



OUTSTANDING

OFSTED, JUNE 2017



3 FINLAY STREET, FULHAM, SW6 6HE

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0207 731 6648



# Welcome to the Little Tug Boat

Established in 1990, we have been caring for children in the local Fulham area for over 27 years. We are a small, independent family owned Nursery and our beautiful Victorian house is home to 34 children each day.

We understand what an important decision it is choosing the right Nursery for your child and for your family. At Tug Boat, we are committed to helping every child LEARN WELL in a loving and nurturing home from home environment. Most importantly, we celebrate every child's individuality to build confidence, creativity and independence through their early years.

We hope that over the coming pages, we are able to give you a flavour of our mission and what makes our Nursery special.

*the Tug Boat Crew x*

## Our mission

We are committed to ensuring every child at Tug Boat has both exceptional learning experiences and an environment which supports their health and well-being.

Simply put, we believe EVERY child should



IT IS BECAUSE OF THIS THAT WE INVEST IN THE HIGHEST QUALITY CREW AND CONSTANTLY REVIEW OUR CURRICULUM TO GIVE EVERY CHILD THE BEST LEARNING EXPERIENCES



IT IS WHY HAVING A CHEF WHO COOKS DELICIOUS, NUTRITIOUS HOMEMADE MEALS FROM SCRATCH, WITH HIGH QUALITY INGREDIENTS IS SO IMPORTANT TO US



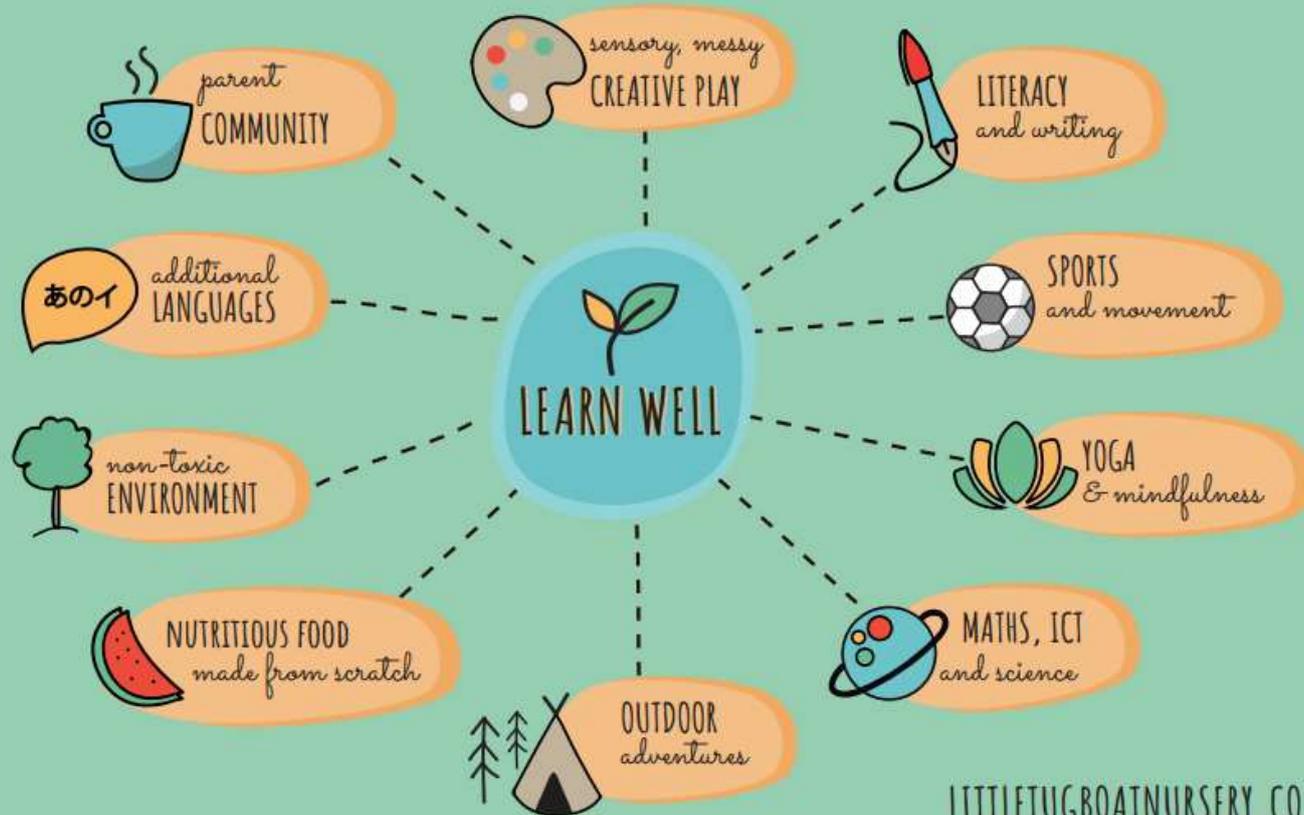
IT IS BECAUSE OF THIS WE STRIVE FOR A NON-TOXIC ENVIRONMENT – ONE WHERE WE CHOOSE TO USE PLANT BASED CLEANERS WHEREVER POSSIBLE, WHICH DO NOT LEAVE HARMFUL RESIDUES ON SURFACES OR FUMES IN THE AIR.



IT IS THE REASON WE INTRODUCE ACTIVITIES WHICH SUPPORT EVERY CHILD'S OVERALL WELL-BEING FROM AN EARLY AGE...FROM OUTDOOR ADVENTURES TO YOGA AND MINDFULNESS AND SPORTS SKILLS

# Learning at the Little Tug Boat

Our diverse Curriculum is rooted in the Early Years Foundation Stage (EYFS) and inspired by other philosophies including Montessori and Forest School.



## Our weekly timetable

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
あのイ additional LANGUAGES	OUTDOOR adventures	YOGA & mindfulness	SPORTS and movement	MUSICAL moments

# Meals at the Little Tug Boat

Food is so important at Tug Boat – after all, the children need plenty of energy for their busy days.

Our full-time Tug Boat Chef cooks delicious and nutritious homemade meals from scratch. Our varied menu includes dishes from around the world and plant-based meals, all developed to tantalize children's little tastebuds.

Our Chef carefully chooses high quality ingredients for every meal; our meat is free-range or organic, our dairy is organic with milk delivered daily by the milkman & fruit and veg is plentiful.

**WE ARE A NUT FREE NURSERY AND ARE ABLE TO SUPPORT CHILDREN WITH SPECIFIC DIETARY REQUIREMENTS.**

## Our Promise

-  Balanced menu full of wholegrains, high quality proteins, healthy fats and lots of fruit & veg
-  Made from scratch, and with love by the Tug Boat chef
-  High quality ingredients; our meat is free-range or organic, our dairy is organic with milk delivered daily by the milkman & fruit and veg is plentiful
-  Active reduction in products and ingredients containing anything artificial & no excess sugar or salt
-  Developed to engage the children through fun & creativity

## Sample Menu

BREAKFAST	AM SNACK	LUNCH	TEA
Scrambled Eggs with Wholemeal Toast	Oatcakes with Cream Cheese and Pear	Salmon and Broccoli Pasta Bake	Mixed Bean Curry with Vegetable Rice and Cherry Tomatoes (v)
Organic Yoghurt and Fresh Fruit		Sweetcorn Fresh Fruit	

Filtered water is available to the children throughout the day, and organic milk is served after our lunchtime sleep.

# The Little Tugboat Day Nursery Ltd

3 Finlay Street, London, SW6 6HE



<b>Inspection date</b>	1 June 2017
Previous inspection date	Not applicable

<b>The quality and standards of the early years provision</b>	<b>This inspection:</b>	<b>Outstanding</b>	<b>1</b>
	<b>Previous inspection:</b>	Not applicable	
Effectiveness of the leadership and management		Outstanding	1
Quality of teaching, learning and assessment		Outstanding	1
Personal development, behaviour and welfare		Outstanding	1
Outcomes for children		Outstanding	1

## Summary of key findings for parents

### This provision is outstanding

- The management team has a superb understanding of its role and provides highly effective leadership. It creates a very supportive culture and shares its clear vision for raising standards of teaching and care.
- Management and staff use highly effective ways to observe and monitor children's learning. They use the precise information to identify children's individual needs promptly, and to provide them with excellent support to close the gaps. All children, including those who have special educational needs and those learning English as an additional language, make rapid and sustained progress.
- Children gain exemplary skills in looking after themselves and their environment. For example, they remind their friends to line up and to wear their hat for the garden.
- Partnerships with parents are excellent. For instance, staff use exceptionally successful ways for engaging them to benefit children. Parents comment favourably and find staff are extremely creative in their teaching and approach.
- Partnerships with other professionals are superb. For example, staff form excellent communications with other early years settings, to ensure continuity in children's care and development.
- Staff follow highly effective procedures, including how to risk assess the environments, to help keep children safe. They supervise children extremely well.

## What the setting needs to do to improve further

### To further improve the quality of the early years provision the provider should:

- provide children with even greater opportunities to develop their interests in sensory play.

### Inspection activities

- The inspector observed the quality of teaching during activities indoors and outdoors. She spoke to staff and interacted with children at appropriate times.
- The inspector checked documents relating to the suitability and qualifications of staff and sampled documentation, including safeguarding procedures and children's records.
- The inspector reviewed the nursery's self-evaluation and discussed with members of the management team how they evaluate their provision and target improvements.
- The inspector spoke to parents and sampled surveys from them.
- The inspector carried out joint observations with the manager and deputy manager.

### Inspector

Marisol Hernandez-Garn



little tug boat nursery



OFSTED, JUNE 2017

# Waiting List Form

## Parents'/Guardians' Details

NAME:

TEL:

MOBILE:

EMAIL:

## Child's Details

NAME:

DATE OF BIRTH:

Days Requested (please state if you are flexible on these days):

Ideal Start Date:

How did you hear about us?

Signature

Date

IF YOU WISH TO JOIN OUR WAITING LIST PLEASE RETURN THIS FORM TO [MANAGER@LITTLETUGBOATNURSERY.CO.UK](mailto:MANAGER@LITTLETUGBOATNURSERY.CO.UK) AND  
TRANSFER £35 FEE TO OUR BANK ACCOUNT HSBC ACCOUNT NUMBER: 41605550 SORT CODE 400714  
PLEASE ADD YOUR CHILD'S FIRST NAME AND SURNAME AS THE REFERENCE

PLEASE NOTE THAT A PLACE ON THE WAITING LIST DOES NOT GUARANTEE A PLACE AT THE LITTLE TUG BOAT.  
THE REGISTRATION FEE IS NON-REFUNDABLE. WE ARE ONLY ABLE TO OFFER SHOWAROUNDS WHEN WE HAVE PLACES AVAILABLE TO OFFER.

THE LITTLE TUG BOAT WILL RETAIN THIS INFORMATION ON OUR WAITING LIST UNTIL A SPACE IS TAKEN OR YOU NOTIFY US THAT YOU NO LONGER REQUIRE THE SPACE. WE WILL  
USE THE CONTACT DETAILS YOU HAVE PROVIDED US TO GET IN TOUCH WITH YOU WHEN A SPACE BECOMES AVAILABLE AND TO PROVIDE YOU WITH GENERAL UPDATES ABOUT THE  
NURSERY. WE WILL NEVER SHARE YOUR DETAILS WITH ANY THIRD PARTIES.

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# Important Information

## OPENING HOURS:

8.00 – 18:30 Monday – Friday

The Nursery is closed on Bank Holidays & between Christmas & New Year  
(25<sup>th</sup> December 2019 – 1<sup>st</sup> January 2020 inclusive)

The Nursery is also closed on Friday 23<sup>rd</sup> August 2019 for Crew training

## 2019 MONTHLY FEES

£1849 - 5 days attendance per week

£1516 – 4 days attendance per week

£1156 – 3 days attendance per week

£781 – 2 days attendance per week

Full time sibling discount: 10% on eldest child's fees

Please note fees do not include nappies or excursions

Please see Full Terms & Conditions provided as part of your welcome pack

### UNIVERSAL 3-4 YEAR OLD FUNDING (15 hours)

- We are registered with the London Borough of Hammersmith and Fulham to offer the universal free place of up to 15 hours (per eligible child) per week
- The offer is based on 38 weeks per year, and as a provider of year round childcare, we stretch this offer across 51 weeks.
- Full fees are charged until a child becomes eligible to claim the universal free place, the term after they turn three years old.
- To access the universal 3-4 year old funding entitlement, you must agree to our 'Agreed additional services package' as detailed below and your child must attend a minimum of 2 days at the Little Tug Boat. Please note that it may be possible to access a completely free offer at another provider.

### UNIVERSAL 3-4 YEAR OLD FUNDING + EXTENDED 15 HOURS ENTITLEMENT (30 hours)

- We are registered with the London Borough of Hammersmith and Fulham to offer the universal free place plus extended 15 hours entitlement (per eligible child) per week
- The offer is based on 38 weeks per year, and as a provider of year round childcare, we stretch this offer across 51 weeks.
- Full fees are charged until a child becomes eligible to claim the entitlement, the term after they turn three years old.
- Parents need to apply at <https://childcaresupport.tax.service.gov.uk/par/app/applynow>
- If you are successful you will be given an 11 digit eligibility. You will need to reapply for the additional 15 hours every 3 months. For us to administer the 30 hour offer we require the following information:
  - 30 hour eligibility code (known as DERN)
  - Parent/s name
  - Address and Postcode
  - Parent's National Insurance Number
  - Name of child and DOB of child
  - Parents written consent for the Nursery to contact the Local Authority to check eligibility
- Please note the Local Authority and Little Tug Boat have no role in the application process; if the voucher code is not accepted you will be required to contact HMRC.
- To access the extended 3-4 year old funding entitlement (30 hours), you must agree to our 'Agreed additional services package' as detailed below and your child must attend a minimum of 3 days at the Little Tug Boat. Please note that it may be possible to access a completely free offer at another provider.

### ADDITIONAL SERVICES FEES

Agreed Additional services package: Includes our highly qualified team which goes significantly over and above Ofsted requirements, 3 meals and 1 snacks per day, extended opening hours, an enriched curriculum which includes a variety of classes and teaching pedagogues, consumables such as sun cream and Nursery parties.

## FAQ's

### WHAT ARE THE STAFF TO CHILDREN RATIOS ACROSS THE AGE GROUPS?

We comply to ratios as defined by Ofsted. These are

- 1 member of Crew: 3 children for those under the age of 2 years
- 1 member of Crew : 4 children for those aged 2 -3 years
- 1 member of Crew: 8 children for those aged 3 years and above

We choose to employ Crew who hold a minimum Level 3 qualification in childcare in order to maintain outstanding learning experiences for every child. We also have a number of members of staff who hold full and relevant Level 6, Qualified Teacher Status or Bachelor of Arts degrees. We may employ apprentices who are studying for their Level 3 qualifications as permanent floaters, as we are passionate about supporting the training and development of the next generation of teachers. The qualifications held by our crew significantly exceed the requirements set by Ofsted.

For the health & safety of all of children, our Crew are also all Paediatric First Aid trained.

### WHAT CURRICULUM DO YOU FOLLOW?

We follow the Early Years Foundation Stage (EYFS). We plan our days around the individual interests of each child using the framework of the seven areas of learning and development, and ensuring they are delivered in a way which promote the characteristics of effective learning.

We also take inspiration from other teaching philosophies to ensure a well-rounded approach to our learning; from our Outdoor Exploration sessions inspired by Forest School, to integrating practical life skills from the Montessori approach.

### WHAT IS THE ADMISSIONS POLICY?

If you would like to join our waiting list for a space at Tug Boat, please complete and return the waiting list form along with the registration fee. The registration fee is non-refundable and does not guarantee a space at the Nursery.

As a small Nursery, we offer showarounds once we know a relevant space is becoming available. On accepting a place with us, a deposit of £250 is payable within 5 working days to secure the space.

### WHAT IS THE SETTLING PROCESS FOR MY CHILD?

When you start with us at Tug Boat, you will first be invited to come in for a "Hello meeting". Here you will tell us all about your child using an All About Me form. This meeting will be followed by your child's first settling session, which will last about an hour. At this time, you will spend some time in the room with your child as they explore their surroundings and meet their new teachers and other children. The second settling session will follow within the next day or two, and this time you will spend some time in the room with your child and then leave them to spend some time in there without you.

Each settling session lasts about one hour and is free of charge. Settling sessions should be scheduled as close to possible to your first day at Tug Boat to support the transition. Should we feel your child requires additional settling sessions, this will be discussed with the Nursery Manager.

### WHAT DOES MY CHILD NEED FOR THEIR FIRST DAY?

On joining Tug Boat, you will be given a school bag to put your child's bits and pieces in. Parents are required to provide nappies, specific brands of formula or follow on milk (Aptamil is provided) and specific bottles/ teets, along with some spare clothes, labelled with your child's name.

## IS THERE A UNIFORM?

Your child is not required to wear a uniform at Tug Boat. We do ask that you dress your child in clothes that you are happy for them to get messy in. We enjoy lots of messy play at Tug Boat so we also ask you to pack a set of spare clothes for your child every day – which should be labelled clearly with your child's name.

During the colder, wetter months, we ask you to supply appropriate waterproofs and wellies and swimming nappies for the warmer months. The children enjoy time outdoors every day, whatever the weather and we therefore ask you to ensure they have appropriate clothing to enable this.

If your child is taken on a big outing, you will be required to purchase a Tug Boat jumper.

## WHAT IS THE KEY PERSON SYSTEM?

Every child in the Nursery has a key person. This teacher will be responsible for ensuring your child's learning and development is on track and will complete their learning journeys and end of term reports. As a small Nursery however, we pride ourselves in every member of Crew in your child's room knowing your child inside out, as well as their key person.

Your key child's key person will be assigned once your child has been with us a few weeks. This gives us the opportunity to see if there is someone your child and you form a particular bond with, thereby ensuring the best interests of your child are always at the heart of the decisions we make.

## HOW CAN I KEEP UP TO DATE WITH MY CHILD'S LEARNING?

We know that as parents you are the primary and most important educators for your child. At the end of every day at Tug Boat, you will receive detailed feedback on what your child has been doing. In addition, you can have access to your child's learning journey at any time, as well as the weekly plan of activities for the classroom. You will receive a monthly update of all the goings on in your child's classroom and there are daily meeting slots available at 8am and 5.30pm with our Crew should you wish to discuss any aspect of your child's learning and development with us.

We also welcome more informal communication with our families, so feel free to pop in for a chat with the Manager, send us an email or give us a call at any time.

## HOW CAN I GET INVOLVED WITH NURSERY LIFE?

We love parents getting involved in daily life at Nursery. Whether it's coming in to read a story for the children, accompanying the children to Bishop's Park and other outings or contributing ideas to the children's chosen topic of the month...there are lots of ways to get involved.

We also have a number of wonderful events during the year from various children's parties to our Tug Boat Talks and social drinks evenings.

## HOW CAN I ACCESS NURSERY POLICIES?

We have a comprehensive set of policies, some of which will be sent to you as part of your Welcome Pack on joining Tug Boat. Please speak to the Nursery Manager should you wish to see or discuss any specific Tug Boat policies.

## DO YOU ACCEPT CHILDCARE VOUCHERS?

Yes, we accept childcare vouchers from all providers.

## DO YOU OFFER 2 YEAR OLD AND 3-4 YEAR FUNDING?

We do not offer 2 year old funded spaces at Tug Boat. We do offer universal 15 hours entitlement and extended 15 hours funding for eligible 3-4 year olds as part of your total hours with us. Please speak to the Manager for further information.

IN THESE TERMS AND CONDITIONS:

- I) "THE NURSERY" IS THE LITTLE TUG BOAT DAY NURSERY SITUATED AT 3 FINLAY STREET, FULHAM, SW6 6HE.
- II) "THE PARENTS" ARE THE PARENT(S) OR GUARDIAN(S) OR THE PERSON RESPONSIBLE FOR ANY CHILD ATTENDING THE NURSERY.

1. REGISTRATION

A REGISTRATION FEE SHALL BE PAID BY THE PARENT/ GUARDIAN TO THE NURSERY ON THE SUBMISSION OF A COMPLETED REGISTRATION FORM AND THAT FEE SHALL NOT BE RETURNABLE IF A PLACE CANNOT BE OFFERED ON THE DATE AND DAYS REQUIRED, NOR SHOULD THE SPACE NOT SUBSEQUENTLY BE TAKEN UP.

2. OFFER ACCEPTANCE

A DEPOSIT OF £250 SHALL BE PAID BY THE PARENT/GUARDIAN TO THE NURSERY WITHIN 5 WORKING DAYS OF ACCEPTANCE OF THE OFFER. THIS DEPOSIT SHALL NOT BE RETURNABLE UNLESS 8 FULL WEEKS' NOTICE IN WRITING IS PROVIDED TO THE NURSERY MANAGER. THE DEPOSIT SHALL BE RETURNED TO THE PARENT/GUARDIAN ON LEAVING THE NURSERY, MINUS ANY OUTSTANDING COSTS. THE DEPOSIT IS NOT DEDUCTIBLE FROM THE FIRST MONTH'S FEES.

3. PAYMENT OF NURSERY FEES

- I) PAYMENT OF NURSERY FEES TO THE NURSERY FOR THE CHILD'S ATTENDANCE AT THE NURSERY SHALL BE MADE BY THE PARENT/GUARDIAN MONTHLY, IN ADVANCE, BY THE FIRST DAY OF EACH MONTH (THE DUE DATE).
- II) IF THE PAYMENT OF FEES REFERRED TO IN ABOVE SHALL BE OUTSTANDING FOR MORE THAN 14 DAYS THEN THE NURSERY WILL CHARGE £50 FOR LATE PAYMENT AND MAY SERVE 14 DAYS' NOTICE IN WRITING TO TERMINATE THIS CONTRACT. UPON TERMINATION OF THIS CONTRACT THE CHILD SHALL CEASE FORTHWITH TO BE ADMITTED TO THE NURSERY, AND THE NURSERY'S NOTICE TO SO TERMINATE SHALL BE REGARDED AS A FORMAL DEMAND FOR ALL OUTSTANDING MONIES.
- III) IN THE EVENT OF THE FEES OR ANY OTHER SUM PAYABLE BY THE PARENTS TO THE NURSERY BEING UNPAID AND OUTSTANDING THE CHILD MAY, ON NOTICE IN WRITING TO THE PARENTS, BE REQUIRED TO CEASE ATTENDANCE AT THE NURSERY UNLESS PAYMENT OF THE FULL AMOUNT OWING IS PAID TO THE NURSERY IMMEDIATELY.
- IV) THE NURSERY RESERVES THE RIGHT TO INCREASE THE SAID FEES AT ANY TIME UPON GIVING TWO CALENDAR MONTH'S WRITTEN NOTICE OF THE INCREASE TO THE PARENT/GUARDIAN.

4. OPENING HOURS AND CALCULATION OF NURSERY FEES

- I) THE USUAL OPENING HOURS OF THE NURSERY ARE 08:00 UNTIL 18:30. IN EXCEPTIONAL CIRCUMSTANCES, THE NURSERY RESERVES THE RIGHT TO OPEN LATER OR CLOSE EARLIER, AND WILL ATTEMPT TO ADVISE PARENTS OF THESE CHANGES AT LEAST 5 WORKING DAYS IN ADVANCE.
- II) THE NURSERY WILL CLOSE AT 5.30PM ON THE DAY OF THE CHILDREN'S ANNUAL CHRISTMAS PARTY AND AT 15:00 ON THE LAST WORKING DAY BEFORE CHRISTMAS DAY.
- III) THE NURSERY WILL BE CLOSED ON UK BANK HOLIDAYS AND FOR CHRISTMAS DAY UNTIL NEW YEAR'S DAY.
- IV) A PART TIME NURSERY PLACE MUST ALWAYS BE TAKEN WITH A MONDAY OR FRIDAY.
- V) THE NURSERY DOES NOT PERMIT THE PRO-RATA REDUCTION OF PAYMENT FEES IF THE CHILD IS ABSENT FROM THE NURSERY DUE TO ILLNESS OR HOLIDAYS WHILST THE NURSERY IS OPEN. THE PARENT/GUARDIAN IS THEREFORE OBLIGED TO MAKE FULL PAYMENT. IN THE EVENT OF PAYMENT NOT BEING MADE THEN THE NURSERY RESERVES ITS RIGHT TO TERMINATE THIS AGREEMENT IN ACCORDANCE WITH CLAUSE 3(II).

5. CANCELLATION/ TERMINATION

- I) ONCE THE NURSERY HAS RECEIVED A DEPOSIT FOR THE OFFERED PLACE, PARENTS SHALL GIVE 8 FULL WEEKS' NOTICE IN WRITING WHEN THEY WISH TO WITHDRAW THEIR CHILD FROM THE NURSERY OR NOT TAKE UP THE PLACE. CANCELLATION SHALL RENDER THE PARENTS LIABLE TO FULL PAYMENT OF THE 8 WEEKS FEES.
- II) PARENTS SHALL GIVE 8 FULL WEEKS' NOTICE IN WRITING WHEN THEY WISH TO REDUCE THE NUMBER OF DAYS THEIR CHILD ATTENDS THE NURSERY. IF THIS REDUCTION IN DAYS CANNOT BE FILLED FROM THE WAITING LIST THEN THE NURSERY RESERVES THE RIGHT TO GIVE 8 WEEKS' NOTICE TO THE PARENTS OF TERMINATION OF CONTRACT.
- III) IN EITHER CASE, NOTICE MUST BE PROVIDED IN WRITING TO THE NURSERY MANAGER.

6. NON-SOLICITATION OF STAFF

THE PARENT/GUARDIAN OF THE CHILD, THE SUBJECT OF THIS REGISTRATION FORM, HEREBY AGREES THAT DURING THE TERM OF THIS AGREEMENT AND FOR THE PERIOD OF SIX MONTHS FOLLOWING ITS TERMINATION (HOWSOEVER TERMINATED) THAT HE /SHE WILL NOT SEEK TO EMPLOY, ENTICE AWAY OR ATTEMPT TO ENTICE AWAY FROM THE EMPLOYMENT OF THE LITTLE TUG BOAT DAY NURSERY LTD ("THE COMPANY") ANY PERSON OR PERSONS EMPLOYED BY THE COMPANY AT THE DATE OF TERMINATION OF THE AGREEMENT BETWEEN THE COMPANY AND THE PARENT/GUARDIAN OR ANY PERSON OR PERSONS WHO WAS EMPLOYED BY THE COMPANY IN THE SIX MONTHS PRECEDING THE DATE OF TERMINATION OF THE AGREEMENT BETWEEN THE PARENT/GUARDIAN AND THE COMPANY. IF THE PARENT/GUARDIAN SHALL BREACH THE AFOREMENTIONED CLAUSE THEN HE/SHE SHALL INDEMNIFY THE COMPANY FULLY IN RESPECT OF ALL AND ANY COSTS, CLAIMS, DAMAGES AND EXPENSES INCURRED BY THE COMPANY AS A RESULT OF THE AFOREMENTIONED BREACH TO INCLUDE THE COST OF REPLACING THE SAID MEMBER OF STAFF TO INCLUDE, BUT NOT LIMITED TO AGENCY FEES, ADVERTISING COSTS, MANAGEMENT TIME IN INTERVIEWING AND ALL SUCH OTHER COSTS REASONABLY AND NECESSARILY INCURRED BY THE COMPANY IN REPLACING THE MEMBER OF STAFF TOGETHER WITH ALL LEGAL FEES AND DISBURSEMENTS.

7. GENERAL

- I) PARENTS ARE REQUIRED TO INFORM THE NURSERY OF ANY CHANGES OF CIRCUMSTANCES IMMEDIATELY SO THAT THE NURSERY CAN KEEP THE CHILD'S REGISTRATION DETAILS UP TO DATE
- II) PARENTS ARE REQUIRED TO DISCLOSE TO THE NURSERY AS SOON AS THEY ARE AWARE OF ANY ABNORMALITY, INFECTION OR ALLERGY THAT AFFECTS OR MAY AFFECT THE CHILD OR OTHER CHILDREN OR STAFF WITHIN THE NURSERY
- III) THE CHILD WILL ONLY BE RETURNED TO THE CUSTODY OF THE PERSON(S) NAMED ON THE PERSONAL DETAILS FORM UNLESS PRIOR ARRANGEMENTS ARE MADE BY THE PARENTS WITH THE NURSERY. PLEASE READ OUR CHILD COLLECTION POLICY EMAILED TO YOU ON JOINING THE NURSERY.
- IV) WHEN PROVIDING YOU WITH NURSERY SERVICES, WE MAY COLLECT INFORMATION ON INDIVIDUALS CONNECTED TO YOUR CHILD FROM YOU. THIS COULD INCLUDE NANNIES, FAMILY MEMBERS OR FRIENDS WHO YOU LIST AS EMERGENCY CONTACTS. PLEASE ENSURE THESE INDIVIDUALS HAVE BEEN MADE AWARE OF OUR PRIVACY NOTICE. IF YOU, OR ANYONE ELSE ON YOUR BEHALF, HAS PROVIDED OR PROVIDES PERSONAL INFORMATION ON AN INDIVIDUAL TO US, YOU OR THEY MUST FIRST ENSURE THAT YOU OR THEY HAVE THE AUTHORITY TO DO SO
- IV) THE NURSERY RESERVES THE RIGHT AT ANY TIME TO REFUSE ADMISSION TO AND/OR SEND HOME ANY CHILD WHOM THE NURSERY CONSIDERS IS OR MAY BE UNWELL OR SUFFERING FROM ANY CONTAGIOUS ILLNESS.
- V) WE WILL USE THE CONTACT DETAILS YOU HAVE PROVIDED US TO REGULARLY GET IN TOUCH WITH YOU TO UPDATE YOU ABOUT THE NURSERY, GENERAL DEVELOPMENTS AND TO INFORM YOU OF ANY TOPICS RELATING TO YOUR CHILD'S HEALTH AND WELLBEING.
- VI) THE NURSERY OPERATES IN COMPLIANCE WITH THE EARLY YEARS FOUNDATION STAGE AND THE CHILDREN WILL BE CARED FOR WITHIN THIS FRAMEWORK. PARENTS ARE REQUIRED TO COMPLY WITH ALL NURSERY POLICIES AND PROCEDURES. THESE ARE SENT TO YOU AS PART OF YOUR WELCOME PACK AND ARE ALSO AVAILABLE TO VIEW AT A PRE-ARRANGED TIME WITH THE NURSERY MANAGER.
- VII) PARENTS ARE NOT PERMITTED TO SHARE ANY IDENTIFYING PHOTOGRAPHS OR RECORDINGS OF THE SETTING OR ANY CHILD AT THE SETTING FOR ANY PURPOSE AND ARE PERMITTED FROM TAKING ANY PHOTOS WITHOUT PRIOR CONSENT FROM THE MANAGER.

IT IS YOUR RESPONSIBILITY TO LET US KNOW IF YOU WISH TO CHANGE OR WITHDRAW YOUR CONSENT AT ANY TIME.

ACCEPTANCE

THE PARENT/ GUARDIAN HAS READ AND UNDERSTANDS THE TERMS & CONDITIONS CONTAINED AND UNDERTAKES TO BE BOUND BY THE SAME.



FOR FURTHER INFORMATION, PLEASE FEEL FREE TO GET IN TOUCH WITH CINDY,  
OUR MANAGER. WE LOOK FORWARD TO HEARING FROM YOU.

Tel: 0207 731 6648

Email: [manager@littletugboatnursery.co.uk](mailto:manager@littletugboatnursery.co.uk)