



# Abergavenny Nursery

## Registration Pack

Updated 16<sup>th</sup> of March 2025

Welcome to our Nursery!

We are a new nursery based in the beautiful town of Abergavenny. I'm Kate and I have been an early year's teacher in the local area for the past eighteen years.

The early years is such an important time of our lives. By the age of five, our brains develop faster than at any other times of our lives. Our early experiences and surrounding play a crucial role in giving us the freedom and confidence to learn and grow.

Abergavenny Nursery is a homely, family setting where our little people are supported to fulfil their potential. Early experiences, building relationships and being comfortable in our surroundings are all pertinent and develop who we become. We believe that every one of our little people deserve early years filled with wonder and curiosity to spark their imagination.

Our environment has been created to support child led play-based learning full of wonder and awe. An environment where our little people are free to investigate and explore becoming lifelong learners.

Our Nursery is set up across three spacious main rooms- Babies, Toddlers and Pre-school. We also have a separate cosy sleep room and dining room.

Our Nursery has been carefully prepared ready for our little people to follow their own developmental journey. Our beautiful outside environment allows our children to explore the outside world whilst taking risks in a safe and secure environment. Exploring our local gardens and parks at every opportunity supports our children's ever-growing curiosity about the world in which they live.

We relish the opportunity to get to know every one of our little people and take great pride in watching them thrive and flourish.

I look forward to welcoming you into our Nursery family.

*Kate Walsh*

*In this pack we will be asking you to provide us with your personal data that we will store and process in accordance with the purpose it is being collected. Our GDPR policy is available on request.*

*All other policies and procedures are available on request.*

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

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

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	PM	SD	AM	PM	SD	AM	PM	SD			
Fees																	
Full Day 8am-6pm			£65.00			Half Day Am/pm			£33.00			Short Day 10-4 or 9-3			£40.00		
All fees are inclusive of all meals, snacks, nappies, and wipes.																	
There is a 10% discount for siblings, this will be deducted from the second child's fees.																	
Invoices will be issued on the 25 <sup>th</sup> day of each calendar month for the next month. Fees need to be paid by the 1 <sup>st</sup> 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.																	
<ul style="list-style-type: none"> <li>○ I agree to give six weeks' notice, in writing of any changes, or of intention to withdraw my child, a month's fees in lieu of notice will be charged. <b>(This does not include holidays for term time contracts)</b></li> <li>○ I agree to give one months' notice, in writing of any holidays to claim my 50% reduction in fees for up to two weeks in 1 year. This will be calculated from my child's start date. This offer does not apply to term time contracts.</li> <li>○ I understand and agree I will still pay full fees for any days my child's absent. Other than the 2 weeks holiday as stated above.</li> <li>○ I understand that if for any reason the Local Authority fails to pay for education or childcare offer for my child whatever the reason may be, I will be liable to pay the outstanding fees as soon after the notification as possible.</li> <li>○ I agree to pay fees by the 1st of the month in advance, or a £25 surcharge will be added.</li> <li>○ I enclose a registration fee of £50 which is non-refundable. (A place cannot be reserved until registration fee is paid) Abergavenny Nursery Acc no-77137779 SC-040003</li> <li>○ Any discounts offered become void when nursery fees are not paid on time.</li> <li>○ I agree to inform a senior member of staff verbally and written of any changes to my child's circumstances immediately. Especially if this information is detrimental to my child's health and safety. Such as food allergies etc.</li> <li>○ I agree to Abergavenny Nursery GDPR privacy notice which I have read and understood the terms of and signed and dated.</li> <li>○ It is our policy that everyone who attends, works in or visits Abergavenny Nursery has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.</li> </ul> <p>In the event of a compliment, concern or complaint Abergavenny Nursery welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to <b>Kate Walsh</b> and/or read the complaints policy and procedure. If you are still concerned about the safety or security</p>																	

of the setting please contact the relevant CIW office at: **CIW South West Wales Region. Welsh Government office, Rhydycar Business Park, Merthyr Tydfil, CF48 1UZ. Telephone number: 0300 7900 126 email: [ciw.southeast@wales.gsi.gov.uk](mailto:ciw.southeast@wales.gsi.gov.uk) and at [www.ciw.org.uk](http://www.ciw.org.uk).**

### Parents / Guardian Signatures

Signature		Print Name		Date	
Signature		Print Name		Date	

### Abergavenny Nursery

Signature		Print Name		Date	
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### 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

Whilst your child is in our care, we may take photographs which include your child either fully or in part.

For us to comply fully with your wishes please indicate below which of the following you give permission to include images of your child:

	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		
<b>Abergavenny Nursery may use children's images for social media and advertising pages</b>		
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.

<b>Childs Name</b>		<b>Date</b>	
<b>Parent/Carers Name</b>		<b>Signature</b>	

### 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?	<b>Yes</b>	<b>No</b>	
<b>Childs Name</b>		<b>Date</b>	
<b>Parent/Carers Name</b>		<b>Signature</b>	



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	
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				
M 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.**