



16 Station Lane, Woodlesford, Leeds, LS26 8RA Tel: 0113 205 9449

Dear Prospective Parent/Carer

WELCOME TO JOLLIES!! We hope the following information will help you decide whether we are the right nursery for you and your little one. We cannot show you around in person at present, but we will happily organise a virtual tour for you via FaceTime or What's App if you email us to arrange one at jollygiraffes@yahoo.co.uk or if you have any questions you'd like to ask us after reading this please do give us a ring on 0113 205 9449.

A little bit about us...

- Sian and Tracey, who both manage the nursery on a daily basis, are friends who met through teaching (both were primary school teachers and are extensively trained in the Early Years and both hold Early Years Professional Status alongside their teaching qualifications) and they opened Jolly Giraffes as they had a vision for what they believed quality Early Years care should look like for young children. Their insight as mummies to five and their passion has driven the nursery forwards ever since and has enabled it to grow and develop and ultimately always strive to be the best it can possibly be... As for our staff team, our children and their families Jollies is so much more than 'just a nursery'... it is about being part of a family... Our Jolly Family!
- We have been open for 16 years and have helped literally hundreds and hundreds of children to blossom and grow and they have left us ready to embark upon school life and continue onwards on their journey to reach their full potential in life (we are proud that by working in partnership with parents/carers we have given our children 'roots to grow and wings to fly'...).
- We have a lovely consistent staff team who are thoroughly checked, well qualified and very experienced and they are brilliant at responding to our children's differing needs and interests (please see our website for Team Jollies' lovely photos and further info about all their qualifications).
- Jollies strives to be a 'home from home' for our children; our environment is cosy, inviting, organised, educational, but most of all clean, safe and so much fun for our little ones as they are supported and challenged to learn through their play each

and every day.

- We are not clinical, but we are clean and the chaos you see is organised chaos and screams out 'children having fun here!!' to all who look! If it was clinical, neat, tidy and immaculate would you not wonder what your children were getting up to (learning!) all day? We believe the messier, crazier and more 'hands on' the better, as it shows children are investigating, exploring, experiencing and generally learning about the big wonderful world around them and all the exciting possibilities it has to offer them as they are supported and challenged through the guidance of intuitive, loving, caring and supportive key people who know exactly what 'makes them tick'.
- We are Ofsted registered and our latest report can be found either on the Ofsted site or on our website, but we believe this only offers a snapshot into nursery life and it should be viewed alongside further information gained from our website and open Facebook page and, most importantly, from the insight of our current and past parents/carers as they are the people who know us best of all and use us day in/day out, year after year... Are you reading this because we have been recommended to you? For most of the families who join us this has been the case... Also when you come on our tour with us you will see us in action and you can then become the expert and judge whether we are the right choice for you... do you get that 'gut feeling' whilst exploring Jollies? Can you imagine leaving your bundle of fun in our care?
- Our children are total 'foodies' and we spend the whole day eating!! We have breakfast, snack, lunch, snack and then tea... we drink milk and water throughout the day. All meals are home-cooked on-site daily using quality fresh ingredients and we do not have any rolling weekly menu rotas. Instead we just ensure that our children eat a variety of dishes (meat, fish, chicken, pasta, rice... all served with, or jam-packed full of, veggies!) throughout their time at nursery and many children influence the snack choices made for their room on a daily basis as they get to choose... (Literally anything from watermelon, pineapple, cheese and crackers with grapes, hummus, breadsticks, carrot and cucumber sticks, strawberries, satsumas and apples... the possibilities are endless!) Naturally we cater for allergies/food intolerances, so all you need to do is let us know so your child's needs can be met.
- Eating is a very social time and the power of peer-influence and the excitement of food times at nursery often sees our parents commenting upon how they are amazed their children try and indeed eat such a wide variety of foods... many have children who have been 'veg dodgers' at home love life eating at nursery! Long may this healthy attitude towards food continue for all our children...

- Our current daily rate is £52.00 (this is reviewed annually and any changes made take effect from 1 January each year) We are open all year round apart from weekends, Bank Holidays and the week between Christmas and New Year. You do not pay for Bank Holidays at our nursery.
- When your child joins us they will be given an invoice and fees are payable at the start of the month, in advance, for the month ahead. All the days your child attends will be added up for the whole year and then divided by the number of months left from the point they join us, so you get a regular monthly amount to pay for the year.
- Unless your child is taking up a 'funded' place with us, in which case they will receive three different invoices throughout the year (January-April/May-August/September - December) whose regular monthly amounts reflect the differing funding levels received due to differing term lengths. There is a whole host of paperwork and info surrounding funded places and Sian will guide you through the whole process as you apply for the necessary codes etc. She can also give you further information prior to your child starting with us about what funded places look like at Jolly Giraffes and the consumables charge that we have etc. Please note places are 'funded', and not 'FREE' (although the education funding is free at point of delivery) as we are not a term-time only establishment and we are open daily beyond the hours of a school. Please ring us on 0113 205 9449 to find out more and ask for Sian, as she is the expert in this area.
- Sian will also be able to talk you through Tax Free Childcare and other schemes that may be available to help you with the payment of nursery fees.
- Staff Meetings... we close at 16.00 on the following dates to enable whole team training to take place (although currently this is facilitated across individual room team bubbles due to Covid restrictions) The early closing dates for 2021 are as follows (please note you do not pay for these hours):

Friday 22 January
Thursday 25 March
Wednesday 19 May
Tuesday 21 September
Monday 29 November

This year we close at 12.30 on Friday 24 December and re-open at 7.30 on Tuesday 4 January 2022

- Nursery is the place for well children only so they can gain the most fun and enjoyment out of their time with us. We know that you would not send your little one

in if they were not well enough to cope with the busy nursery day, as on these occasions they simply need rest at home and mummy/daddy cuddles (...oh the magic power these have!!)

- We adhere strictly to the Public Health Agency's 'Guidance on infection control in schools and other childcare settings' please see copy at the back of this pack so you can be fully informed of any required exclusion times etc. We also follow Covid-19 government guidelines closely too to protect our Jolly Family.
- We can administer prescribed medication and further details of all our procedures (and required forms etc) are contained within our welcome pack, given to our parents as part of the joining process.
- Children will inevitably have accidents as they begin to crawl and walk and later explore the full, wonderful capabilities of their bodies. We have online accident forms that we would complete and send to you electronically (as part of our eyLog online system) should your child have one whilst with us, we would also fill one of these in as part of our safeguarding process should your child have an accident at home (and have a visible injury) as we have to complete an 'existing injuries' process, parents/carers sign these electronically too.
- We have online 'Learning Journeys' that are compiled on our eyLog system. Once signed up you will get daily photos and observations coming through to your phone/computer. These help to track your child's progress and most importantly allow you to see all of their nursery adventures as they learn through their play each day. You too can add to these with photos from home and insights into what they have been up to and their current interests and fascinations.
- Alongside these online documents we also compile a paper memories book for you to treasure filled with lovely photos and amazing artwork (as we are very aware that, just like digital photos, online journeys may not be looked at as much). These are yours to keep and look back through in years to come... and to whip out on 18th birthdays perhaps?! We also (in 'normal' times) hold events for parents/carers to come into nursery and look through these special books with their children and their carers and these usually involve 'mulled wine and mince pies' at Christmas or Pimms on the lawn as part of our 'summer celebration'... quite simply a chance to come together and celebrate your little one's latest achievements and share all the fun they have been getting up to!
- Please don't send your child into nursery in expensive/'best' clothes... as we mentioned earlier, we LOVE messy, sensory spectacular play and however much we wear aprons we just cannot guarantee that splashes of paint, glue, gloop, mud will not

occur. We don't want our children to be held back from exploring and investigating (and learning!) because they are fretting about getting messy! So old clothes that can withstand repeatedly going through the washer are the key! Plus please make sure they all have names in them as one coat/t-shirt/jumper looks much like another and children often prefer their friend's one more than their own, so a sharp name on the label makes our lives so much easier! We will provide specific details about all the kit required for a happy nursery life in our, previously mentioned, welcome pack so you can get fully organised prior to starting with us.

- At Jollies our playrooms are spread over two floors and we have Pouncing Possums and Cheeky Monkeys downstairs and Exploring Elephants, Terrific Twos and Free-Flow One and Two upstairs. Our playrooms are lovingly set up by our fabulous staff team and they are frequently added to and changed to ensure that they are constantly inspiring the most creative and innovative play they can and that they support and challenge our children and reflect their differing interests. We follow the Early Years Foundation Stage curriculum (EYFS) and this is simply a principled play-based approach to learning and relies upon Team Jollies knowing their little ones 'inside out' and doing all they can to drive their learning forwards so they make great progress as they travel along their unique and individual learning journeys. You can see lots of photos of our Jolly spaces on our website/Facebook page and if you book a tour with us you can find out even more...
- As well as playing within their own homely room your child will explore our outside areas and also our multi-sensory room. Please see our website to check out these lovely, exciting spaces further. Please note that Team Jollies have a passion for outdoor play and are committed to ensuring your child has daily access to fresh air and the great outdoors. We go out in ALL weathers as we believe there's no such thing as inappropriate weather, just perhaps inappropriate clothing?! So to help us take full advantage of the elements and explore the wind, ice, snow, sunshine, mist, summer breeze please send your child in with gloves, scarves, woolly/sun hats, shorts etc so we are ready for fun and learning outside whatever the weather may be... (we do have nursery 'wet suits' for our children to use)

If after reading through all of this information and having a virtual tour of our nursery you would like to join us please fill in the registration form at the back of this pack, or you can download it from our website and email it across to us if you prefer...

- Once this form is received Sian will check availability and be back in contact to confirm that we either have a space that matches your needs, or if not she will ask if you would like to go on a waiting list and we would then be in contact as soon as a place arises.
- If we have a place we will ask you to secure it with a deposit of £100. This is then returned to you when your child leaves us in the future after four week's notice has been given and all fees have been paid in full. **Please note if you decide not to take up your child's place your deposit will not be returned.**
- If you are looking for a place way in the future we will add your form to that month and then be in touch as soon as we physically can to confirm we will have a place for you. There is no registration fee to pay when you submit your form and you will only be asked for the deposit at the point we can confirm that we will definitely have a place for your little one. As well as sending out a confirmation letter and some useful tips for starting nursery we will also send you an 'Advanced Bookings' form which we require you to sign and return along with your deposit. Once these are both received you can sit back and relax knowing that your nursery place is sorted!
- Please note that we have a minimum requirement of two days attendance for our children, this is because we have found that any less than this has resulted in children either not settling, or taking so much longer to settle, and it has resulted in them being unnecessarily upset and this is not good for their well-being, hence our two day minimum requirement being put into place.
- Just prior to you starting we will email you a 'welcome pack' which gives you lots of detail about nursery life and all the things you need to bring (nappies, spare clothes, a pot of barrier cream, sun cream, coats/wellibobs etc) and it also contains lots of forms for you to fill in about your child. There are permission forms and information forms and these all need to be filled in and returned (via email preferably in these strange Covid times!) prior to your child's first day and ideally before their first visit takes place. This is so we have all the info to hand to meet their needs...
- We will arrange a combined first and second visit for you and your child. We have altered our visits procedure in line with current Covid guidelines to protect both you and our nursery 'bubbles'. During the first visit, which last about 30 minutes, we ask you to stay and play with your little one and this is a chance to chat to their key person and they will have a tablet and ask you lots of questions about your child and

what makes them tick, what they LOVE and where you feel they are currently at. This info is crucial as it helps us begin to form a picture of their unique ways and how we can best support them and makes the transition into nursery life as smooth as it can possibly be for them (and you!). The first visit is currently taking place outside under our covered canopy (we will let you in via our side gate after you've rung the bell and sanitised your hands) and we ask that parents/carers please wear masks for the duration of the visit. After this initial half hour we ask you to leave your little one with us and they will be brought inside to begin to explore their new playroom and meet their new friends and carers. The second visit usually lasts about an hour/hour and a half and we try to combine some form of eating (snack, lunch or tea depending upon the time of your visits). You then come and collect your child from the front door and we will feedback about how they have been.

- Understandably it may take a few days of being left with us for your child to truly settle... the initial visits are simply for your child to meet us and begin to explore the environment, but most importantly so they realise that mum or dad has left, but they are coming back... and this is crucial! We will always be totally honest about how their day has been and you will receive a daily feedback sheet (via eyLog, our online learning journal) as well as having a photo and observation pinging to your phone via this app (once you've registered and set up passwords etc) which will offer you a sneaky peek into their Jolly adventures each day. Please also feel free to ring us for an update as often as you want to when your child first starts with us as we would prefer you to do this and feel reassured rather than be sat at home/work worrying! Chatting to you on the phone helps us to build a great relationship with you and gets our parent partnership well underway!

Give us a ring today on 0113 205 9449 or email us at jollygiraffes@yahoo.co.uk if you would like to set things in motion to get your little one's Jolly journey underway... we cannot wait to meet you and welcome you into our Jolly Family... exciting times ahead!!

lots of love

Sian, Tracey & Team Jollies xxxx

(Don't forget to look at all our photos and find out lots more about us on our open Facebook page just search 'Jolly Giraffes Day Nursery' or view our website jollygiraffes.co.uk)

Please see the following pages for:

Specimen parent/nursery contracts

Sample menu

Public Health Agency's illness/exclusion guidance

Nursery fees sheet

Help with nursery fees information sheet

Registration form



Parent Partnership Contract

SPECIMEN

These terms and conditions govern the basis on which we agree to provide childcare services to you.

Jolly Giraffes' obligations - WE WILL:

- Inform you as soon as possible whether your application for a nursery place for your child has been successful.
- Ensure your place is reserved for you once you have returned the required £100 deposit and completed the 'Advanced Bookings' form.
- Provide the agreed childcare for your child at the agreed times (subject to any days when your child's nursery is closed either agreed or due to unforeseen circumstances). We will try to accommodate any requests for extra sessions or increased/reduced provision at our discretion and subject to availability.
- Provide you with daily written and verbal feedback on your child's progress/day.
- Endeavour to prevent the spread of infection/contagious illness by adhering to our sick children policy. This means that your child may be refused entry to Jolly Giraffes to protect the other children in our care.
- Not offer reductions in fees for a place not used in the event of illness and holidays.
- Administer medicine (prescribed or over the counter) when a medicine consent form is completed by yourselves.
- Return your £100 deposit when one month's notice has been given by yourself and final payment has been received in full. This would usually be on your child's final day with us.
- Monitor children's progress throughout their time with us and we will compile a portfolio/profile of their achievements. These observations/assessments will be shared with parents and relevant schools as the children embark on their school career.
- Strive to provide the very best childcare at what we believe is a cost effective price, always ensuring we review the quality of our provision regularly.
- Select, employ and train quality nursery staff.
- Consider suspension of your child if you have failed to pay fees, your child has an infectious disease or your child's behaviour is deemed unacceptable/endangers the safety of other children. This suspension would be a last resort and would continue whilst we try to resolve these problems with you and your child.
- Terminate this agreement if you have failed to pay us, you have breached any obligations under this agreement, if you, or your child's, behaviour is extreme despite all reasonable attempts to address the situation, we take the decision to close our nursery (we will take all reasonable measures to give as much notice as possible in the event of this situation arising) or we suffer any insolvency.
- Our first concern will always be the welfare of your child. As a care provider for your child, we are required to follow the local safeguarding (Leeds LSCB) procedures. As a carer for your child we will at all times try to share with you any concerns we may have about your child. However, there may be times when we have to talk to Social Services before we talk to you.
- Always strive to keep the nursery open. However, if we take the decision that the nursery must close due to events/circumstances, which are beyond our control, we shall be under no obligation to provide alternative childcare.
- Make every effort to avoid loss or damage to children's clothes/property. However we cannot be held responsible for any such property and thus we discourage children from bringing toys etc. into our nursery (unless specifically requested) and encourage the wearing of 'old'/nursery clothes.



Parent Partnership Contract

SPECIMEN

These terms and conditions govern the basis on which we agree to provide childcare services to you.

Parent/Guardian obligations - YOU WILL:

- Confirm your acceptance of your child's nursery place within one week of it being offered by completing and returning the registration form (complete with £100 deposit) and also reading through the conditions and signing the 'advanced booking' form. If you fail to do this, the place may be given to another child. The deposit is non-refundable if you should change your mind regarding accepting the nursery place offered.
- The £100 deposit will be returned to you when one month's notice has been given by yourself and final payment has been received in full. This would usually be on your child's final day with us.
- Give one month's written notice to reduce/increase your child's sessions or to withdraw them completely (once your child has started at nursery).
- Complete as fully/accurately as possible all forms that we provide in order to find out more about your child (e.g. medical history, parental contact information, details regarding daily routines etc.)
- Inform us immediately if any of the details on these forms change (especially contact numbers/collection details).
- Provide us with any details regarding your child that may influence their day i.e. lack of sleep/changes in home circumstances.
- Inform us if your child is unwell and if they are suffering from a contagious illness (chicken pox, diarrhoea, sickness etc.) you will not bring them into nursery until the contagious period has elapsed. As a general rule children would not return to nursery until: 48 hours have passed since their last bout of sickness/diarrhoea; If your child needs antibiotics we can administer them once the correct medication forms have been completed, but we ask that children be kept at home for at least the first 24 hours after the start of the course, as this will ensure they are well enough to cope with the nursery day. For further details of contagious illnesses/exclusion periods please see the Health Protection Agency's sheet in our Entrance Hall (on the side window next to the front door)
- If your child is found to have head lice we will inform you as soon as possible. Parents/carers should treat them and ensure that all live lice have been removed and must check for at least the following 2 weeks to ensure eggs are all removed and do not hatch. Periodic checks are recommended as good practice to prevent lice outbreaks.
- Inform us, as far in advance as possible, of any dates your child will not be attending nursery.
- Complete a medicine consent form on a daily basis if you require us to administer medication (prescribed or over the counter) to your child.
- Discuss any concerns/queries/questions that you may have regarding your child's progress throughout their time with us as soon as they arise. This will enable us to create a true nursery/parent partnership at Jolly Giraffes and resolve any potential issues and keep all parties informed. If this process does not result in a satisfactory conclusion you will follow the complaints procedure set out by the nursery (see nursery managers for full details).
- Pay fees on the first of each month (in advance) by standing order. The initial month's payment will be by cash/cheque/bank transfer. If any cheque is returned a charge of £30 will be incurred.
- Inform us if you are unable to make a payment in full or on time. An automatic late payment charge of £30 will be incurred. If the payment issue is not resolved or you have breached any other obligations under this agreement we may take the decision to terminate your child's place with us.
- Children 2 years and over must attend a minimum of 1½ days per week, and children under 2 years must attend a minimum of 2 full days.
- Keep us informed regarding the identity of the people collecting your child from nursery. If the person collecting them is not the usual person responsible we may require proof of identity and security questions may need to be answered. If we are not satisfied with these checks we will not allow your child to leave with this person.
- Immediately inform us if you are unable to collect your child by the official collection time. A late pick up charge will automatically be incurred.
- Not employ (either directly or indirectly) any member of Jolly Giraffes staff who has had contact with your child within 6 months of them leaving us. Then you shall pay 20% of the staff member's gross salary at the time they left our employment (this figure represents the costs to us to recruit a suitable replacement).



Weekly Menu

	Breakfast (7.30-9.00)	Lunch (11.30-12.00)	Tea (3.45-4.15)
Monday	Cereal or toast	Tuna pasta Chocolate roll & custard	A selection of rolls & fillings
Tuesday	Cereal or toast	Cod & leek risotto Fruit strudel & custard	Cheese & bean quesadillas
Wednesday	Cereal or toast	Vegetable lasagne & salad Ice cream	Beans on toast
Thursday	Cereal or toast	Fresh tomato & basil pasta Yoghurt	Home-made soup & a roll
Friday	Cereal or toast	Chicken casserole & rice Bananas & custard	Pitta pockets

During the morning and afternoon the children will have a snack, which may be anything from a variety of fresh fruit/vegetables, bread sticks, crackers & cheese, hummus etc. They will be encouraged to drink lots throughout the day (water & milk)



Health Protection for schools, nurseries and other childcare facilities

Exclusion table Infection	Exclusion period	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken pox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	See section in chapter 9
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances
Head lice	None	Treatment recommended only when live lice seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ www.nhs.uk). Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ www.nhs.uk) Your local HPT will advise on any action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff.

Infection	Exclusion period	Comments
Ringworm Rubella (German measles)	Not usually required. Five days from onset of rash	Treatment is needed. Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local health
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing



16 Station Lane, Woodlesford, Leeds, LS26 8RA Tel: 0113 205 9449

Nursery Fees from 1st January 2021

We are open daily from 07:30 until 18.00 Monday to Friday excluding Bank Holidays and the Christmas period (but we are currently closing our doors at 17.45 in order to steam clean, once all our children have left the building, to protect our bubbles in line with current Covid-19 guidance)

Full Day Care Session	£52.00
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Children must attend a minimum of two full days.

If two children from one family both attend for 4 days or more the eldest child's fees will receive a discount of 5%.

Late Pick Up Charge - £15.00 per $\frac{1}{2}$ hour

Jolly Giraffes will increase their fees annually (at least in line with inflation).

Fees are collected in advance by standing order on the first of every month. Late or incorrect payments will automatically be subject to a £30 late/administration fee.

A four-week notice period is required in order to reduce or cancel sessions. At least four week's notice is required to request an increase in sessions and this can only be accommodated subject to places being available.

Help with nursery fees

There are a variety of schemes available to help with nursery fees. The following is a brief summary of the main ones.

Funded places for 3 and 4 year olds (and some 2 year olds)

- We offer 570 hours 'core' funding for every 3 and 4 year old attending Jolly Giraffes a term after their 3rd Birthday
- Since September 2017 we now offer the 'extended' 570 hours funding entitlement for those 3 and 4 year olds who are eligible.
- We offer (if available) the 570 'core' hours for eligible 2 years olds

Universal Credit

- For working families claiming Universal Credit, in **England, Scotland and Wales**
- With **children under 16**
- 85% of eligible childcare costs, up to a cap

Support while you study

- Weekly payments from Care to Learn if you're at school or sixth-form college
- Help through your college if you're in further education
- A weekly grant if you're in full-time higher education

Working Tax Credit

- For working families, in **the UK**
- With **children under 16 (or under 17 if disabled)**
- 70% of childcare costs, up to a cap

Employer Childcare Vouchers

Many employers offer schemes to help with the cost of childcare, and they also have substantial tax and NI benefits, which always helps! It may be worth discussing this with your employer if they do not already have one in place. When you discover which voucher company your employer is with please ring nursery to obtain our existing account number, or our details to register us with them

Tax Free Childcare Scheme

- For working families, including the self-employed, in **the UK**
- With **children under 12 (or under 17 if disabled)**
- For every £8 you pay in, the government will add an extra £2, up to £2,000 **per child per year** - that's up to £500 every three months
- Parents of children born on or after 1st April 2013, and parents of disabled children, can apply now.

Go to www.childcarechoices.co.uk for more information on all of the above.

Registration Form

I would like to reserve a place for my child at Jolly Giraffes Day Nursery.

Full name of child		<i>Gender</i>
Date of birth	OR Expected date of birth (please notify us when actual date is known)	
Address of child and Parent (1)	Postcode	

Parent (1)

Does Parent (1) have parental responsibility for and legal contact with this child? Yes No (Please tick as appropriate)

Full name		Relationship to child	
Telephone numbers:	home	work	Mobile
e-mail address(es) (Please print clearly)			

Parent (2)

Does Parent (2) have parental responsibility for and legal contact with this child? Yes No (Please tick as appropriate)

Full name		Address (if different from above)	
Relationship to child		Postcode	
Telephone numbers:	home	work	Mobile
e-mail address(es) (Please print clearly)			

Religion		Any additional information (e.g. festivals or religious celebrations we need to be aware of)	
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Any known Special Educational Needs	
Any known special dietary requirements/food allergies	
Any other special requirements	

Required sessions (please tick relevant boxes):-

Monday	Tuesday	Wednesday	Thursday	Friday

Requested start date:-

P.T.O.

