

## Great Bowden Pre-school

### Registration form

To register your child at Great Bowden Pre-school, please complete this form and return it with the registration fee of £10.00 (non-refundable) and a copy of your child's birth certificate, before your child's start date.

We need some details about your child and family. We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 and therefore we do not require your consent for the first section of this form. Where information to be supplied is voluntary or where we do need consent this is identified. The information provided will be kept in paper form and used for the purpose of maintaining appropriate contact details and for the safety and well-being of your child.

Start Date	Keyworker
Child's name:	Known as:
Date of birth:	Gender:
Name of parent(s) with whom the child lives:	
Parent  Do you have parental responsibility for this child? <b>Yes/No</b> <i>(please delete as appropriate)</i>  If no, do you have legal contact? <b>Yes/No</b> <i>(please delete as appropriate)</i>	Parent  Do you have parental responsibility for this child? <b>Yes/No</b> <i>(please delete as appropriate)</i>  If no, do you have legal contact? <b>Yes/No</b> <i>(please delete as appropriate)</i>
Address of parent(s) with whom the child lives:	Who lives at home:  Any other siblings that do not live at home:
Home telephone number:	Mobile telephone numbers:  Parent:  Parent:
Email address  Would you prefer to receive invoices, newsletters and information via email?  <b>Yes/No</b> <i>(please delete as appropriate)</i>  If YES please sign here to consent to us contacting you for the purposes above .....	
Name of parent(s) with whom the child <b>does not</b> live:	
Does this parent have parental responsibility? <b>Yes/No</b> <i>(please delete as appropriate)</i>	

Does this parent have legal contact?	<b>Yes/No</b>	<i>(please delete as appropriate)</i>
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Does this parent have legal access to the child?	<b>Yes/No</b>	<i>(please delete as appropriate)</i>
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Address:
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Home telephone number:	Mobile telephone number:
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<b>Emergency Contact Details</b> <i>Please provide the names and contact details of 2 people (other than parents/guardians) who we can contact in case of an emergency.</i> <b>NOTE: It is your responsibility to ensure these people are happy for us to contact them and to hold their details.</b>
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Emergency Contact 1	Emergency Contact 2
Name	Name
Home telephone no	Home telephone no
Mobile telephone no	Mobile telephone no
Relationship to child	Relationship to child

<b>Security Details</b>
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<p>A password system operates in our setting. A secure password is required and should be used by emergency contacts and persons authorised to collect your child. Ideally this should be one word and something that is easily memorable. Please do not use obvious things such as middle names. The password is required from anyone collecting your child. If they do not have the password we will not release your child to them.</p> <p>My secure password is</p>
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Persons authorised to collect the child. This is any other adult who may collect your child in your absence. Authorised persons must be over 18 years of age.
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<b>Authorised Person 1</b>  Name  Home telephone no  Mobile telephone no  Relationship to child	<b>Authorised Person 2</b>  Name  Home telephone no  Mobile telephone no  Relationship to child
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Additional Security Information
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We have the safety and well-being of the children in mind at all times and we are sure that you will appreciate that persons known to you are strangers to us and we do need means of identifying those you have authorised to collect your child (either authorised or emergency contacts) when you are unable to.

We as a setting and especially your child/children key person will be familiar with you but we do not always have the opportunity to meet both parents. This is also true of your nominated emergency contacts and authorised persons. We therefore request that should anyone unknown to us be collecting your child that you inform us in advance and show us a photograph to enable us to identify them when they collect your child.

#### Health Information

Does your child suffer from any of the following *(please tick those which apply)*

Asthma		Epilepsy	
Heart Condition		Kidney/Bladder problems	
Diabetes		Bee Sting Allergy	
Sight Impairment		Deafness	
Wears Glasses		Other	

If you have ticked any of the boxes above please give details here:

Does your child require medication, either long term for existing conditions or life saving drugs such as Ventolin?  
*(Please give details of the medication and dosage)*

Does your child have any special dietary needs or preferences?

**Yes/No** *(Please delete as applicable)*  
If yes please give details below

Does your child have known allergies?

**Yes/No** *(Please delete as applicable)*  
If yes please give details below

Name of GP:
Surgery:
Address:
Telephone number:

Safeguarding Children	
Does your family have a social worker for any reason?	
Name	Telephone number
Based at	
What is the reason for the involvement of Social Services with your family?	
<b>FOR OFFICE USE</b> - NB If the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social worker named above and keep these securely in the child's named Child Protection file.	

The following information is voluntary and you do not have to complete it. However, we have a legitimate interest in requesting this data as it will assist in providing the necessary care for your child and to allow us to monitor and assess their development.

Health Visitor	
Name	Telephone number
Based at	
Has your child had their two year old progress check?	<b>Yes/No</b> (Please delete as applicable)
If so, on what date was this completed?	
Are you able to share this information with the setting?	<b>Yes/No</b> (Please delete as applicable)

The following section requires information classed as 'sensitive personal data' for which we need your consent to collect and process. We request this data as, in some cases we have a contractual obligation to do so with our Local Authority, but also as we have a legitimate interest to allow us to plan and meet your child's needs.

Ethnicity and Cultural background

How would you describe your child's ethnicity/cultural background?

What is the main religion of your family?

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while s/he is in our setting?

What is/are the main language(s) spoken at home?

If English is an additional language, will this be your child's first experience of being in an English-speaking environment? **Yes/No** (Please delete as applicable)

Special Educational Needs and Disabilities

Does your child have any special needs or disabilities? **Yes/No** (Please delete as applicable)  
If yes please give details below

What (if any) special support will your child require in our setting?

Professionals involved with the child

Name

Agency

Role

Telephone no

Name

Agency

Role

Telephone no

The following section contains information for which we need your consent. As required by data protection we have a duty to inform you that you can withdraw your consent for any of the permissions detailed below at any time. Should you wish to.

Permissions and Consent

*Child's name:*

*Date of birth:*

*I give consent for photographs to be taken of my child for display and records keeping purposes:*

YES / NO

*I give consent for my child to be included on photographs that will be in other children's learning journeys.*

YES/NO

*I give consent for my child's First name only to be used in another child's book. YES/NO*

*I give consent for staff and other agencies such as Ofsted, Area Senco, and Health Visitors to carry out and record observations of my child for the purpose of developmental assessment: YES / NO*

*I give consent for staff to discuss my child with other professionals and settings: YES/NO*

*I give consent for my child to be taken off site for short walks around the village as part of Pre-school activities:*

YES / NO

*I give consent for Great Bowden Pre-school to act in the best interests of my child in the event of a medical emergency by for example arranging treatment with a doctor or taking my child to hospital:*

YES / NO

*I give consent for the staff to administer a plaster. YES / NO*

*I give consent for the Pre-school to apply sun cream to my child that the parents/carers provide.*

YES / NO

*Signed:*

*Date:*

SPECIAL NOTE: Please notify us immediately of any changes to the information provided. Please feel free to come and discuss any problems or concerns with us. If there are any other notes you would like to add, please use the space below.

## **Childcare terms and conditions**

### **Great Bowden Pre-school Terms and Conditions**

The document and the terms and conditions within it govern the basis on which Great Bowden Preschool we agree to provide childcare services to parent(s)/guardian(s) you.

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Commencement date of agreement: \_\_\_\_\_ Expiry date of agreement: \_\_\_\_\_

Review date: \_\_\_\_\_

**Our details:**

Great Bowden Preschool

Church Hall

Dingley Road

Great Bowden

LE16 7ET

Telephone: 07790 470411.

Email: greatbowdenpre-school@hotmail.co.uk

Ofsted URN: 226404

Registered Charity: 1039424

Insured by: Royal and Sun Alliance Insurance plc.

Insurance policy number: RTT209838 **Your**

**details:**

Full name of parent/guardian (1) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Full name of parent/guardian (2) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Full name of child \_\_\_\_\_ Date of birth \_\_\_\_\_

**Our offer for a childcare place for your child:**

Expected start date of child's place \_\_\_\_\_

*Please confirm the sessions and times you wish your child to attend below, our opening times are between the hours of 8.45 am and 3.15pm Monday to Thursday and 9.00 am and 1 pm on Friday.*

Morning sessions      9am until 12 noon

Afternoon sessions 12.15pm until 3.15pm

All day 9am until 3pm

Lunch club subject to availability 12 until 1.00.

Agreed hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
Agreed times of attendance					
Total daily hours					

Offered over 38 weeks per year

Term dates in line with Leicestershire.

Will the child receive nursery education funding Yes  No

Details of any other funding provided by other third parties (e.g. employers childcare vouchers)

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## Terms and conditions

### 1.0 Our obligation to you

- 1.1 We will provide the agreed childcare facilities for your child at the agreed times (subject to any days when we are closed). If we change the opening hours, we will give you as much notice of our decision as possible and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.2 We will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected, kept upto-date in our Privacy Notice which is given to you at the point of registration.
- 1.3 We will try to accommodate any requests you may make for additional sessions.
- 1.4 We will notify you as soon as possible of any days we will be closed.
- 1.5 We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child's wellbeing.
- 1.6 We will provide you with regular verbal updates as to your child's progress and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.
- 1.7 We will comply with the requirements of the Early Years Foundation Stage and our Ofsted registration in regards to the childcare services we provide for your child.
- 1.8 We will provide you with details of our policies and procedures, which outline how we satisfy the requirements of the EYFS in our everyday practice; and we will notify you as and when any changes are made to our policies

and procedures. We will be available to discuss or explain our policies and procedures, and/or any relevant changes, at a mutually agreed time.

1.9 We will maintain appropriate insurance to cover our childcare activities.

1.10 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

## **2.0 Your obligation to [us]**

2.1 You will need to complete and return our *Application to join* and *Registration Form* to us before your child can start with us.

2.2 You must notify us immediately of any changes to the information you have provided to us and keep us informed of any other necessary information that may affect the childcare that we provide for your child.

2.3 The *Registration Form* includes medicine consent and emergency treatment authorisations which you will need to complete prior to your child attending.

2.4 You will read and abide by our policies and procedures.

2.5 You will make yourself available as and when required to discuss the progress of your child or any factor relating to their childcare place with us at mutually agreed times.

2.6 You must immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. For the benefit of other children attending you must not allow your child to attend whilst they are contagious and pose a risk to other children during normal daily activities.

2.7 You must keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them we will require proof of identity. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you.

2.8 You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as possible. A late payment charge will be applied; please refer to the current fee schedule for details.

2.9 You will inform us as far in advance as possible of any dates on which your child will not be attending.

2.10 You will provide us with at least one month's notice of your intention to decrease the number of hours your child attends or to withdraw your child (and end this Agreement). If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice.

2.11 You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

## **3.0 Payment of fees**

- 3.1 Our fees are based on a termly fee that are paid a term in advance. We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us one month's notice, in writing.
- 3.2 All payments made under the Agreement can be by direct debit, cash, cheque or childcare vouchers. All payment, regardless of method, should be paid with 14 days of the date of the invoice. Late payments could incur a late payment fee. In addition, daily interest will be charged on all outstanding amounts at the rate of 3 above the Bank of England base rate.
- 3.3 If the payment of fees referred to in 3.2 is outstanding for more than 14 days then we may terminate this Agreement by giving you 14 days' notice in writing. Upon termination of this contract the child shall cease forthwith to be admitted, and the notice to so terminate shall be regarded as a formal demand for outstanding monies.
- 3.4 If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will raise the applicable charges under a separate invoice for payment.
- 3.5 No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.
- 3.6 In the event of late collection of your child, we reserve the right to charge for each additional 15 minutes, or part thereof, on a pro-rata basis.

#### **4.0 Suspension of a child**

- 4.1 We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.
- 4.2 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice, which will take effect on receipt of the notice.
- 4.3 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.
- 4.4 During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- 4.5 If your child is suspended part way through the month, under the conditions stated in clause 4.3 we shall give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

#### **5.0 Termination of the Agreement**

- 5.1 You may end this Agreement at any time, giving us at least one month's notice in writing.

5.2 We may immediately end this Agreement if:

5.2.1 You have failed to pay your fees;

5.2.2 You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;

5.2.3 You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards staff;

5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.

5.3 It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs.

In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.

5.4 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

## 6.0 General

6.1 If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the Fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days.

6.2 If you have any concerns regarding the services we provide, please discuss them with our manager/deputy manager. Customer satisfaction is paramount and any concerns/complaints will be dealt with in line with our *making a Complaint Policy*.

6.3 From time to time we will take photographs and video recordings of the children who attend. These photographs are used for on-going recording of our curriculum and for children's individual development records. They are stored on our computer whilst your child is with us. The photographs are used for display and for your child's records within the setting. If we wished to use any image of your child for training, publicity or marketing purposes, we would always seek your written consent for each image we intend to use, as indicated on our *Registration Form*.

6.4 We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with our *Managing Children who are Sick, Infectious or with Allergies Policy*.

6.5 Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained in the preparation and serving of food.

6.6 Any personal information you supply to us will be collected, stored and used in accordance with the principles of the General Data Protection Regulations (GDPR) (2018) and our *Confidentiality and Client Access to Records Policy*. We will always seek your consent where we need to share information about your child with any other

professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

### **This Agreement**

We reserve the right to vary the terms and conditions contained in this Agreement. This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time. Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

### **Acceptance of our offer of a childcare place**

Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptance of a childcare place with us for your child.

For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between [name of provider], you and the guarantor.

A copy of this completed and signed contract will be provided to each signatory.

Parent name 1

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Signed

Date

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Parent name 2

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Signed

Date

---

Guarantor name (where applicable)

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Signed

Date

---

Relationship to the child

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Home address

---

Daytime/work telephone

Mobile

---

Email

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Signed on behalf of Great Bowden Pre-school:

Signed

Date

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Name

Role

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