



Abergavenny Nursery

Registration Pack

Updated 19th of January 2026

For the Period of 1st of April 2026 to 31st of March 2027

Welcome to Our Nursery

Now entering our third year of caring for children and families in the local community, Abergavenny Nursery is a well-established, nurturing early years setting where children feel safe, valued, and supported to thrive.

The early years are a uniquely important stage of life. By the age of five, children's brains develop more rapidly than at any other time, and it is these early experiences, relationships, and environments that lay the foundations for lifelong learning, confidence, and wellbeing. Everything we do is guided by this understanding.

Our nursery provides a calm, homely, and inclusive environment where children are supported to follow their own individual developmental journey. We place strong emphasis on secure relationships, child-led play, and creating spaces that spark curiosity, imagination, and a genuine love of learning.

Our environment has been thoughtfully designed to support high-quality play-based learning, both indoors and outdoors. Children are encouraged to explore, investigate, and take appropriate risks in a safe and secure way. Regular opportunities to engage with our local community, gardens, and parks further enrich children's understanding of the world around them.

Our setting includes dedicated rooms for Babies, Toddlers, and Pre-school children, alongside a cosy sleep room and dining area, ensuring each child's needs are met with care, consistency, and routine throughout the day.

We are proud that our work has been recognised through our **Care Inspectorate Wales inspection**, which highlighted the positive relationships between children and staff, the quality of our environment, and the strong focus on children's wellbeing and development. This reflects the daily practice and values of our experienced and committed staff team.

Feedback from families consistently tells us that children settle quickly, feel happy and secure, and are excited to come to nursery. Parents frequently describe the nursery as warm, welcoming, and supportive, with communication and care being particular strengths.

"We are delighted with Abergavenny Nursery. Our daughter has been going there for a couple of months now and we can't imagine sending her anywhere else. Kate and her team are professional, kind, flexible, patient and understanding.

They are always happy for a chat when picking up or dropping off. It is also clear that they know the children so well, as we recently received a detailed and personalised report of how our daughter has progressed since she has been at nursery. It was so special to read how well they have got to know her in the short time she has been there. Thanks so much, and keep doing what you're doing!" (Parent feedback)

At Abergavenny Nursery, we believe that working in partnership with families is essential. Taking time to get to know each child, understanding their routines, interests, and needs, and maintaining open, honest communication with parents underpins everything we do.

We take great pride in watching our children grow, flourish, and develop confidence in themselves and the world around them.

We look forward to welcoming you and your family into our nursery community.

Kate Walsh

Director / Owner

Data Protection, Privacy & Policies

As part of the registration process, Abergavenny Nursery will ask you to provide personal and sensitive information about you and your child. This information is collected to ensure we can provide safe, appropriate, and high-quality care and is processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Personal data is only collected for legitimate purposes, stored securely, accessed only by authorised staff, and retained in line with legal, safeguarding, and regulatory requirements. Our full **Privacy Notice** explains how information is collected, used, shared, and stored and is available on request or via our website.

This registration form references several nursery policies and procedures, including those relating to safeguarding, health and safety, behaviour, complaints, data protection, and parental conduct. All nursery policies and procedures are available to parents and carers on request.

For transparency, we also publish a full list of our policies and procedures on our website within the **Key Documents** section. These documents are clearly linked to relevant legislation, Welsh Government regulations, and **Care Inspectorate Wales National Minimum Standards (NMS)**, enabling parents and carers to understand how our practice aligns with statutory requirements and regulatory expectations.

Abergavenny Nursery is registered with the **Information Commissioner's Office (ICO)** as a data controller. A copy of our ICO registration certificate is available on our website for parents and carers to view.

We encourage all parents and carers to familiarise themselves with these documents and to speak to a member of the management team if they have any questions or require further clarification.

Childs Details			
Childs Name		D.O.B	
Known as		Male/Female	
Ethnic Origin		Nationality	
First Language		Start date	

Parents/Carer Details			
1 st Contact Name		Relationship to Child	
Home Telephone		Mobile	
Emergency Number		Email	
Parents/Carer Details			
2 nd Contact Name		Relationship to Child	
Home Telephone		Mobile	
Emergency Number		Email	

Home Address			
Street			
Town		Post Code	

Medical and sleep routine			
Doctor Name		Surgery:	
Address and phone number			
Allergies			
Dietary Requirements			
Sleep routine and comfort needs			

Please note we are a nut free setting

Days Required																	
Circle each session Required – Eg AM is morning only PM is afternoon only. For a full day circle AM and PM. For a short day circle SD																	
All year						Term Time											
Mon			Tues			Wed			Thur			Fri					
AM	PM	SD	AM	PM	SD	AM	P M	SD	AM	PM	SD	A M	PM	SD			
Fees (1 st of April 2026 to 31 st March 2027)																	
Full Day 8am-6pm			£70.00			Half Day Am/pm			£38.00			Short Day 10-4 or 9-3			£45.00		

- All fees are inclusive of all meals, snacks, nappies, and wipes (**except for daily supplement charge for all funded children i.e Childcare offer and Flying Start**)
- There is a 10% discount for siblings, this will be deducted from the second child's fees.
- Invoices will be issued on the 25th day of each calendar month for the next month. Fees need to be paid by the 1st of the next calendar month.

Parents Contract

By signing this document, I accept the conditions as laid down in the Policy and Procedures file which I have read. Please ask a member of staff for details if needed.

Parent Contract & Agreement

By signing this registration form, I confirm that I have read, understood, and agree to the terms set out below and to the policies and procedures of Abergavenny Nursery, which form part of this agreement.

Notice Periods & Changes to Attendance

I agree to give six weeks' notice, in writing, of any changes to my child's attendance or of my intention to withdraw my child. Where notice is not given, one month's fees in lieu of notice will be charged.

(This does not include holidays for term-time contracts.)

Holidays & Fee Reductions

I agree to give one month's notice, in writing, of any holidays in order to claim my 50% reduction in fees for up to two weeks in one year. This will be calculated from my child's start date.

This offer does not apply to term-time contracts.

Absence & Fee Liability

I understand and agree that I will still pay full fees for any days my child is absent, other than the two weeks' holiday reduction as stated above.

Funded Childcare & Local Authority Payments

I understand that if, for any reason, the Local Authority fails to pay for the education or childcare offer for my child, whatever the reason may be, I will be liable to pay the outstanding fees as soon as possible following notification.

Fees & Payment Terms

I agree to pay fees by the 1st of the month in advance. If payment is not received on time, a £25 surcharge will be added. Any discounts offered become void when nursery fees are not paid on time.

Late Collection

We kindly ask that children are collected by their agreed collection time. Where a child is collected late, this may require us to extend staff working hours beyond the planned rota in order to maintain statutory staff-to-child ratios and ensure the continued safety and wellbeing of all children.

In such circumstances, a discretionary late collection fee of £25 may be applied and added to your invoice. This charge reflects the additional staffing and operational costs incurred. Persistent late collections may be addressed through further discussion.

Registration Fee

I enclose a £50 registration fee, which is non-refundable.

A place cannot be reserved until the registration fee is paid.

Abergavenny Nursery

Account Number: 77137779

Sort Code: 04-00-03

Changes to a Child's Circumstances

I agree to inform a senior member of staff verbally and in writing, immediately, of any changes to my child's circumstances, particularly where this information is detrimental to my child's health and safety, such as food allergies or medical needs.

Data Protection & Privacy

I agree to the Abergavenny Nursery GDPR Privacy Notice, which I have read and understood, and I consent to the processing of personal data in line with this notice.

Parent Conduct & Behaviour Expectations

It is the policy of Abergavenny Nursery that everyone who attends, works in, or visits the setting has the right to enjoy the service we provide. All who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.

Parents and carers are expected to uphold the nursery's values of honesty, respect, and kindness in all interactions relating to the nursery, including in person, online, or within private messaging groups.

While we understand that online groups such as WhatsApp, Facebook, or similar platforms are privately managed by parents, we ask that these spaces remain family-friendly and do not include inaccurate, confidential, or negative commentary about the nursery, its staff, or other families.

If parents are unsure about any nursery information, they should contact nursery management directly for factual clarification.

Behaviour that seriously undermines the nursery's reputation, breaches confidentiality, or causes distress to staff or families may be addressed under the nursery's Parent Code of Conduct and, in serious cases, could affect the continuation of a child's place.

Compliments, Concerns & Complaints

In the event of a compliment, concern, or complaint, Abergavenny Nursery welcomes discussion with parents and carers about the service they and their child can expect from us.

Please speak to Kate Walsh, or our Nursery Manager and/or refer to the nursery's Complaints Policy and Procedure.

All policies and procedures are listed on our website, or available on request.

If you remain concerned about the safety or security of the setting, you may contact the relevant CIW office:

Care Inspectorate Wales – South West Wales Region

Welsh Government Office, Rhydyar Business Park, Merthyr Tydfil, CF48 1UZ

Telephone: 0300 7900 126 mail: ciw.southeast@wales.gsi.gov.uk Website: www.ciw.org.uk

Parents / Guardian Signatures

Signature	Print Name	Date
Abergavenny Nursery		
Signature	Print Name	Date

First Aid treatment

At times your child may need basic First Aid and treatment.

Please tick what you are happy to be used on your child. You will always be informed of any bumps or grazes etc on your child's profile.

Item	Yes	No
Plasters		
Micropore tape		
Anti septic wipes (for cleaning cuts and grazes)		
Sudocrem		
Sunscreen		
Hand Sanitizer		
Dressings		

Parents / Guardian Signatures

I agree to inform the manager immediately if my child has any changes to the above or has any changes in medical requirements or allergies.

Childs Name		Date	
Parent/Carers Name		Signature	

Photograph Permission

We use a secure digital learning journal system to record observations, assessments, and photographs that support your child’s learning and development. Access to this system is restricted to authorised staff and parents or carers linked to the child.

Photographs and video may be taken as part of normal nursery activities, celebrations, and learning experiences. Images are handled in line with our Data Protection and Photography policies. **You may withdraw or amend your consent at any time by notifying the nursery in writing.**

	Yes	No
Child Development app personal to each child		
Emergency contacts		
Abergavenny Nursery related social media		
Advertising of the provider services		
None of the above		
Abergavenny Nursery may use children’s images for social media and advertising pages		
Yes, I consent to images of my child being used on social media and advertising pages after our care contract has ended.		
No, I do not consent to images of my child being used on social media and advertising pages after our care contract has ended.		

Parents / Guardian Signatures

I agree to inform the manager immediately if my child has any changes to the above or has any changes in medical requirements or allergies.

Childs Name		Date	
Parent/Carers Name		Signature	

Local Walks / Outings

We regularly take the children out on local walks. This may include local parks, gardens or the library. Appropriate risk assessments will always be carried out before doing so. It is a statutory requirement that we obtain permission to take your child on these local trips, This form covers all local trips of this nature.

Do you give permission for local walks / outings?	Yes	No	
Childs Name		Date	
Parent/Carers Name		Signature	

Authorised Contact

Abergavenny Nursery will only interact with or handover to anyone who has been included in the contact details below. The contract holders must notify the nursery ahead of time, or confirm in an emergency that one of the following will be in contact with us or will collect your child.

Child Details

Childs Name		Date of Birth	
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Parent's Carer's Details

Name		Relationship	
Address		Home Number	
		Mobile Number	
Name		Relationship to Child	
Address		Home Number	
		Mobile Number	

Emergency Details

Name		Relationship	
Address		Home Number	
		Mobile Number	

Authorised Pick Up

			Telephone	
Name		Relationship		
Name		Relationship		
Name		Relationship		

Parents / Guardian Signatures

I agree to inform the manager immediately if the contact arrangements change

Childs Name		Date	
Parent/Carers Name		Signature	



Example Weekly Menu

	Mon	Tues	Wed	Thur	Fri
Breakfast	A choice of cereal and Fresh Fruit				
Snack	Breadsticks +Dips +Carrots	Toast +Various +Toppings +Grapes	Crumpets + Blueberries	Toasted Teacakes +Banana	Pancakes +Strawberries
Lunch	Dinosaur Chicken Pie	Fishcakes +Sweet Pot Wedges	Roast beef dinner with Yorkshire pudding	Macaroni Cheese +Garlic Bread	Crunchy Cornflake Chicken +homemade chips +beans
Dinner	Varied Sandwiches Fresh fruit flapjacks	Savoury Muffins Fresh fruit Iced biscuits.	Soup and crusty bread Fresh fruit muffin	Beans on Toast Fresh fruit Sponge cake	Hot filled Wraps Fresh fruit Rice Krispie cake

All food is homemade and freshly prepared in our onsite kitchen.