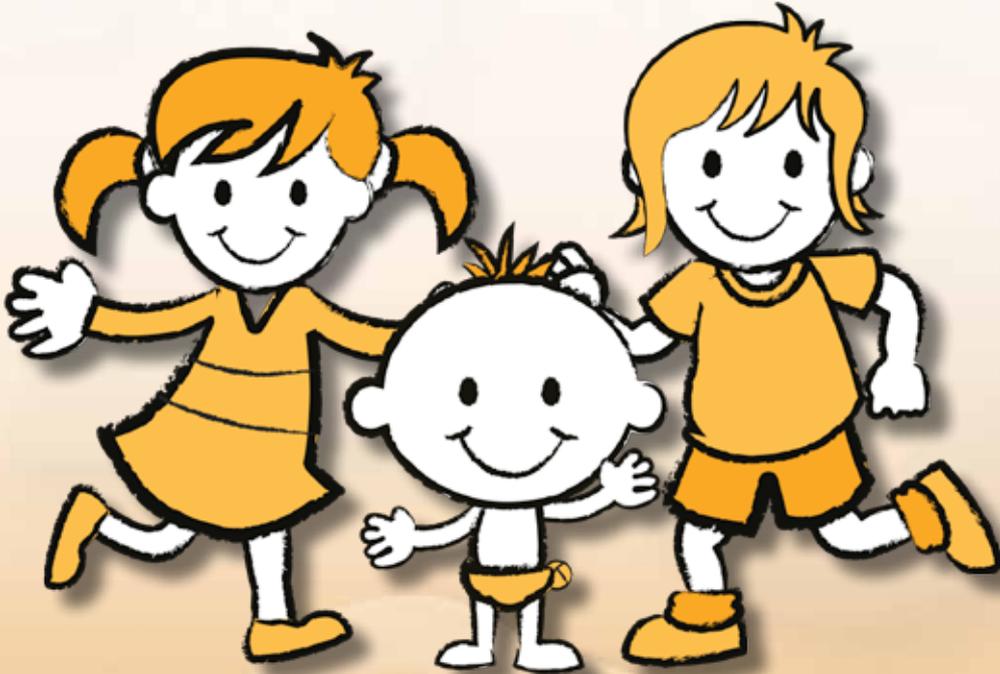


# Merry Poppets



Early Learning Day Care Nurseries



## Prospectus

### AMPTHILL

23, Queens Road, Ampthill,  
Bedfordshire, MK45 2TD

Tel: 01525 840099

e-mail: [admin3@merrypoppets.co.uk](mailto:admin3@merrypoppets.co.uk)

No: EY550755

### HENLOW

Derwent Road, Henlow,  
Bedfordshire, SG16 6HE

Tel: 01462 850242 or 812470

e-mail: [admin7@merrypoppets.co.uk](mailto:admin7@merrypoppets.co.uk)

No: EY468971

### FLITWICK

15, The Avenue, Flitwick,  
Bedfordshire, MK45 1BP

Tel: 01525 715595

e-mail: [admin4@merrypoppets.co.uk](mailto:admin4@merrypoppets.co.uk)

No: EY463599

### WESTONING

Flitwick Road, Westoning,  
Bedfordshire, MK45 5AA

Tel: 01525 718241

e-mail: [admin3@merrypoppets.co.uk](mailto:admin3@merrypoppets.co.uk)

No: EY434658



[www.merrypoppets.co.uk](http://www.merrypoppets.co.uk)



Central  
Bedfordshire  
Council  
*Working in partnership*

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# Introduction

## Merry Poppets Introduction

Do you remember your first day at nursery? Were you tearful, emotional, not wanting to let go of your Mum or Dad or did you jump straight in excited at the new surroundings without a backwards glance? In truth, whether baby or toddler, we are all different and however we reacted most of us can remember this event. That's why at Merry Poppets we make this transition as simple and as natural as possible for both child and parent.

Today there are many child care options for parents, the recent appearance of numerous franchised day care nurseries, nanny's and child minders can often complicate what is already a difficult and emotional process. Merry Poppets is not a franchise nursery, but owner managed by one individual who has the pedigree and understanding of the early years educational system. Working for many years with the local lower schools to ensure a child's individual needs are supported prior to enrolment, during and after they have graduated from Merry Poppets!

## Senior Personnel & Staff

### Mrs. Jane Laycock

Before starting Merry Poppets Nursery 13 years ago, I worked for many years in a small local lower school with ages ranging from 3 to 9 years, this is where my passion for working with children started. Before having children of my own I had experience of working in nursery settings, playgroups and crèches. During this time I gained a valuable insight into the early stages of child development and the benefits of encouraging children to become independent learners. I continue to work closely with local lower schools and the Central Bedfordshire Children Services team to ensure every child who passes through Merry Poppets is fully prepared for full-time education.

I have a huge amount of understanding in Lower School education and as you will notice from my experience, I have undertaken further education courses to better my knowledge.

I have raised two daughters that I am immensely proud of. My eldest daughter is a Junior Doctor and the youngest is a fully qualified Paediatric Nurse who has spent many years working in NHS and private child care hospitals. She now supports me as part of the Merry Poppets senior team whilst maintaining her remit as a Paediatric Nurse. I have always taken an active part in their education by sitting on committees for both playgroup and school. I have been on the board of Governors for their lower school as well as PTA Chairperson and PTA member for their local Middle school. I have also assisted with their sports and outdoor activities, such as athletics, netball, and rounder's clubs.

I have also taken classes of children on three-day residential trips having co-ordinated the excursion. This involved parent liaison, venue planning/coordination, scheduling and risk assessment duties. I have a great deal of experience with outside agencies for those children with special needs liaising with **Central Bedfordshire Children Services team, Child Protection, Emotional Behavioural Disorder** and **speech therapy advisors**.

In my previous employment within the Lower School involved planning and organising the daily running of classes, assisting individual child's and whole class learning, always ensuring intentions are understood and shared with the children. I have worked with class Teachers to develop and revise planning and evaluation pro formas.

Working in any lower school requires adaptability and teamwork. I have undertaken various tasks when staff have been ill this included: – teaching whole classes and cooking for the school, covering lunchtime supervising and maintaining good hygiene standards.

As Senior Higher Level Teaching Assistant I worked with other members of staff throughout all age phases, working with individual groups, whole classes/groups and training new members of staff. I championed a new Special Needs programme that ensures continuity of information (as highlighted in an **OFSTED** inspection for this school) helping new members of staff reliably assess a child's needs.

I regularly liaise with Central Bedfordshire Children's Services at Priory House Chicksands, therefore if you would like any independent advice or information about Merry Poppets you can obtain it from this department. On 0300 3008000.

## Introduction CONTINUED

### Experience

- Early Years Foundation Framework (EYFS)
- Higher Level Teaching Assistant Qualification (Qualified by Teacher Training Agency)
- Qualified Nursery Nurses (trained Barnfield College)
- Qualified Teaching Assistant (various Bedfordshire lower schools)
- Behaviour Management Qualified
- Challenging Behaviour Understanding, Assessing and Promoting Positive Behaviour Trained
- EBD Emotional Behavioural Disorder and Speech Therapy Experienced
- Child Protection Trained
- Experience Working with Looked After Children
- Educated Working with Autistic Children
- Working with Children who have Special Educational Needs - SEN
- Skilled in Numerous Based Courses that include: Numeracy, Literacy, ICT and PE
- Speech and Language Trained
- First Aid Trained
- CPR Trained
- Management of Medical Conditions and Administration of Medicines Qualified
- Health & Safety Certificate
- Control of Substances Hazardous to Health COSHH Trained
- Food Standards Agency Top Rating 5 for Food Hygiene
- The Criminal Records Bureau (CRB), Disclosure and Barring Service (DBS) Cleared.

At Merry Poppets we set ourselves high standards, we are committed to continually improving the day care support we provide our parents and their children. Many of our senior personnel have been with us for several years, this has allowed us to develop a dedicated Merry Poppets team of qualified and experienced nursery nurses who promote a secure, warm, friendly and caring atmosphere - **designed to encourage happy and confident children!**

The Nursery Nurses we employ are qualified in child care and many Nursery Nurses have chosen to further their child care knowledge through additional National Vocational Qualifications and child care courses. We actively support and encourage training to build on their progress and extend their knowledge in the Early Years Foundation Curriculum.

At Merry Poppets we also provide the Children Services Team at Central Bedfordshire Council with outreach Crèche support for their mature student learning programmes, providing stimulating Crèche sessions for children while their parents are studying or attending lectures.

We liaise closely with Central Bedfordshire Children Services Team at Priory House, Chicksands. If you would like an independent perspective of Merry Poppets or further advice about Child Care in central Bedfordshire please contact this department directly at Central Bedfordshire Council on 0300 300 8000.



**Central Bedfordshire Council**  
Working in partnership

If you are interested in booking a place for your child or would like to make an appointment to visit **Ampthill, Flitwick, Henlow or Westoning** nurseries please call us from 8am to 6pm on 01462 850242 / 812470 or if you prefer, just go to the **contact us** page of our web site **www.merrypoppets.co.uk** and we will respond.

# Values and Aims

To provide a safe, stimulating and caring environment that provides children with the skills to become independent learners enabling them to reach their full potential well prepared for the move to full time education.

## Strategic Vision – Aims

### Standards

- To maintain high standards at our nurseries, ensuring children's progress is monitored and regularly reviewed.

### Ethos & Attitudes

- Each child will feel confident, valued and respected
- Children will have a caring attitude towards peers, adults and others in the world

### Curriculum

- We offer a broad balanced and stimulating curriculum accessible to all children

### Accommodation

- We will continue to maintain the building to an excellent standard and make improvements for the benefit of the children

### Leadership and Management

- The leadership and management of the nursery is shared responsibility
- Allocated time will be given to the development of the senior management team

### Community

- To maintain and expand community links

### Finance

- To seek further opportunities where applicable to obtain funding

### Training

- Maintain high commitment to the training of all staff linked to their performance management.

### Stakeholders

- The views of all stakeholders will be taken into account regarding the development of the nursery

### Life Skills

- To encourage children to develop a healthy life style
- To develop enquiring minds
- Develop effective relationships with children, parents and others
- To have a flexible, adaptable attitude to life

### Targets for Development – Vision

- To provide a stimulating caring, learning, environment that will give children the skills to become independent learners and enable them to reach their full potential

### Nursery aims

- To provide for the physical, social, spiritual, emotional and academic needs of all the children, valuing the knowledge
- To offer worthwhile first hand experiences as a basis for sound learning of the children's work and behaviour
- To promote each child's ability to work both independently and as part of a group
- To encourage positive and tolerant attitudes towards others in nursery, in the wider community in the world
- To encourage children to take increasing responsibility for their work & behaviour
- To work in partnership with parents
- To try at all times to provide a calm purposeful educational environment
- To use a variety of methods to accommodate different learning styles

# Keeping Your Child Safe

At Merry Poppets our top priority is the safety and welfare of our children. This has always been our number one priority. We comply with all Ofsted requirements on keeping children safe that include:

## Security

- We ensure there are always secure perimeters around the nursery
- The entrance is controlled with either a security buzzer system or locked gate entry
- Anyone collecting a child has to be pre-approved or have a pre-agreed password
- Children are never left unsupervised

## Checking the Premises and Equipment

- Daily nursery opening and closing checklists for indoors and outdoors
- Annual PAT testing and servicing of all appliances at nursery
- Regular maintenance is always promptly completed by the nursery
- Continual investment in the maintenance of our nursery premises

## Safeguarding

We have a moral duty of care to ensure any incidents or concerns of suspected abuse or harm are reported without delay as per the safeguarding policy.

## Staff

We hold regular staff meetings where we frequently review policies, procedures and the Ofsted Early Years Foundation Stage (EYFS) curriculum. We ask staff to review different aspects of their job and test their knowledge through personal appraisals and questionnaires. We sponsor all our staff through a paediatric first aid qualification and support those individuals who wish to develop and specialize in any aspect of child care safety. We follow Ofsted's requirement for enhanced CRB/DBS checks on all our staff including the nursery cook(s) and administration staff. References are always stringently checked so we are confident of their integrity.

We always ensure the following ratios of staff to children in each room:

- Children under two years of age 1:3
- Children from two-three years of age 1:4
- Children three+ years of age 1:8

Our Nursery Nurses can easily be identified, all wear named badges and their position is denoted by the colour of their uniform.

- Black polo shirts - deputies
- White polo shirts - early years teachers
- Navy blue polo shirts - room leaders
- Sky blue polo shirts - nursery nurses
- Orange polo shirts - part-time or holiday cover.

## Suitable Premises and Equipment

Whether indoors or outside in the playground our nurseries are arranged so children are always in an environment set up for their age, ability and stage in their development. Premises risk assessed to ensure that it is fit for purpose. Constant daily checks are in place, any faults are always quickly repaired. Regular maintenance is carried out. Annual checks by external professional bodies and authorities are carried out with recommendations acted upon promptly.

## Keeping Your Child Safe CONTINUED

### Ofsted

Ofsted is the Office for Standards in Education, Children Services and Skills. They report directly to parliament and are independent and impartial. They inspect and regulate services that care for children and young people and those providing education and skills for learners at all ages. All Merry Poppets settings are inspected and registered with Ofsted, our registration numbers are below:

Ampthill: Ofsted Reg No. EY550755

Chicksands: Ofsted Reg No. EY407134

Flitwick: Ofsted Reg No. EY463599

Henlow: Ofsted Reg No. EY468971

Westoning: Ofsted Reg No. EY434658

If you would like further information please go to: [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or 0300 1231231



# Keeping Children Active and Healthy

We promote active lifestyles. All our settings have large play areas where every day, weather permitting, we spend lots of time outdoors with the children engaging in physical exercises and games.

## Our Poppets Pantry

### Healthy Diet for Our Poppets – Dedicated Nursery Kitchens

Merry Poppets meals are freshly prepared to promote a healthy balanced diet with all the nutritional requirements for young children, over the course of the day our children get at least five portions of fruit and vegetables. All meals are freshly prepared at the Merry Poppets kitchen by our own Professional Cooks. Our Cooks recipes are carefully selected to provide a varied and appetizing menu, this is based on a Government healthy eating guidelines which ensures that over the course of the day our children get at least 5 portions of fruit and vegetables. The children get into the habit of eating unprocessed fruit and vegetables everyday by having snack foods like carrot sticks with dips or washed and cut up fruit such as apples in their skins. For special diets we ensure substitutes are also highly nutritious and we have a mixture of meat, fish and vegetarian dishes on our menu every week. We purchase most of our food from reliable local farmers, by using a local supply chain it allows us to check the nutritional quality and suitability of the ingredients we use, as well as supporting a local business. However, when required, we do use a national supermarket chain.

### A Tasty Varied Diet

We understand young palates. Young children are more receptive to different flavours than some of us expect and we offer a varied menu with dishes from all over the world, a wide variety of meat, fish, vegetables, and pulses. We have a strict policy NOT to serve any “fatty junk food” such as chips. We do not use additives in our food and we don't give the children sweets or chocolate. However, we do make our own tasty and healthy fruit cakes and some homemade puddings so the children get to enjoy these treats.



					
<b>Winter Menu Week Two:</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Breakfast</b>	Weetabix <small>(contains barley, wheat)</small> Rice Krispies <small>(contains barley)</small> Shreddies <small>(contains barley, gluten, wheat)</small> Cornflakes <small>(contains barley)</small>	Weetabix <small>(contains barley, wheat)</small> Rice Krispies <small>(contains barley)</small> Shreddies <small>(contains barley, gluten, wheat)</small> Cornflakes <small>(contains barley)</small>	Weetabix <small>(contains barley, wheat)</small> Rice Krispies <small>(contains barley)</small> Shreddies <small>(contains barley, gluten, wheat)</small> Cornflakes <small>(contains barley)</small>	Weetabix <small>(contains barley, wheat)</small> Rice Krispies <small>(contains barley)</small> Shreddies <small>(contains barley, gluten, wheat)</small> Cornflakes <small>(contains barley)</small>	Weetabix <small>(contains barley, wheat)</small> Rice Krispies <small>(contains barley)</small> Shreddies <small>(contains barley, gluten, wheat)</small> Cornflakes <small>(contains barley)</small>
<b>Snack</b>	<b>Selection of fruit and vegetables, crackers</b> <small>(contains gluten, wheat)</small>				
<b>Milk</b>	<b>Breadsticks</b> <small>(contains wheat, barley and may contain sesame seeds. Not suitable for soya and milk allergy sufferers)</small>				
<b>Lunch</b>	Vegetable chilli served with rice and tortillas <small>(contains wheat and dairy)</small>	Sausage plait served with creamy mash and vegetables <small>(contains wheat, soya, dairy and eggs)</small>	Roast chicken, homemade yorkshires served with seasonal vegetables <small>(contains wheat, dairy and eggs)</small>	Turkey moussaka served with vegetables <small>(contains dairy and wheat)</small>	Fish and chips served with peas <small>(contains fish, wheat, soya and dairy)</small>
<b>Dessert / Fruit option available</b>	Yoghurt and fresh fruit <small>(contains dairy)</small>	School cake and custard <small>(contains wheat, egg and dairy)</small>	Apple cookies <small>(contains wheat and egg)</small>	Fruit jelly ice cream <small>(contains dairy and soya)</small>	Lemon drizzle cake <small>(contains egg, dairy and wheat)</small>
<b>Snack</b>	Apple or rice cake	Pear or breadstick	Cucumber or satsuma	Pear or cucumber	Cracker or satsuma
<b>Tea Time</b>	Fish fingers and beans <small>(contains fish and wheat)</small>	Pizzadillas and vegetable sticks <small>(contains wheat and dairy)</small>	Cheese and potato pasties and vegetables <small>(contains wheat and dairy)</small>	Hoops on wholemeal toast <small>(contains wheat)</small>	Crumpets and vegetable sticks <small>(contains wheat and dairy)</small>
<b>Babies</b>	<b>Age appropriate alternative</b>				
	<b>Our cooks cater for all allergy requirements, vegetarian and vegan options are available across our menu</b>				

### Allergies and Special Diets

The cook as well as our Nursery Nurses are trained in Merry Poppets meal time practise that ensures children don't get foods they are allergic to or that their parents do not want them to eat. We have a very robust check system in place that is followed from kitchen to the table which safeguards this procedure.

To view the full 3 weeks menu rota please go to [merrypoppets.co.uk](http://merrypoppets.co.uk) and download from Poppets pantry!

# What our Parents say about Poppets

WHAT OUR PARENTS SAY ABOUT POPPETS

## Merry Poppets Flitwick

Staff are very professional and clearly care very much of the children which parents need to see

I would particularly give thanks to staff in the baby room who are very loving and nurturing with the very young children in their care

The new books that have been created to chart each child's time at nursery are a great idea.

Nothing negative to say! staff are always friendly and always keep me up to date on what's going on and my babies are always happy when I collect them

Handovers at pick up are very informative

"thank you for taking such good care of Poppy over the last 3 years. I know she has enjoyed her time at nursery and will miss Poppets lots!"

"thank you for the care and attention you provide for Eleanor and Charlotte. Eleanor continues to grow and learn. It is hard to picture as the smallest 3 years ago, and now the biggest! Charlottes first year has been happy and full of fun. To leave our girls with Poppets in such good hands means everything!"

## Merry Poppets Henlow

Our daughter cry's if it's not a nursery day

I only have positive things to say about my experience of Merry Poppets

A wonderful Nursery and Pre School

The setting is lovely and the staff are always happy to help

"I just would like to take this opportunity to thank all the staff in the last year of "M" coming to Henlow, she's loved every minute of her time there, and progressed in leaps and bounds. She will certainly miss coming and seeing you all. Your staff are lovely and always happy to help, I can't recommend you all enough. It's been a fantastic year for "M" at your nursery and on behalf of her and my family I'd like to say thank you so much for everything you have done".

## Merry Poppets Westoning

Communication is excellent, the staff in my experience are wonderful and I have nothing but praise for them Our daughter talks about her peers and the staff and how much fun they have had together, which is exactly what we would wish for.

Very grateful for the support given whilst potty training

Very happy with the centre and it shows in the children

Our daughter thoroughly enjoys her time at nursery. I am very pleased with the level of care she receives whilst at the setting. She is safe, cared for and the staff are welcoming and affectionate to her.

We think you all do a Fab job

# List of helpful questions for your nursery visit

LIST OF HELPFUL QUESTIONS FOR YOUR NURSERY VISIT

1. Is the Nursery owner-managed or a franchise?

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2. When was your last Ofsted inspection?

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3. What was the Ofsted grade?

---

4. Do you have early morning drop off available?

---

5. What is included in the fees - breakfast, lunch, tea, snacks?

---

6. Are meals freshly prepared?

---

7. Do you have a sample menu?

---

8. Do you have a Food Standards Policy Hygiene Certificate?

---

9. Do you cater for special dietary needs?

---

10. Do you provide formula milk for babies?

---

11. What are the methods of payment? E.g. Funded/vouchers

---

12. Do you offer settling in sessions?

---

13. How many years have you been in operation?

---

14. What child/adult ratio policy do you observe?

---

15. Are you open all year round?

---

16. Do you have a staff uniform policy?

---

17. What is your collection policy?

---

# What do I do next?

1. Book your visit to the nursery(s) of your choice
2. Register your child with the nursery administration department by calling 01462 850242 or 812470, complete and return the registration form, together with the fee and a **COPY** of your child's birth certificate. **Please DO NOT send the original certificate.**
3. Pre Book your settling in sessions
4. Book a home visit
5. If you are using vouchers to pay for your child care, start the registration process with the voucher company and nursery. It can often take up to 8 weeks to process the required paperwork.

## Helpful Information

### Merry Poppets administration department

Merry Poppets Nursery Ltd,  
Administration Department,  
Derwent Road, Henlow,  
Bedfordshire,  
SG16 6HE

Tel: 01462 850242 or 812470

e-mail: [admin3@merrypoppets.co.uk](mailto:admin3@merrypoppets.co.uk) (for Ampthill and Westoning)

or [admin4@merrypoppets.co.uk](mailto:admin4@merrypoppets.co.uk) (for Flitwick)

or [admin7@merrypoppets.co.uk](mailto:admin7@merrypoppets.co.uk) (for Henlow)

Evening & Weekend contact number: 07792 531 198 or 07768 4031

### Child Tax Credit

From autumn 2015 Tax-Free Childcare will be available to nearly 2 million households to help with the cost of childcare.

Check the government web site for child care entitlement :

- [www.gov.uk/help-with-childcare-costs/childcare-tax-credits](http://www.gov.uk/help-with-childcare-costs/childcare-tax-credits)
- [www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know](http://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know)
- <https://www.gov.uk/free-early-education>

### Central Bedfordshire Children Services Team

Central Bedfordshire Council,  
Priory House, Monks Walk,  
Chicksands, Shefford,  
Bedfordshire,  
SG17 5TQ

Tel: 0300 300 8304



# Registration Form

Please complete in black/blue ink and in BLOCK CAPITALS

Name of child \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode

Date of Birth \_\_\_\_\_ Male  Female

Please provide estimated due date for unborn child \_\_\_\_\_

## Parents or Guardians full name and addresses

**Contact One** Mr  Mrs  Miss  Ms  Other please specify \_\_\_\_\_

\_\_\_\_\_ Occupation

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode

e-mail address home

e-mail address work

Home phone  Work phone

Mobile phone

Parental responsibility Yes  No

**Contact Two** Mr  Mrs  Miss  Ms  Other please specify \_\_\_\_\_

\_\_\_\_\_ Occupation

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode

e-mail address home

e-mail address work

Home phone  Work phone

Mobile phone

Parental responsibility Yes  No

Please choose a nursery: Ampthill  Flitwick  Henlow  Westoning  Before and After School Club

# Registration Form CONTINUED

REGISTRATION FORM

Requested date and time of FREE settle session 8am-1pm  1pm-6pm

Additional date and time of settling in sessions to be invoiced (if applicable) 8am-1pm  1pm-6pm

Requested date of admission to Merry Poppets Nursery Day   Month   Year

Please indicate session and times required:

Mon 8am-1pm  1-6pm  Before school  After school

Tues 8am-1pm  1-6pm  Before school  After school

Wed 8am-1pm  1-6pm  Before school  After school

Thur 8am-1pm  1-6pm  Before school  After school

Fri 8am-1pm  1-6pm  Before school  After school

Do you require early drop off? Yes  No

Total hours required

All year round - 52 weeks

Term time only - 38 weeks

(in line with the Central Bedfordshire Academic Calendar: <http://www.centralbedfordshire.gov.uk/school/term/dates.aspx>)

Religion

Mother tongue (language spoken at home)

Nationality

Ethnic group

Siblings - do you have a child that currently attends Merry Poppets Nursery? Yes  No

Name

Date of Birth

Setting

Is this a child of a Merry Poppets employee? Yes  No

Any other information that might prove helpful to us e.g. diet, allergies etc.

Please state:

---



---



---

Signed

Date

# Medical Form

Please complete in black/blue ink and in BLOCK CAPITALS

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_

Medical Condition \_\_\_\_\_

Please state severity of condition (i.e. Risk of Anaphylactic shock etc)

---



---

In case of an allergy what should the child not have contact with? (Please be precise)

---



---

Should the nursery be provided with any medicines or equipment for the condition?

In the event of attention being required what action should be taken?

i.e. Immediate Medical Assistance / Hospital / Epie Pen?

---



---

Please give details of relevant information

---



---

Signed \_\_\_\_\_ Date \_\_\_\_\_

## The Nursery will:

- Provide a caring, safe and stimulating environment
- Set a high standard of achievement and behaviour
- Inform parents through newsletters and meetings
- Respond to concerns as promptly as possible
- Be open and welcoming and offer opportunities for involvement in the nursery.

## The Parent/s or Guardian/s will:

- Ensure that my child attends nursery regularly and on time
- Attend meetings when necessary
- Let the Nursery know of any concerns or problems that might affect my child's behaviour
- Make the Nursery aware of any concerns they have.

Nursery Deputy Signature \_\_\_\_\_ Date \_\_\_\_\_

Signed (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

# Emergency Contact Information



EMERGENCY CONTACT INFORMATION

Please complete in black/blue ink and in BLOCK CAPITALS

<b>Contact One</b>		Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other please specify
Full name						
Address						
Postcode						
e-mail address home	<input type="text"/>					
e-mail address work	<input type="text"/>					
Home phone	<input type="text"/>	Work phone	<input type="text"/>			
Mobile phone number	<input type="text"/>					
Parental responsibility	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Relationship to Child						
Additional information						

<b>Contact Two</b>		Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other please specify
Full name						
Address						
Postcode						
e-mail address home	<input type="text"/>					
e-mail address work	<input type="text"/>					
Home phone	<input type="text"/>	Work phone	<input type="text"/>			
Mobile phone number	<input type="text"/>					
Parental responsibility	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Relationship to Child						
Additional information						

# Emergency Contact Information

CONTINUED



EMERGENCY CONTACT INFORMATION

Please complete in black/blue ink and in BLOCK CAPITALS

<b>Contact Three</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify	
Full name	
Address	
Postcode	
e-mail address home	<input style="width: 100%;" type="text"/>
e-mail address work	<input style="width: 100%;" type="text"/>
Home phone	<input style="width: 50%;" type="text"/>
Work phone	<input style="width: 50%;" type="text"/>
Mobile phone number	<input style="width: 100%;" type="text"/>
Parental responsibility	Yes <input type="checkbox"/> No <input type="checkbox"/>
Relationship to Child	
Additional information	

<b>Contact Four</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify	
Full name	
Address	
Postcode	
e-mail address home	<input style="width: 100%;" type="text"/>
e-mail address work	<input style="width: 100%;" type="text"/>
Home phone	<input style="width: 50%;" type="text"/>
Work phone	<input style="width: 50%;" type="text"/>
Mobile phone number	<input style="width: 100%;" type="text"/>
Parental responsibility	Yes <input type="checkbox"/> No <input type="checkbox"/>
Relationship to Child	
Additional information	

# Emergency Contact Information

CONTINUED

EMERGENCY CONTACT INFORMATION

Please complete in black/blue ink and in BLOCK CAPITALS

<b>Contact Five</b>		Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other please specify
Full name						
Address						
Postcode						
e-mail address home	<input type="text"/>					
e-mail address work	<input type="text"/>					
Home phone	<input type="text"/>	Work phone	<input type="text"/>			
Mobile phone number	<input type="text"/>					
Parental responsibility	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Relationship to Child						
Additional information						

# Conditions of Entry

- Fees are strictly payable in advance on or before 1st of each month before child care is given
- Please check with the administration department that you have the current rates for this year
- A six weeks notice in writing or six weeks fees in lieu of notice is required when a child is leaving or reducing scheduled sessions or times
- If your child is term-time we require six weeks notice of your child's attendance to terminate the nursery place
- Fees cannot be refunded for absences whatever the circumstances
- Children will not be handed to anyone other than the parents unless previously notified
- Children are encouraged not to play with their own toys at nursery as they could be lost or damaged
- The nursery can take no responsibility for the personal effects of the children
- Parents must abide by any reasonable nursery requests to ensure the safety of their child
- For each child the cost of one full day or 2 morning or afternoon sessions is a minimum requirement per week
- Unless authorised it is strictly prohibited for parents, guardians or any person to take photographs of the nursery premises, Merry Poppets staff or the children in our care. This is a safe guarding directive for our children.



**Please Note:** Parents are asked to refrain from using their mobile phones whilst on the nursery premises. This is a safe guarding duty for our children and an Ofsted directive.

I, being the Father/Mother/Guardian of the above child, request a place for my Son/Daughter at Merry Poppets Nursery from:

Day   Month   Year

I understand places are allocated in order of application and therefore if a place is not available in the period requested I will be offered a place as soon as possible thereafter. I agree to abide by the conditions of entry above.

- I enclose my £75.00 non-refundable payment for Merry Poppets Nursery Limited as my registration fee.
- I enclose my £100.00 non-refundable holding fee required by Merry Poppets Nursery Ltd to hold a place for my child 8 weeks or more in advance. This holding fee is deductible from your fees when your child starts their nursery placement. If you do not utilize this placement this holding fee is non-refundable.
- I enclose my £75.00 non-refundable holding fee for Merry Poppets Before and After School Club.
- I enclose my £50.00 holding fee to hold a place for my child, who will be attending nursery on the **government free funded hours** only, 8 weeks or more in advance. This will be refunded one month after my child's start date and attendance. If you do not utilize this placement this holding fee is non-refundable.

**Please tick as appropriate:** enclosed  cheque,  cash,  have paid by BACS (or automatic bank transfer)

Phone/email administration office for relevant bank details if paying by BACS

Signed (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Office use only: Registration fee paid Nursery Deputy initials \_\_\_\_\_ Yes

Nursery Deputy Manager Surname \_\_\_\_\_



**Early Learning Day Care Nurseries**

### **AMPTHILL**

23, Queens Road, Ampthill,  
Bedfordshire, MK45 2TD

Tel: 01525 840099

e-mail: [merrypoppets3@gmail.com](mailto:merrypoppets3@gmail.com)

No: EY550755

### **HENLOW**

Derwent Road, Henlow,  
Bedfordshire, SG16 6HE

Tel: 01462 850242 or 812470

e-mail: [merrypoppets7@gmail.com](mailto:merrypoppets7@gmail.com)

No: EY468971

### **FLITWICK**

15, The Avenue, Flitwick,  
Bedfordshire, MK45 1BP

Tel: 01525 715595

e-mail: [merrypoppets4@gmail.com](mailto:merrypoppets4@gmail.com)

No: EY463599

### **WESTONING**

Flitwick Road, Westoning,  
Bedfordshire, MK45 5AA

Tel: 01525 718241

e-mail: [merrypoppets3@gmail.com](mailto:merrypoppets3@gmail.com)

No: EY434658



[www.merrypoppets.co.uk](http://www.merrypoppets.co.uk)



Central Bedfordshire Council  
Working in partnership