



Child's Surname Name

Child's First Name

Child's Date of Birth

APPLICATION FORM

To be completed and returned to Baby Elephants Ltd, 91a Orchard Ave, Shirley . Croydon CR0 7NF
Your envelope should be marked *Setting Application*.
PLEASE USE BLOCK CAPITALS THROUGHOUT.

PART A

NOTE. Most questions require information about each parent/carer as (1) or (2). Please be consistent in using the same number for a particular person throughout the form. If you are not the parent(s) please state your relationship to the child after your name.

1. Full Name of Parent(s) (Please underline Surname)

- (1)
- (2)

2. Home Address:

- (1)
- (2)

Work Address:

- (1)
- (2)

3. Home Telephone No.

- (1)
- (2)

Work Telephone No Extension/Department

- (1)
- (2)

4. Occupation of Parent(s)

- (1)
- (2)

PART B

BRIEF DETAILS ON THE NEED FOR A PLACE(S)

- 3. Do you require a full-time place? Y/N
- 4. If you require a part-time place please tick the appropriate boxes:

	Morning (0730-1315h)	Afternoon (13:15-18:00h)
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Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>

- 5. Please state if you are on the waiting list for another Nursery or nurseries, giving name(s) and address (es):

*Please notify the Nursery if you accept a place in another Setting.
(Tel No. 020 8669 6661)*

- 6. Please indicate the earliest and latest dates on which you would be prepared to accept a place:
Earliest: Latest:.....

Your name will be added to a waiting list, but will automatically be withdrawn after the 'latest acceptance' date if you have completed this section. You will not be contacted if a place arises after this date. Please notify the setting if you wish your name to be withdrawn earlier than this date or retained later than this date.

- 7. Is there any other information you wish to add with regard to your application for a Nursery place for your child?

Note: this registration form incorporates the terms and conditions overleaf. Upon signing this form the parents are deemed to have read, understood and agreed the same.
Data Protection: In compliance with current UK Data Protection legislation, any information you provide here will be kept secure and treated confidentially. The data collected will only be used by BabyElephants Limited and will not be disclosed to any external sources without your prior consent.
BabyElephants Limited Tel 020 8287 5323
Company registration number: 05509971. Registered office 1, Holmesdale Rd, Croydon, Surrey, CR0 2LR





PART C
DETAILS ON CHILD REQUIRING A PLACE

1. Full Name of Child Date of Birth Age at Date of Application

2. Does your child require regular medication, suffer from any disability or allergies which will require special provision?
There may be children whose needs cannot be catered for in the Setting. We therefore ask you to discuss your child's requirements with the Setting Manager before submitting your application.

3. Are there any foods which your child is not allowed or do not tolerate?

4. Please delete as appropriate if your child has had any of the following diseases:

Measles	Y/N
Mumps	Y/N
Rubella	Y/N
Chickenpox	Y/N
Whooping Cough	Y/N

5. Please delete as appropriate if your child has had any of the following immunisations against:

Measles	Y/N
Measles/Mumps/Rubella	Y/N
Tetanus	Y/N
Poliomyelitis	Y/N
Whooping Cough	Y/N
Diphtheria	Y/N

6. Name of Family Doctor:
 Address:
 Telephone:

7. Emergency Contact [only to be used if parent(s) cannot be contacted]:
 Name:
 Address:
 Telephone: Relationship to child:

8. I/We consent to my/our child going on outings. Y/N

9. In the event of emergencies I/We hereby authorise Baby Elephants to act as responsible guardian in my/our absence.
 Signed (Parent/Guardian) (1) Signed (Parent/Guardian) (2)

FOR USE BY SETTING STAFF ONLY

Deposit paid: Date:

Registration fee paid: Date:

Note: this register
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Terms and conditions

BABY ELEPHANTS LTD

We believe these standard terms and conditions reflect the custom and practice of private child-care Settings providing full time day care. The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper resourcing of the Setting. Nothing within these terms and conditions affects the parent/guardian's statutory rights.

To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions:

- To register your child at the Setting, a non refundable registration fee is payable for each child registered. This does not guarantee that a place will be available.
- **All fees are charged monthly in advance and must be paid by direct debit or standing order on the first day of the month to which they relate. Fees will be invoiced to the person(s) named on the registration form. Fees are payable during periods of absence from the Setting, including sickness, holidays and during public and bank holidays.**
- **Fees are calculated on the basis of the weekly charge, for the sessions contracted, multiplied by 50 (weeks) and then divided by 12 (months) to create a fixed monthly charge. Prices quoted are for a core day (7:30am – 6:00pm) and include lunch and tea. Extra hours (or parts of an hour) will be charged at the ruling rate and must be booked and paid for 24 hours in advance.**

Baby Elephants Ltd, in line with many other child care Settings, operates a policy of "minimum sessions." This aids your child settling into the Setting initially and then optimizes maximum development from their time at Setting. This is particularly true for the under two age group. Please see our Setting manager for further details on the minimum sessions required.

To secure a Setting place the first months fees must be paid at the time the place is confirmed by the parent or guardian.

Once a place at the Setting is confirmed the first months fees become payable to secure the place. 1 month written notice is required if you no longer require the place or wish to withdraw your child from the Setting. Fees are payable during the whole of this time. Fees are also payable if there is any delay in taking up the place once accepted.

If you register your child for a full time place (ie 10 sessions per week) and such place is confirmed by Baby Elephants Ltd you will not be permitted to reduce the number of sessions attended within 6 months of the date of the first session attended and you will be charged for any sessions not attended during such period. Once the six month period has elapsed. Such notice may be given during the six month period but will not be effective until the expiry of the period.

I enclose (non refundable) registration fee. Please make cheques payable " Baby Elephants"

Sign

In the event of the parent /guardian failing to pay the month's fees Baby Elephants Ltd reserves the right to charge interest on late fees at the rate of 2% over the Allied Irish Bank rate. For represented payments a minimum charge of £20 per occasion will be applied. Children may be excluded from the Setting if fees remain outstanding beyond 14 days beyond their due date and the registration terminated.

Parents/guardians collecting children late from the Setting will be subject to a surcharge, details of which are published at the Setting. Charges are made every 15 minutes or part thereof. Parents/guardians should be aware that the Setting has to be vacated by the designated closing time.

Baby Elephants Ltd does not accept responsibility for accidental injury or loss of property. Baby Elephants Ltd does maintain those insurances required by law. Details of these are available from the Setting manager. Copies of the current Employers Liability and Public Liability Insurance policies are on displayed at the Setting.

Where a member of staff, within six months of leaving the employment of Baby Elephants Ltd, is employed by a parent/guardian to care for their child, who was previously registered at the Setting, then the parent/guardian will be liable to pay Baby Elephants Ltd a sum equivalent to six months salary for the employee at the time their employment with Baby Elephants Ltd terminated.

If your child becomes ill during a Setting session the Setting manager will contact the parent/guardian or the emergency contact indicated on the registration form. If your child is suffering from a communicable illness your child should not be brought to Setting until such time as the infection has cleared. Parents/guardians are required to notify the Setting manager if your child is absent from the Setting through sickness. A full copy of the company's Infection Control policy is available from the Setting manager.

We will work with parents/guardians to provide suitable food for children who have a special dietary requirement as diagnosed by a doctor or dietician.

You should be aware that Baby Elephants Ltd occasionally takes photographs within the nurseries which may be used in training or promotional material.

It is understood that Baby Elephants Ltd is under an obligation to report to OFSTED/Child Protection any incident where we consider a child may have been abused or neglected. This may be done without informing the parents/guardians.

I wish to apply for admission of the child named above to the Setting. I have received and read the Terms and Conditions of registration, and agree to comply with them.

Dated

Registration fee received by:

(Setting Manager)

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Welcome To Baby Elephants Ltd

The aims of the Setting are as follows:

Teaching and learning will build on what your child has already learnt from their early experiences within his/her family groups.

In partnership with parents/careers, we will develop the physical, emotional, social, language and intellectual learning needs of the individual child, so that they can achieve their full potential.

It is recognised that racism, sexism and other inequalities are barriers that limit children's achievement and later life chances. Therefore the curriculum resources and practice are kept under constant review.

All children and their families have equal access to the Setting, its facilities and the learning environment.

In the implementation of the curriculum and in all aspects of daycare life, the aim is to give every child self-confidence, self-esteem, a positive outlook towards others, an enjoyment, desire and ability to learn.

Please contact us on the following number: 020 8696 6661

Baby Elephants is registered with The Office of Standard in Education (OfSTED).

Baby Elephants is an 8 place Setting for children age 0 to 5 with additional places given to siblings ages 8-10 yrs old for after school care.

Full time hours: 7.00 a.m. -7.30 p.m. for all children.

There is provision for part-times places, fees are paid on pro-rata of the full fees.

Hours are negotiated on an individual basis once application forms are received. Quality of provision is maintained, whilst supporting the different needs of children at this time.

Money should be paid **every Monday morning**.

Individual programs of work for the children are organised in conjunction with parents.

Everyday Matters

Clothing

Children do a wide range of activities during their time at the Setting, including painting, gluing, modeling with clay as well as running and climbing outdoors. Children wear aprons when doing anything messy, but sometimes paint will find its way underneath.

Please dress your child in clothes that are not too new or precious, and in flat shoes or trainers suitable for outdoors. It is very helpful if you can mark clothes with your child's name. You may provide a named change of clothing for your child if you wish.

Lunch

All children have a hot meal at lunchtime; and is prepared to meet every child dietary needs a sample menu is available from school. The costs of meals are included in your fees.

Outdoor Play

Outdoor play is available all day for every child as it is an important part of

the Setting's curriculum.

To help your child and us, please provide appropriate clothing footwear e.g. boots, hats, raincoats etc. Use old clothes so it does matter if they get dirty, often old tracksuits are the most suitable.

If your child is too sick to play outside, they are probably too sick to be at daycare. If properly clothed, cold weather will not make your child sick. Often it is healthier to be outside in the air rather than inside the warm conditions where germs could spread.

Sickness

Please provide up-to-date emergency contact numbers so that if your child is taken ill at daycare there will be yourself or another person who can come and collect them.

We are not allowed to give medication to children at the Setting, please discuss this with a one of the child minders, as we are aware of the difficulties this could cause for some children.

Even when ill, some children will say that they want to come to school. We really do not have the facilities for sick children and hope that you the parent or guardian will keep them at home until they are well.

All the child-minders have First Aid training.

Absence from Setting

Please inform a child-minders by 9.30 a.m. if your child is going to be absent from daycare for any reason.

The telephone phone number is : 020 8287 5323

Celebrating Birthdays

Staff will ensure that your child will help to make their own birthday cake to share with the other children. This is our way of celebrating the day equally for all the children. There will be no need for parents to bring in their own celebratory food.

Students

One student at any one time on professional training will be working within the Setting and with the children. They will always be introduced you and to the children; please do not hesitate to ask who this person is if they are new to you.

Things we can use (do bring them in)

- Empty boxes for junk modeling
- Offcuts of soft wood, wool, material
- Spare clothes, for cutting

Sweets, Money and Toys

Please do not give your child sweets, money or toys to bring to school. We cannot guarantee that things will not get lost or broken which may be upSetting for your child.

Outings

Outings are arranged to complement the curriculum work of the Setting. It is a legal requirement for there to be one adult for two children and for SEN one adult to one child.

The Curriculum

As from September 2014, the revised Government framework for learning, development and care will be introduced to our Setting-*The Early Years Foundation Stage 2014*. The changes to our current methods will be minimal. After all, encouraging children to learn through play is what we have always done and it's a system that works well. The new framework is not about introducing a curriculum or pushing children to read or write before they are ready. The aim is to ensure that every child is given the opportunity to learn through high quality child initiated and adult lead play and to achieve to the best of their ability.

Children learn individually and with others through play. We offer our children a play-based curriculum, which meets all the requirements of the Early Years Foundation Stage and supports all aspects of their learning and development. It supports their inbuilt curiosity and desire to make sense of the world around them and helps them to discover that learning is interesting and fun. This is vitally important if children are going to remain keen learners for the rest of their lives.

Play in a secure environment with effective adult support allows the children to explore, investigate and enjoy the learning experience. We help them to practice and develop ideas, concepts and skills in a unique and non-threatening way, without fear of failure.

We deliver the early year's curriculum in a number of ways, through:

- Construction and small world play
- Independent exploration and investigation of real and natural resources and materials
- Large & fine motor skills and experiences
- Literacy and numeracy skills
- Role play and imaginative opportunities
- Water sand and malleable experiences
- Stories and mark making - the marks that children make through a range of media, such as paint, water, sand pencils and the meanings that they give to them
- Outdoor opportunities
- Exploring and investigating science and nature
- Dance, music and sensory experiences
- Creative development with opportunities for all children to explore and share their thoughts, ideas and feelings through a variety of art, design and technology, music, movement, dance and imaginative and role play activities.

Curriculum Planning

We encourage children to organise their own use of time purposefully and to follow their real interests as well as suggesting they try new and different activities to develop their skills further.

We observe what children are doing, these observations are reviewed and used to plan further curriculum activities.

To support learning in the Setting child-minders ensure the following:

- A secure predictable environment
- Consistent responses
- A place where children can express their feelings and thoughts
 - Mutual respect
 - child to child
 - adult to child
 - child to adult
 - adult to adult
- Opportunities to make independent choices
- Ensure the recognition of the rights of others
- Provision for all aspects of physical activity that support sensory experiences
- Opportunities to develop relationships with adults and children in a variety of situations
- Time and space is available to support children
- To be able to complete tasks
- To talk with others and to be listened to
- To move freely
- To allow children to make guesses not mistakes

- Experiences are extended by representational work, writing, a wide use of language, drama, dance, music, use of number, measuring, pattern making, building etc.
The above enables the whole child to develop.

Record Keeping

One of the child-minders will act as your child's 'Key Worker' who is responsible for keeping records on your child's progress.

If you would like to discuss how your child is getting on, please make an appointment and we will arrange a meeting.

Informal discussions are bound to happen each day as you collect your child, as well as a planned mid year interview.

Parents are always welcome to visit the Setting.

Religious Education

At this level this is non-statutory, but as the children live in a multi-faith society, religious and cultural festivals are celebrated to give children some understanding of them.

We try to give equal importance in the way festivals are presented. Celebration will include story telling, learning new songs, activities related to the festivals e.g. parcel wrapping, making clay models, sharing of foods etc. Many of the themes of the Setting also overlap with many of the festivals e.g. 'Light', 'Birth', 'New Year' etc and the opportunity to explore all aspects fully will be taken.

It is acknowledged that the Setting is not a substitute for home beliefs and so will not promote anyone festival as being more important than another. As part of the curriculum offered we will try to foster a sense of wonder and inquiry about the world in which children live, sensitive to the needs of others, and the importance of caring and sharing with others.

Childminders List

Mrs Eurani Jacob
Mrs Yolandie Jacob-David

Collection

Please be on time collecting your children, as they become distressed when it becomes late.

Children may only be collected by:

- Known adults (18 years or older)
- Brother/Sisters (12 years of age or older)

Please inform us prior to collection of your child of anyone coming to avoid us refusing them. If an emergency happens this could cause late collection, please inform us as soon as possible. In extreme cases, the police or Social Services may need to be contacted.

Drugs/ Alcohol Abuse

To protect your child, we would not allow them to go home with anyone who seems to be under the influence of drugs, including alcohol. If this can be applied to a parent it is our responsibility to inform the police, as we do not have the authority to refuse parent's access to their children.

Complaints Procedure

If you have any general cause for concern or questions please speak with your child's key worker. If you feel the concern to be more serious please make an appointment to see us. We are regulated by Ofsted (0300 123 4666 – enquires@ofsted.gov.uk) and are members of PACEY – Professional Association for childcare and Early Years (0300 003 0005) and you are very welcome to contact either of these bodies for impartial advice.

Confidentiality

Confidentiality is maintained at all times. Information will only be shared with other staff with your permission. If other professional agencies need to be involved to support your child/ren you will be informed.

Child Protection

There are times when it is necessary to inform Social Services of our concerns regarding children's wellbeing without informing parents first. This is always done in the belief that the child's interests must come first.

Health and Safety

We accept our responsibility to maintain a safe learning environment. If your child were to have an accident of a serious nature at the Setting you would be telephoned to allow you to go to the hospital with your child.

Minor cuts and bruises are bound to happen and when they are treated this is recorded in an accident book. Children often have minor accidents that they tell no one about. If you have any concerns please inform a member of staff.

Discipline

We explain to the children the boundaries of behaviour within the Setting, e.g. they may not hit other children, destroy equipment etc.

Children are encouraged to be self-responsible by sharing, considering others and putting equipment away that they have been working with.

Occasionally they may be asked by an adult to stay in a quiet space until they are ready to return to the Setting environment to engage purposefully in it. Parents are consulted if any unacceptable behaviour persists so that we can work together to find a resolution.

