

# Visitors pack

## 1. Booking form

Updated September 16




**First Steps**  
Day Nursery/School

44 Compton Road  
Shepton Mallet  
Somerset  
BA4 5QT  
Tel 01749346733  
Email  
fsnursery@btconnect.com

© 1993

### First Steps Booking Form

Date place required .....

Name of child .....

Date of booking .....

#### Summary of Conditions of Admission

Fees are payable in advance on the first day of each month by standing order.

(please see fees policy)

If you wish to withdraw your child or change the attendance times we require one month's written notice or one months fees in lieu of notice. (The nursery's policies, procedures, terms and conditions are on display in the reception area and your attention is drawn to them.)

Please tick required session in box below.

Session required	Early Start	AM	Lunch	PM	Late
	08:00 08:30	8.30 12.30	12:30 1:30	1:30 5:30	5:30 6:00
Mon					
Tue					
Wed					
Thurs					
Fri					

If booking details change you must inform the nursery as soon as possible, to check availability, as alternative sessions cannot be guaranteed. Sessions offered can only be held for 24 hours from the date of your visit.

Sessions offered	Date:
Staff name	Date:

Office use	
Date received	
Identification/ password	
Deposit paid	
Contract signed	
Member of staff	

# Visitors pack

## 1. Permission form

Updated September 16



**First Steps**  
Day Nursery/School

44 Compton Road  
Shepton Mallet  
Somerset  
BA4 5QT  
Tel 01749346733  
Email  
fsnursery@btconnect.com

### First Steps Permission Form

I/We give my/our permission for 'First Steps Childcare' to take the appropriate action in the event of illness, accident or emergency.

Signed:

Date:

I/We give my/our permission for 'First Steps Childcare' to take appropriate photographs of my child for use in their own online profiles, see

Tapestry

Signed:

Date:

From time to time the nursery submits photographs to the local newspaper to publicise local events i.e. Christmas nativity play or open days, I agree to allow appropriate photographs of my child to be used in newspaper publications.

Signed:

Date:

The nursery has its own website ([www.fsdaynursery.co.uk](http://www.fsdaynursery.co.uk)) and we sometimes use photographs of the children to publicise activities within the setting. Please sign below if you allow us to use appropriate photographs of your child on this site.

Signed:

Date:

I/We give my/our permission for 'First Steps Childcare' to use appropriate face paints on my/our child.

Signed:

Date:

I/We agree to inform the setting immediately if my/our child has, or develops an allergy and will provide the staff with full information regarding the condition and treatment.

Signed:

Date:

I/We give my/our permission for 'First Steps Childcare' to use sun screen with a factor of at least 30 as and when necessary. I will notify the nursery if my child has sensitive skin or may require 'special sun block' and will ensure that it is provided and labelled for use within the setting.

Signed:

Date:

I/We give my/our permission for 'First Steps Childcare' to contact any other professionals who may be involved in the care and welfare of my/our child i.e. health visitor or speech therapist if this is necessary. You as parent/guardian of the child will be informed and advised of any meetings so that you can attend.

Signed:

Date:

In line with the 'First Steps Childcare' protection policies, you are reminded that your child's welfare is our main concern. If we have genuine reason to believe that any child in our care is being abused in any way, we as carers have a duty to report concerns to the relevant authorities.

If possible parent's permission will be sought.

Signed:

Date:

I/We have read and understood First Steps' Safeguarding and Welfare policy.

Signed:

Date:

