



Little Bird's Nest Pre-school

OFSTED Reg'n No. 2641991

2026- 2027 Registration Booking

Email: Littlebirdsnestpreschool@gmail.com

Phone: 07542958380

Website: www.littlebirdsnestpreschool.com

<u>Times</u>	<u>Cost</u>
9:00am – 12:00	£19.50
12:00 – 3:00pm	£19.50
9:00am – 3:00pm	£39.00
9:00am – 1:00pm including lunch	£26.00
Hourly rate	£6.50
Late collection charge	£5.00 per 5 mins
Late payment fee	£10.00 per week late

£39.00 registration fee to secure your child's place. Registration fee is non-refundable if place is cancelled.

Bank details: Santander. Clare Harding. Sort code: 09-01-29. Account number: 58016668

Alterations to contracts must be in writing or with a new form. A period of a half term is required if you no longer need a place for your child.

Non-attendance with Notification.

Permanent place:

Once booked, if a child does not attend for any reason (including illness and holidays), you will still be charged for this place. Notification must be made by 8.30am at the latest.

Please call **07542 958380** to notify a member of staff.

Non-attendance without Notification.

If no notice is given for your child absence, a member of staff will telephone to see if everything is ok.

GDPR

We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using your personal data.



Booking Contract 2026/27

Please tick which sessions you require.

Childs Name:					
	Monday 9am – 3pm	Tuesday 9am – 3pm	Wednesday 9am – 3pm	Thursday 9am – 3pm	Friday 9am – 12pm
AM 9 - 12					
PM 12 - 3					XXXXXX
This contract is for the year, unless we receive written alterations. A period of a half term is required if you no longer need a place for your child.					
Parent/Carer's signature in booking contract agreement:					
Date:					

I hereby consent for my child to take up a place at this Little Bird's Nest Pre-school, according to the terms and conditions set out in its policies and procedures (available at the pre-school). I have understood the expectations and obligations relating to both myself and the pre-school and agree to abide by them.

FEES ARE PAID IN ADVANCE. Half a terms payment is due. I understand that late payment of fees will jeopardise my child's placement at the club.

I confirm that the information given above is correct, and I promise to contact the manager as soon as any of the details change.

If you have any questions or comments, please get in touch with the manager.

Child Protection and other Policies, and the latest OFSTED report are available for reference, on the Parents Notice Board, please feel free to read and then sign the sheet.

Signature of Parent/Carer:

Date:

Alterations to contracts must be in writing or with a new form. A period of a half term is required if your no longer need a place for your child.

Yours faithfully,

Clare Harding BA (Hons) Manager



Ofsted's complaints: Piccadilly Gate, Store Street, Manchester, M1 2WD, 0300 123 1231, enquiries@ofsted.uk

Little Bird's Nest Pre-school

Registration Form

Child's Details

Date of Registration:

First name:	Surname:	What s/he likes to be called:
Date of birth:	First language:	Gender:

Parent/Guardian details

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address: (please make it clear)			Email address: (please make it clear)		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No (If yes, please provide details on separate sheet)					

Emergency Contact Details (please provide details of two people we can contact if we are unable to get hold of you. **This must be completed.**)

1. Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
2. Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name of Doctor:		



Child's Doctor

Address:	Telephone:
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About your child

Please detail any additional/special needs your child has: (please provide full details)
Any Other Relevant Information i.e. any conditions or complications at birth we may need to know:
Please detail any dietary requirements, allergies, health issues, convulsions etc. for your child: (please provide full details)
I give permission for any necessary medical treatment to be carried out on my child should she/he be presented at hospital or be given first aid at Little Bird's Nest Pre-school as required by a member of staff. YES / NO Sign:
I give / do not give permission for my child's photo to be used in the closed Facebook page (Only other parents from the setting will be accepted). YES / NO sign:
Do you consent for members of staff at the Little Bird's Nest Pre-school to apply sun cream to your child in hot conditions? Please supply your child's sun cream. YES / NO sign:
Names of all the people authorised to collect your child: (Only the people listed here can collect from pre-school)
Password for new people collecting your child:

Signature of Parent/Carer

Date:

Notes:



Privacy Notice for Children, Parents and Guardians.

Little Bird's Nest Pre-school collect and process information about you and your child to comply with statutory requirements.

We use your data to;

- Support pupil learning.
- Monitor and report on pupil progress.
- To provide care for the children.
- To safeguard the children.
- In case of emergency.

The categories of information that we collect, hold and share if necessary is;

- Parents, guardians and child's personal information (eg name and addresses).
- Characteristics such as gender and language.
- Attendance information for our register for safeguarding.
- Assessment information for the pre-school.
- Relevant medical information.
- Behavioural information.
- Authorised person's names and phone numbers for collection.
- Dietary requirements.

Collecting Information.

All the information that we hold is mandatory and complies with the statutory requirements, without it we will not be able to provide the service you require.

Storing Data.

We hold information about you and your child until the child has left the school or outstanding balance is paid in full.

How Will Your Data Be Stored?

It will be stored securely in the Little Bird's Nest pre-school room on the hall premises in a locked cupboard.

How Will Your Data Be Deleted?

Your personal data will be destroyed in the security document shredder bin

Who Do We Share The Data With?



Assessment, behavioural, accident or incident information will be shared with the parents / carers, medical staff for medical reasons and schoolteacher when starting school.

Partner agencies for safeguarding reasons of a child (eg social services).

Emergency services if ever required.

Debt collector if all other methods have been exhausted (last option).

Why We Share Your Data?

We do not share any information about you or your child with anyone without consent unless the law allows us to do so. We would share information without consent if there was a safeguarding reason to do so.

Subject Access Request (SAR) to Your Personal Data.

You have the right under the General Data Protection Regulation to request a copy of your information and to know what it is used for and how it has been shared. To make a request for your personal information contact Little Bird's Nest Pre-school and we will provide the details within one month.

You have the right to: - object to the processing of the personal data that is likely to cause or is causing distress or damage have inaccurate personal data corrected, erased or destroyed. However, in doing so we will not be able to provide the service you require.

If you have a concern about how we collect your data, how it is stored or how we are using it, you should talk to us first, or go direct to the Information Commissioners Office (ICO) at

<https://ico.org.uk/concerns/>

Data Protection Officer.

If you want to discuss anything in the Privacy Notice please contact the Data Protection Officer, Clare Harding at Little Bird's Nest Ltd. St Anne's Church Hall. Nursery Lane. Wilmslow. Cheshire. SK9 2JG. Telephone number: 07542 958380 or at Littlebirdsnestpreschool@gmail.com

Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.

Signed: _____ Date: _____

Name: _____



Little Bird's Nest Pre-school

Starting Pre-school profile

Name: _____ **Date of birth:** _____

Date of entry to Pre-school: _____ **Age at entry:** _____

Please could you complete this form before your child starts the pre-school? This will give us a better picture and background of your child and aid us settle your child into the pre-school environment. As much detail as possible would be great. If you have any questions about this form, please contact us at Littlebirdsnestpreschool@gmail.com.

Names of family members/significant people close to child.

Any previous experience of nursery/playgroup/pre-school.

What are your child's current play/toy interests?

What other sort of things does your child like to do/show interest in/talk about?

How well and how often does your child play with other children?

What can you tell us about the way your child's language is developing? Is their speech clear to understand? Can they ask for things clearly?



How does your child respond to new people/situations?

What does your child feel about sitting and listening to stories/looking at books? Any favourites?

What does your child like to watch on TV/DVD?

What does your child feel about imaginative play, and/or activities such as drawing/counting/building/painting/

Tell us about your child's physical skills. What does she/he like to do? Confident or hesitant? Run/climb etc.

What do you think your child will like about pre-school?

Do you have any concerns or worries about your child's development?

Is there any other information you want to give us that would help your child to settle in?

Anything else you need to know from us?