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| **BIRKBECK EVENING NURSERY****INFORMATION FOR THE ACADEMIC YEAR 2019/2020** |
| **Address** | The Basement50 Gordon SquareLondonWC1H 0PQ |
| **Phone Number** | 07490 686 126 |
| **E Mail** | nursery@bbk.ac.uk |
| **Ofsted** | **Registration No:** RP900108**Registration Date:** 21 March 2016 |
| **Term Dates** | **Autumn Term**Monday 30 September to Friday 13 December 2019**Spring Term**Monday 13 January to Friday 27 March 2020**Summer Term**Monday 27 April to Friday 10 July 2020 |

The nursery is open from 5.40 pm, Monday to Friday, during term time. The session ends at 9.00 pm and children must be collected by 9.15 pm. It takes children from aged 2 years to 6 years (or older for students with children who have been using the nursery last year). The fee is £15 per child per evening for advance bookings, or £20 for one-off emergency bookings. The nursery can be used by children of students registered for the current academic year and children of current members of staff.

The nursery manager is Mrs Pat Black. Pat has Qualified Teacher Status and also Early Years Professional Status. Additional qualified staff are booked to ensure that the nursery always complies with Ofsted guidelines on adult/child ratios.

As children are arriving at the nursery at the end of the day, we try to create a relaxed, informal atmosphere. The children are free to choose the activities they take part in and are welcome to bring toys from home. There is a large play room with books, toys, sand, paint etc and a secure garden. Older children may like to bring their homework with them. We are based in the UCL nursery, with most of the equipment designed for young children, so we do recommend that older children bring something from home to read, or play with, that is more appropriate for their age. We provide a snack during the evening, for example pitta bread with cheese and fruit, and drinking water is always available.

We recommend that you and your child visit the nursery before your lectures start so that we can get to know each other. Children under four must spend at least one evening in the nursery before being left with nursery staff. You will not be charged for this settling-in evening.

If you would like to apply for a place for your child, please complete the attached application form and email it to the nursery. We prefer to receive applications by email, but you may also post your application to the nursery.

**Birkbeck Funded Nursery Places**

* *Please note – if you receive a funded nursery place you may still be charged £20 per day if your child does not attend and you do not inform the nursery before 12 noon the same day.*

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| **BIRKBECK EVENING NURSERY****APPLICATION FOR A NURSERY PLACE FOR 2019/2020** |
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| **DETAILS OF PARENT/GUARDIAN** |
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| **FIRST NAME** |  |
| **LAST NAME** |  |
| **ADDRESS****POST CODE** |  |
| **PHONE NUMBER** |  |
| **MOBILE NUMBER** |  |
| **EMAIL** |  |
| **STUDENT NUMBER** |  |
| I need a place for my child for  |
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| **4** |  |

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| **5** |  | evenings per week. |

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| If you know your timetable, please indicate which days of the week you need. |
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| **TUES** |  |

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| **THUR** |  |

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| **FRI** |  |

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| **DETAILS OF CHILD*****(PLEASE COMPLETE A SEPARATE APPLICATION FORM FOR EACH CHILD.*)** |
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| **FIRST NAME** |  |
| **LAST NAME** |  |
| **DATE OF BIRTH** |  |
| **FIRST LANGUAGE** |  |
| **RELIGION****IF ANY** |  |
| **DIETARY REQUIREMENTS**Does your child have any food allergies, or are there any foods that you do not want your child to eat? |
| **GENERAL INFORMATION**Please tell us as much as possible about your child to enable us to settle them happily at the nursery.  |
| **INFORMATION FOR USE IN AN EMERGENCY** |
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| **DETAILS OF CHILD’S DOCTOR** |
| **NAME** |  |
| **ADDRESS****POST CODE** |  |
| **PHONE NUMBER** |  |
| **MEDICAL HISTORY**Please tell us anything about your child’s health that you think it is important for us to know. For example allergies, regular medication. (If nursery staff will need to administer medication to your child you will be asked to complete a separate form giving permission for this.) |
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| **EMERGENCY CONTACT / PERSON AUTHORISED TO COLLECT YOUR CHILD** |
| In an emergency the nursery will always try to contact the child’s parent/guardian, but please provide the details of someone we can contact if you are not available. This person should also be someone you authorise to collect your child if necessary. |
| **NAME** |  |
| **ADDRESS****POST CODE** |  |
| **PHONE NUMBER** |  |
| **MOBILE NUMBER** |  |
| **RELATIONSHIP****IF ANY** |  |

**BIRKBECK EVENING NURSERY**

**TERMS AND CONDITIONS**

A nursery place is given on the basis of the following terms and conditions.

* Nursery fees are charged per evening and are payable at the beginning of the term. Payment may be made in cash or by bank card at the My Birkbeck Student Helpdesk (in the Birkbeck main building in Torrington Square).
* If your child is unable to attend a pre-booked evening please phone/text/email us before 12 noon of the same day. You will be charged £20 per day if your child is booked in and doesn’t attend. If Birkbeck is paying your nursery fees it cannot pay for cancellations.
* You must provide us with full information on where your class is being held and how to contact you. If at any time during the evening your child becomes unwell, or is too upset to remain with us, we will contact you and ask you to return to the nursery.
* If your child is unwell they will not be permitted to attend the nursery. A child who has been vomiting, or who has had diarrhoea, must be symptom free for 48 hours before returning to the nursery. Also, a child who has been prescribed antibiotics must not attend the nursery until 48 hours after the first dose. This is to protect your child and other users of the nursery.
* In an emergency the nursery will always make every attempt to contact a child’s parent/guardian but, in a medical emergency, a child will be taken to hospital for treatment without the parent/guardian if they cannot be contacted.
* If a child is not collected at the end of the evening, and the parent/guardian cannot be contacted, the nursery will contact the authorised person named on the child’s nursery application form and arrange for them to collect the child.
* Children are welcome to bring books/toys from home but the nursery cannot be held responsible for the loss of, or damage to, any personal possessions brought to the nursery.