stimulation. Separate areas specific for play, sleep and relaxation with books or music and a changing area are supportive of the Birth to Three Matters framework (DofE, 2002) which underpins the ethos of this part of our setting.

Little Acorns offers a warm and caring atmosphere within a purposely designed, bright, well equipped environment for learning and exploration, offering an environment rich in opportunities for learning, development, exploring, growth and preparation for school. Children are grouped into Key Groups where they are supported and nurtured. Each Key group consists of two staff members, which supports consistency of care and availability for feedback to parents at the beginning and end of each session. Key groups have ‘Home’ rooms where they meet during the day for social and reflection times. Where possible the Key person will remain with the child throughout their time with us, supporting positive relationships between key person, child and family.

A transition programme is developed to support the unique needs of individual children and their family when transferring, from home to setting, within the setting and from setting to school. We have an active Parents Forum which meets regularly, you are warmly welcome to join, your comments and suggestions are valued.

OFSSTED

We are Ofsted registered, Little Acorns was awarded Good in all areas by Ofsted (2012/2013). We are members of the Pre-School Learning Alliance and fully insured.

CURRICULUM

Little Acorns is guided by the four principles of the Early Years Foundation Stage:

A Unique Child: Every child is a unique who is constantly learning and can be resilient, capable, confident and self-assured. Every child is supported to reach their full potential. Observations are assessed to inform progress and plan for next steps.

Positive Relationships: Children learn to be strong and independent through positive relationships. Children have their own Key Person/s, thereby allowing a warm trusting friendship and consistency of care for individual children and their families. Parents are the most knowledgeable regarding their child and will be respected as such. Parents will be consulted regarding observations and these will be shared with the parent.

Enabling Environments: 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 parents and carers. Little Acorns offers a varied and exciting range of activities, encouraging and promoting development and growth whilst encouraging independence and confidence. We operate an Equal Opportunities and Inclusion Policy which values all people and all learning.

Learning and Development: Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected. Children are encouraged to develop autonomy and independence, through playing and exploring, active learning, creating and critical thinking.

An Early Years Curriculum is planned to cover the Early Years Foundation Stage (DofE, 2012).

Prime areas of: Personal, Social and Emotional, Communication and Language and Physical Development

Specific areas include: Literacy, Mathematics, Understanding the World, Expressive Arts and Design

Little Acorns have specific rooms designed, equipped and resourced to support these outcomes. We have a large outdoor play area with trees and planting where children can play, explore and experiment.
REFRESHMENTS AND MEALS
Refreshments are available throughout the day. As a nursery we take refreshments mid morning and mid afternoon. Snacks provided are planned to offer developing children the nutrition they require for healthy growth and development. The children are encouraged to participate in the preparation and serving of refreshments, other cooking activities are regularly planned for the children's enjoyment and learning. For children attending extended day, Breakfast, Lunch and Tea are served, as well as the refreshment breaks. We offer a varied and exciting menu for children. An example of meals served at Little Acorns is shown below.

<table>
<thead>
<tr>
<th>BREAKFAST SERVED 8am-8.30am</th>
<th>Morning Snack/Afternoon served 10am-11am &amp; 2-3pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toast, Cereal Yoghurt &amp; Fruit</td>
<td>Fresh Fruit and Vegetable Platter with choices of Oat Cake, Rice Cake, Cracker, Jamaican Bun</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lunch Served from 11.45 - 12pm</th>
<th>Tea served 4.30pm Seasonal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roast Chicken or Veggie Roast with Vegetables</td>
<td>Soup &amp; Roll, Beans on Toast, Hot Buttered Crumpets;</td>
</tr>
<tr>
<td>Cod in Spinach and Parsley Sauce</td>
<td>Selection of Toppings with Bread &amp; Cracker basket:</td>
</tr>
<tr>
<td>Vegetable Curry &amp; Rice or Homemade Soup with Home Baked Bread</td>
<td>Salad Sticks with Dips</td>
</tr>
</tbody>
</table>

Weekly menus are displayed within the nursery. Children with special dietary requirements can be catered for. We are happy to discuss any further requirements or individual needs regarding all aspects of your child’s care and development.

VISITING US
We recommend a visit to Little Acorns, to see us at work and play, to read through our policies and procedures, and to enjoy our vibrant atmosphere. If you require any assistance with the registration form please let us know. We are happy to assist. If you wish to visit Little Acorns, appointments can be made to suit your needs. We look forward to meeting you and your child/children. Visits are made by appointment only to help ensure safety and security at Little Acorns. Little Acorns services are available to all; we operate an Equality of Opportunities and Inclusion Policy.

PERSONAL CARE / HYGIENE
Children who are not toilet trained are welcome to join Little Acorns, we are happy to begin training with children when you and they are ready. If you have a system of training we will follow this, otherwise we are happy to plan a system with you.

WHAT YOU NEED TO SUPPLY FOR YOUR CHILD
Whilst your child is still wearing pull-ups/ nappies we do ask that you supply these, along with wipes, creams etc that you generally use. All children require a toiletry bag containing a brush/comb and any other personal toiletries required. We ask that you bring along a spare set of clothes for your child, which we may use if your child needs a change of clothes throughout the day. We operate a NO SHOES policy and require you supply soft indoor shoes for your child, and ask that you use the blue shoe covers provided when moving around the setting. We also suggest you supply wellington boots so that your child may experience the fun of jumping in puddles!! We have Little Acorns has a large selection of resources, toys and equipment which are selected for appropriateness and safety, please do not bring personal toys into the setting which may be harmful to other children.

RESPONSIBILITY FOR PERSONAL BELONGINGS, TOYS & BUGGIES
We take no responsibility for personal belongings, and strongly advise that personal toys are kept at home. We have limited space for buggy storage and strongly ask that you only bring a buggy if essential. All buggies must be folded when left at the nursery. We take no responsibility for lost or damaged buggies or belongings.

OUTINGS
It is our ethos to explore our local community enjoying local outings and visits as often as possible, this does not include outings using public transport. If you do not want child to be included in these outings please put this in writing to the Manager. We believe that generally there is no ‘bad weather’ simply inadequate clothing!! Please make sure your child is dressed appropriately for the weather as we intend to explore all seasons.
LITTLE ACORNS POLICIES AND PROCEDURES

- LITTLE ACORNS OPERATIONAL PLAN - Little Acorns Aims and Ethos including Admission Procedure
- LITTLE ACORNS SAFEGUARDING STATEMENT - Little Acorns statement in relation to safeguarding children
- LITTLE ACORNS SAFEGUARDING POLICY - Little Acorns policy regarding the safeguarding of children
- LITTLE ACORNS WHISTLE-BLOWING POLICY - How and when cause for concern may be flagged.
- CONFIDENTIALITY POLICY - How we aim to respect the necessity of confidentiality.
- CONCERNS AND COMPLAINTS PROCEDURE - The procedure that is followed in the event of a complaint
- LITTLE ACORNS ADMISSIONS PROCEDURE - The procedure in which a child is first admitted to the nursery
- SETTLING IN AND TRANSITIONS POLICY - The procedure followed to ensure children comfortably settle into the setting and between settings. Little Acorns allows up to two weeks free sessions for the settling of children.
- HEALTH & SAFETY POLICY - We aim to make children, parents, and staff aware of health and safety issues and to ensure children thrive in a healthy and safe environment.
- LITTLE ACORNS SICKNESS POLICY - The policy followed in the event of sickness within a child or adult in the nursery
- ADMINISTRATION OF MEDICATION POLICY - Our policy regarding administration of medicines
- LITTLE ACORNS HEALTH CARE POLICY - Our policy regarding the health care of users of the nursery
- EMERGENCY EVACUATION PROCEDURE - Our procedure in the event of an emergency.
- STUDENT/ TRAINEE POLICY - Little Acorns policy regarding students and trainees
- FIRST AID/ ACCIDENT PROCEDURE - The procedure followed in the event of an accident or injury.
- STAFF CONDUCT PROCEDURE - The professional conduct expected of staff in relation to conduct policies, procedures and practices.
- LATE COLLECTION/EARLY ARRIVAL POLICY - Our policy detailing the procedure in the event of a late collection of a child.
- GUIDE TO THE KEYPERSON SYSTEM - The Key person system has many advantages, here is an account of those advantages.
- LITTLE ACORNS KITCHEN/ COOKS INDUCTION PROCEDURE - The procedure regarding the induction of kitchen staff and cooks on the premises
- SERVING OF MEALS - Our policy detailing procedures that must be followed when serving meals.
- LOST/ MISSING CHILD PROCEDURE - All children are supervised following strict ratios; this policy details the procedure during the unlikely event of a child going missing or lost.
- OUTINGS POLICY - It is our policy to take the children out as often as is possible. This policy details the procedure and practice followed.
- PARENTAL INVOLVEMENT POLICY - Our Aim is to work in partnership with parents respecting the fact that they are their child’s first and most important educators.
- EQUIPMENT AND RESOURCES POLICY - We aim to provide children with resources and equipment which help to consolidate and extend their knowledge, skills, interests and aptitudes.
- PHOTOGRAPH AND CAMERA USE POLICY - Our policy regarding the use of photographs within the nursery
- LITTLE ACORNS PARENTAL AGREEMENT FEEE FUNDING - The procedure regarding the admittance of children accessing the FEEE funding scheme
- EQUALITY OF OPPORTUNITIES AND INCLUSION POLICY - Our aim to ensure ALL members of Little Acorns are respected and valued.
- PERSONAL SOCIAL AND EMOTIONAL POLICY (PSED) - Little Acorns promotes positive behaviour and our aim is to enable children to develop Emotionally, Socially, Intellectually, Physically and Spiritually.
- LITTLE ACORNS ALLEGATIONS AGAINST STAFF POLICY - The policy and procedure regarding an allegation made against a staff member
- LITTLE ACORNS SPEAKING AND LISTENING POLICY - Our policy regarding the principles and importance of speaking to and listening to children
- LITTLE ACORNS BREASTFEEDING POLICY - How we aim to support Mothers giving the best start for babies
- LITTLE ACORNS LONE WORKER POLICY - Our commitment to safeguarding children and adults
- LITTLE ACORNS SECURITY POLICY - Our commitment to maintain safety & security
- LITTLE ACORNS FOOD & DRINK POLICY - Our commitment to ensuring the safety and well being of children and adults
SESSIONS AND FEES

<table>
<thead>
<tr>
<th>AGE RANGE</th>
<th>PER WEEK (8am-6pm)</th>
<th>PER DAY (8am-6pm)</th>
<th>PART TIME (8.30-11.30am or 12.45-3.45pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2 years</td>
<td>£280</td>
<td>£61</td>
<td>£130/ £34</td>
</tr>
<tr>
<td>2-3 years</td>
<td>£250</td>
<td>£57</td>
<td>£117 / £30</td>
</tr>
<tr>
<td>3-5 years</td>
<td>£220</td>
<td>£50</td>
<td>£92 / £25</td>
</tr>
</tbody>
</table>

Some flexibility is available regarding session times and days dependent upon availability. Please indicate your preference on the registration form. Arrival and collection times must be strict, due to Registration conditions, Insurance and your child's welfare. Please see Late Collection/Early Arrival Policy for further information.

REGISTRATION

The attached registration form should be completed and returned, along with the non-refundable registration fee of £20. This will guarantee your child a place on our waiting list. Places are allocated on availability with adherence to the waiting list. Once a place has been offered and accepted a refundable deposit of two weeks fees, equivalent to the sessions booked is required to secure a place. The deposit will be deducted from the last month's fees when the correct notice period is give, but forfeited if the place is not taken.

ADMISSION

Prompt registration is advised as there is a demand for places. All applications are dealt with in order of registration. Your application will not enter the waiting list until the Registration Fee of £20.00 is paid. Please see Little Acorns Agreement.

PAYMENT

To ensure quality of care, it is important that payments are made promptly. Payment must be made through Direct Debit paid monthly in advance (including payments for Bank Holidays and absence from the nursery through illness or other reasons such as Family Holidays). See terms and conditions for Little Acorns Agreement.

DISCOUNTS AND REDUCTIONS

Little Acorns is registered for the Government funded scheme (FEEE), which entitles children to attend a minimum of 6 hours per week at nursery, starting the term after their third birthday. Little Acorns will provide a maximum of 15 hours free education per week. A supplement to cover the cost of refreshments, materials and resources or in the event of a planned outing may be charged. Where a Child attends extended sessions an equal reduction to fees are applied.

PARTNERSHIP WITH PARENTS

We aim to work in partnership with parents. Your Child's Key person will maintain a portfolio regarding your child's activities and achievements throughout the week. We invite you to view and comment in your child's portfolio. These strategies support us planning future developmental steps for your child. We hold regular Parent Forum Meetings and social events; you are warmly welcome to join the forum, your comments and suggestions are valued.

EMERGENCY TREATMENT/SICKNESS

Of paramount concern is the welfare of your child. In the event of an accident/ill health, whilst in the care of Little Acorns we will endeavor to contact the parent, where it is considered in the child’s best interest we will also seek medical aid. For further information please see Health Care and/or Sickness Policy.

PHOTOGRAPHS

Little Acorns uses all forms of technology, this includes using photographs to share experiences and achievements as well as a personal recognition tool. These are strictly for use within the setting.

MESSY PLAY

We encourage the children to explore and experiment with a wide range of materials; it is your responsibility to inform us if your child has any allergies, or if there is any substance you prefer your child not to have contact with. Please ensure your child does not wear 'best' clothes, we advise you provide 'play' clothes for your child.
Little Acorns Limited Agreement: Our Obligations & Your Obligations

These terms and conditions govern the basis on which we agree to provide childcare services to you.

OBLIGATIONS ON LITTLE ACORNS: we will:

1. Inform you as soon as possible when your application for a nursery place has been successful. You must confirm within one week of receiving notification that you still wish to take up the nursery place. If you do not your place may be withdrawn;
   1.1 Provide agreed childcare facilities for your child at the agreed times (subject to any days when your child's nursery is closed). If we change the opening hours of your child's nursery, we will give you as much notice of our decision as possible and, if necessary, work with you to agree a change to your child's hours at the nursery;
   1.2 Try to accommodate any requests you may make for additional sessions and/or extended hours of childcare at the nursery;
   1.3 Provide you with regular verbal updates as to your child's progress on request;
   1.4 Notify you as soon as possible of any days on which your child's nursery will be closed and;
   1.5 Try to make available to any of your other children a place at the same nursery. However we cannot guarantee that a place will be available.

OBLIGATIONS ON YOU: you will:

2. Complete and return to us your registration form before your child can start at our nursery and immediately inform us of any changes to the information provided in that registration form;
   2.1 Complete a medicine consent form if you require our staff to administer any medicine to your child;
   2.2 Immediately inform us if your child is suffering from any contagious disease. For the benefit of the other children in the nursery, you must not allow your child to attend the nursery if they are suffering from a contagious disease which could easily be passed on to another child during normal daily activities of the nursery;
   2.3 Immediately inform us of changes to your contact details;
   2.4 Keep us informed of the identity of the persons who will be collecting your child from our nursery. If the person collecting your child is not usually responsible for collecting them we will require a form of identity or a password. If we are not reasonably satisfied that an individual is allowed to collect your child, we will not release your child to their care;
   2.5 Inform us if your child is the subject of a court order and provide us with a copy of such order on request;
   2.6 Immediately inform us if you are unable to collect your child your child from nursery by the official collection time;
   2.7 Inform us as far in advance as possible of any date on which your child will not be attending the nursery; and
   2.8 Provide us with at least 1 month's notice of your intention to decrease the number of hours your child attends or to withdraw your child from our nursery and end this Agreement. If insufficient notice is given you will be responsible for the full fees for your child for 1 month from the date of any changes as if their hours had not decreased.

PAYMENT

3. Our fees are based on a weekly basis which shall be notified to you in advance of your child starting at the nursery (Weekly Fee). We may review these fees at any time but shall inform you of the revised amount at least 1 month before it takes effect. If you do not wish to pay the revised fee you may end this Agreement by giving us 1 month’s notice in writing.
   3.1 Fees must be paid on a monthly basis, in advance. We calculate the amount payable by you each month on an access basis reflecting the sessions accessed in any one month.
   3.2 All payments made under this Agreement must be by direct debit. Under exceptional circumstances we may agree to payment by cheque or cash, but it is your responsibility to obtain a receipt from the nursery manager as proof of payment.
   3.3 If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will charge you for additional childcare at our late collection rate (see Late Collection Policy) monthly in arrears. We will amend the amount of your direct debit accordingly.
   3.4 If you fail to make payment in full by the due date we will enforce a daily charge of £1 per day on the fee outstanding for every day the invoice remains unpaid, along with an administration fee of £25.00. This will be enforced without exception.
   3.5 No refund will be given for periods where your child's nursery place is unfilled due to illness or holiday. Where the nurseries are closed on bank holidays; no refund will be given for this closure.
3.6 Where your nursery offers a reduced fee rate after a child's birthday that reduction will take effect from the first day of the following billing period.

SUSPENSION

4. We may suspend the provision of childcare to your child, and add on 1 month's notice at any time if:
   4.1 You have failed to pay any fees;
   4.2 Your child's behaviour at the nursery is deemed by us to be unacceptable or endangers the safety and well being of the other children at the nursery. The suspension shall continue whilst we try and address these problems with you.
   4.3 If your child is suspended part way through a month, under the conditions stated in clause 4.2 we shall give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This credit may be offset against any sums payable by you to us.
   4.4 If the period of suspension exceeds 1 month, either of us may terminate this Agreement by written notice.

TERMINATION

5. You may terminate this Agreement at any time, giving us 1 month's notice in writing.
   5.1 We may end this Agreement if:
   5.2 You have failed to pay your fees;
   5.3 You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time of us asking you to;
   5.4 You behave unacceptably, as we will not tolerate any physical or verbal abuse towards staff;
   5.5 Your child's behaviour is unacceptable or endangers the safety and well being of any of the other children at the nursery; or
   5.6 We take the decision to close your child's nursery. We will give you as much notice as possible of such a decision.
   5.7 You may immediately end this agreement if;
   5.8 We have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention; or
   5.9 We suffer any event of insolvency.

EMPLOYMENT

6. If, during this Agreement and for a period of 6 months after the termination of this Agreement, you (directly or indirectly):
   6.1 employ or otherwise engage the services to your children by any member of our staff who has had contact with your child under this Agreement in the last 6 months; then you shall pay to us a figure representing 20% of the relevant member of staff's gross annual salary at the time they left our employment and/or services. This figure represents the costs to us of recruiting a suitable replacement member of staff.

GENERAL

7. We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you.
   7.1 If the nursery that your child attends has to close or we take the decision to close due to events or circumstances which are outside our control, we shall be under no obligation to provide alternative childcare facilities to you. If the closure exceeds 3 days in duration (excluding any days when the nursery would otherwise be closed), we will credit you with an amount that represents the number of days the nursery is closed in excess of 3 days.
   7.2 If you have any concerns regarding the services we provide, please discuss these with your child's keyworker. If these concerns have not been resolved to your satisfaction please contact the Nursery Manager. Customer satisfaction is of paramount importance to us.
   7.3 We carry a wide range of toys and equipment at our nurseries. Unless we specifically request otherwise your child should not bring any of their own toys to nursery. If they do bring toys with them, we accept no responsibility for any loss or damage to those toys.
   7.4 From time to time we may have photographs taken of the children who attend our nurseries. These photographs may be used for promotional purposes. If you do not wish your child to be included in these photographs, you should write to the nursery manager.
   7.5 As a number of the children with nut allergies are increasing, with the support of parents we aim to keep the facility NUT FREE. Parents are requested not to send food or empty food packaging into the facility. Parents are also requested not to use creams, sun creams, oils etc on their child that may contain nut oil, as this may have a severe consequence to another child or member of staff.
# LITTLE ACORNS REGISTRATION FORM (Please print and complete)

<table>
<thead>
<tr>
<th>Information Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child's full name</td>
<td></td>
</tr>
<tr>
<td>Known as</td>
<td></td>
</tr>
<tr>
<td>Religion</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Home Language/s</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Home Telephone</td>
<td></td>
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<tr>
<td>Parent's Name (1)</td>
<td></td>
</tr>
<tr>
<td>Mobile Number</td>
<td></td>
</tr>
<tr>
<td>Place of Work/Employer/Department</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Work Number</td>
<td></td>
</tr>
<tr>
<td>Parent's Name (2)</td>
<td></td>
</tr>
<tr>
<td>Mobile Number</td>
<td></td>
</tr>
<tr>
<td>Place of Work/Employer/Department</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Work Number</td>
<td></td>
</tr>
<tr>
<td>Person/s with Parental Responsibility</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact Name</td>
<td></td>
</tr>
<tr>
<td>Relationship to child</td>
<td></td>
</tr>
<tr>
<td>Emergency Telephone</td>
<td></td>
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<tr>
<td>Emergency contact address</td>
<td></td>
</tr>
<tr>
<td>Name of Doctor (G.P)</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Doctors Address</td>
<td></td>
</tr>
<tr>
<td>Any other Professional Involvement</td>
<td></td>
</tr>
</tbody>
</table>
Health Visitor Address

Any other Professional Contacts

Please list the names, ages, and relationships to any others living with the child:

Does your child suffer from any known allergy? (Give full details, such as reactions/treatment)

Does your child take any regular medication? (Please give details)

Has your child been vaccinated against the following: (please date)

<table>
<thead>
<tr>
<th>BCG (at birth)</th>
<th>Hib</th>
<th>Tetanus</th>
<th>M.M.R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria</td>
<td>Whooping Cough</td>
<td>Oral Polio</td>
<td>Pre-School Booster</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Inoculations

Any known Medical Conditions / Illnesses? (Please give dates if possible)

Does your child have any specific dietary requirements or special care/educational needs?

Is your child in nappies? (Please mention any specific toileting needs)

Please give details of any other care your child has received (Child minder, Nursery, Family)
REGISTRATION OF ATTENDANCE TO LITTLE ACORNS

PLEASE INDICATE SESSIONS YOU REQUIRE AND PREFERRED START DATE:

<table>
<thead>
<tr>
<th>SESSION</th>
<th>DAYS/ TIMES</th>
<th>PREFERRED START DATE (SESSIONS/DAYS REQUIRED)</th>
<th>CHILD’S AGE (AT PREFERRED START DATE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL DAY</td>
<td>MONDAY-FRIDAY</td>
<td>8am-6pm</td>
<td></td>
</tr>
<tr>
<td>PART TIME</td>
<td>MONDAY-FRIDAY</td>
<td>8.30am -11.30am</td>
<td></td>
</tr>
<tr>
<td>PART TIME</td>
<td>MONDAY-FRIDAY</td>
<td>12.45pm - 3.45pm</td>
<td></td>
</tr>
</tbody>
</table>

Some flexibility is available regarding sessions, dependant on availability. Please indicate required attendance

Please tell us where you heard about Little Acorns

A £20 (non-refundable) registration fee is required upon application of registration. A returnable retainer fee of two weeks fees equivalent to the sessions booked is payable upon a place being offered, this is returnable against your child’s last week of attendance to Little Acorns when the correct notice period is given, but forfeited if the place is not taken. I have discussed/read and sign below that I understand and agree to Little Acorns Limited:

Agreement, Obligations, Policies and Procedures ☐ Settling in policy ☐ Sickness/Treatment policy
Outings policy ☐ No Smoking policy ☐ No Mobile phone policy ☐ Nut Free Zone/Food policy ☐
Photography policy ☐ I understand Little Acorns Safeguarding policy and ‘What to do if you are worried a child is being abused’ procedure ☐ Birth Certificate seen & copy filed ☐

Signed staff member: ____________________________
Signed parent: ____________________________

Agreed starting Fee £ ____________________________
Agreed Sessions ____________________________

Parent Sign ____________________________
Date ____________________________

Print Name ____________________________

OFFICIAL USE ONLY
Registration fee paid £ ____________________________
Cash/Chq confirmation given ____________________________
Date ____________________________
Copy of Agreement, Obligations given ____________________________

Received by ____________________________
Expected start date ____________________________

Retainer Fee Paid £ ____________________________
Cash/CQ Received by ____________________________

Agreed start date ____________________________
Sessions ____________________________

Managers Authorisation ____________________________
Date ____________________________

Changes to sessions ____________________________

Date written notice given ____________________________
Leaving Date ____________________________

Child Transferring to ____________________________

STAR Completion Date ____________________________
Key Person ____________________________

Managers Authorisation ____________________________

Managers Comment ____________________________