

BURBAGE PRESCHOOL REGISTRATION FORM AND PARENT CONTRACT

Pentecostal Church, Tilton Road, Burbage. LE10 2SE

07925 331497

enquiries@burbagepreschool.co.uk



Child Details:

Child's First Name:

Date of Birth:

Middle Name:

Nationality:

Surname:

First Language:

Known Name:

Religion:

Ethnicity:

Gender: M F

Birth Certificate Number:

(we need to see a copy please)

Please mark all the sessions you require:

Session		Monday	Tuesday	Wednesday	Thursday	Friday
Morning	9am - 12:30pm					Alternative Setting Available
Afternoon	12:30pm - 4:30pm					Alternative Setting Available

Term Time Only - For term dates see Appendix B

Start Date:

To apply for Free Childcare, please complete and return the PSOU at the end of these pages.

MEDICAL DETAILS

Any Special Medical Needs:

Doctors Details:

Name:

Address:

Any Special Dietary Requirements:

Tel:

Are all immunisations up to date: Yes No

Allergies: Y N

If Yes, then please complete Appendix A

Are there any other professionals who have contact with your child? Yes No If yes:

Name:

Role:

Agency:

Tel No:

Parent / Guardian Details:

Title: Mr Mrs Ms Dr

First Name:

Surname:

Address:

Postcode:

Relationship to child:

Home Tel No:

Work Tel No:

Mobile Tel No:

Email:

Parental Responsibility:

Occupation:

Employer's Name:

Employer's Address:

Parent / Guardian Details:

Title: Mr Mrs Ms Dr

First Name:

Surname:

Address:

Postcode:

Relationship to child:

Home Tel No:

Work Tel No:

Mobile Tel No:

Email:

Parental Responsibility:

Occupation:

Employer's Name:

Employer's Address:

AUTHORISED TO COLLECT (Photographic ID will be Required).

Names and telephone numbers of appropriate adults who have permission to collect your child regularly.

Full Name:

Home:

Work:

Mobile:

Full Name:

Home:

Work:

Mobile:

EMERGENCY CONTACTS

Names and telephone numbers of appropriate adults who may be contacted in case of emergency if you are not available.

Full Name:

Home:

Work:

Mobile:

Full Name:

Home:

Work:

Mobile:

PASSWORD

Please provide a password that can be used in case of emergency pickup:

CONTRACT

We believe that there needs to be a formal agreement between the Preschool and Parents. The contract will outline the obligations and commitment of both the Preschool and Parent(s).

This is a contract between Burbage Preschool (the Preschool) and the Parent(s) or Legal Guardian (the parent) of a child or children that is enrolled at the Preschool.

The Contract:-

- a) Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore require a minimum of one calendar months written notice, commencing from the first day of the month, to reduce or cancel your child's normal booking.
- b). Increasing your booking is subject to availability.
- c). Short-term contracts are available, subject to agreement and availability of places.

HOURS OF OPERATION

See page 1 for times. We are open during term time only. We will be closed on all statutory holidays.

MONTHLY FEES

Monthly Fees are at the prevailing fee schedule. The setting reserves the right to increase it's fees at any time giving one calendar months notice of the proposed increase to parents/guardians. Monthly fees include all sick days and holidays taken as these are paid days. Fees are based on booked days not attendance.

Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do allow swapping of days subject to availability and we will try top accommodate swapping of days in most cases.

GOVERNMENT FUNDING

Parents who qualify for funding will have the funded hours deducted from the invoice before the calculation of fees. Any hours not covered by funding are the parent's responsibility and are payable on the first of each month in advance.

PAYMENT POLICY

Parents agree that all monthly fees (full time and part-time attendance) will be paid on the first of each month in advance. Additional sessions will be invoiced at the end of each month and will be due for payment immediately. Extra hours are billed at the session or hourly rate.

Full time and part-time fees are based on booked days, not attendance, therefore parents are responsible for fees whether the child attends or not (This includes sick days and holidays booked).

ILLNESS POLICY

Please advise the nursery prior to 8am if a child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed onto others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree, should a child become ill while in our care, that immediate arrangements will be made to remove the child from the preschool. Children will not be allowed to return to preschool until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases a note from the doctor may be necessary. By signing this contract you are agreeing to staff seeking any necessary emergency medical advice or treatment during their time at the nursery. Please refer to our sickness policy for more information about this topic.

LATE ARRIVAL/PICKUP POLICY

Please advise the preschool immediately if you will be arriving later than the pre-arranged time to pick up your child.

Please notify the preschool if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. They must bring photographic I.D. plus a photograph to be kept on file and a password used.

TERMINATION

The preschool reserves the right to suspend or terminate care of any child without notice should it be deemed necessary for the overall safety and well-being of staff and/or other children in it's care.

CONTRACT CONTINUED

All policies, procedures and risk assessments are available to view in the Parent Handbooks, which is available on our website. You confirm that you have read these including safe guarding, complaints and mobile phone policies.

ADVERSE WEATHER OR OTHER BUILDING PROBLEMS: The preschool will always do their best to open and offer care, if there is extreme bad weather such as snow we will do our best to open. However, from 7am we will call each parent if the preschool will be closing.

Sun Cream: Please ensure that your child arrives to each session with sun cream already applied, however, if it is necessary for the setting to reapply, you give permission for staff to administer sun cream to your child when necessary.

Y N

EMERGENCY TREATMENT DECLARATION: In the event of an accident, emergency or extreme high or low temperature involving your child, you understand that every effort will be made to contact you immediately to request to administer medication. However, emergency services will be called as necessary and you understand that your child may be taken to hospital accompanied by the Setting Manager (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in your absence.

SICKNESS: Child well-being is one of our highest priorities. Whilst in our care if your child displays signs of ill health we will try to contact you. If this develops into sickness and/or diarrhoea then you will be required to pick your child up and have 48 hours home rest after the last bout of sickness or diarrhoea.

MEDICATION: If your child is placed on short term or long term medication we require them to be off for 24 hours if they have not taken the medication before. When returning, a medication form will be required to be completed and signed at the end of each day. Please note, medication will only be given if it is prescribed by a doctor and has a doctors sticker. You give permission for non-prescription medication (e.g. Calpol, Sudaceem etc) to be administered.

Y N

PHOTOGRAPHS: (Preschool Use). As part of the on-going recording of our curriculum, and for the children's individual development records, staff regularly take photographs of the children during their play. These photographs are used for display and for your child's records within the setting. You will have access to these photographs via your log-in portal on our interactive learning diaries (Tapestry). Photos or videos of your child will be retained on our computer systems until your child leaves us.

Y N

You give permission for your child to have their picture taken and / or be videoed as part of their learning diary as per the conditions above. This may include other children and be seen by other parents.

PHOTOGRAPHS: (External Use). With your permission, we would like to use pictures of your child within training, publicity and marketing materials, including on our website/ Facebook pages.

Y N

You give permission for your child to have their picture taken and/or be videoed as part of the preschool's training, marketing and advertising.

TRIPS AND OUTINGS: We may take the children on external trips to local parks, amenities and other venues that are of benefit to their learning. Children may travel on public or private transport

All of our trips are risk assessed and these assessments are available for your viewing. All parents are advised in advance of any external trip taking place, by email or via Tapestry.

Y N

DOCUMENTS: You give permission for these to be passed to school and other Government Departments.

CHILD PROTECTION: We are required to follow Child Protection Procedures. We will try at all times to share with you any concerns we may have. However, we do have a duty to refer to Ofsted and Social Services if we suspect that child abuse may be an issue.

CONTRACT CONTINUED

REGISTRATION FEE: On joining Burbage Preschool and on returning your registration form you agree to pay a £10 registration fee (not payable for solely FEEE funded contracts) which will be refunded if we cannot offer a place.

SETTLING IN VISITS FOR PRESCHOOL: The preschool will contact you a few weeks in advance of your start date to arrange two settling in visits. The first will be around an hour for your child to meet their new friends while you go through the "all about me" form with your child's key worker, which will be sent to you in advance of your settle visits and to ascertain "starting points". Your second settle visit will be around 2 hours where you can leave your child to get to know their key worker and be with their friends.

CHILDCARE VOUCHERS: We accept childcare vouchers as payment towards your child's sessions. We are already registered with several of the main providers. If your employer uses a different scheme, then we would be pleased to register with them if you provide the relevant information to us. Please note that we require all voucher payments to arrive in our account by the 1st of each month.

INVOICES: We invoice for everyone's sessions monthly in advance (around the 21st of the month) and fees are due by the first of the month following and are non-refundable for any sessions that your child cannot attend. This includes illness and holidays that you arrange. (If your child is ill, please refer to our illness policy and procedure to confirm when they can return to the setting).

If for any reason we have to close the setting for safety reasons, e.g. adverse weather conditions, we are unable to provide a refund for these sessions as this is out of the settings control. No refunds can be provided for INSET days and school closures that fall within the published school term times as these are beyond our control.

You confirm that you understand that fees are payable monthly in advance by the first of every month. Should you choose to cancel your child's place (including any reduction in sessions), one month's written notice is required or a month's fees in lieu of notice.

Please note that by signing, both parents are confirming their agreement to pay all fees in full regardless of circumstances. You confirm that you have read and agree to the above fees information.

STARTING AT BURBAGE PRESCHOOL: Once receiving your start date at Burbage we require at least two months notice prior to starting to cancel your place without incurring one months fees, however all places are non-refundable.

ACCEPTANCES

a. The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect.

b. The parent/guardian has read and understands the terms and conditions contained and undertakes to be bound by the same.

This agreement must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees.

SIGNED

PRINT NAME

Date

SIGNED

PRINT NAME

Date

Legislation requires us to know if your child is allergic to any of the following:

Allergy	Where it is found	Y	N
Celery	Celery Sticks, leaves and seeds and celeriac. Also found in celery salt, salads, some meat products, soup, and stock cubes.		
Cereals containing Gluten	Wheat (such as spelt, Khorasan Wheat/Kamut), rye, barley, and oats. Often in foods containing flour, such as some baking powders, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups, and food dusted with flour.		
Crustaceans	Crabs, lobster, prawns, and scampi. Often found in shrimp paste in Thai curries or salads.		
Eggs	Found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces, and foods brushed or glazed with egg.		
Fish	Often found in fish sauces, pizzas, relishes, salad dressings, stock cubes, and Worcestershire sauces.		
Lupin	Lupin seeds and flour, and can be found in types of bread, pastries, and pasta.		
Milk	Found in butter, cheese, cream, milk powders and yogurt. It is often in foods glazed with milk, powdered soups, and sauces.		
Molluscs	Mussels, land snails, squid, and whelks. Often found in oyster sauce or as an ingredient for fish stew.		
Mustard	This includes liquid mustard, mustard powder, and mustard seeds. Often found in bread, curries, marinades, meat products, salad dressings, sauces, and soups.		
Nuts	Almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts, pistachio nuts, macadamia nuts or Queensland nuts. Can be found in biscuits, breads, crackers, desserts, ice-creams, marzipan, nuts oils and sauces. Ground, crushed or flaked almonds are often used in Asian dishes such as curries and stir fries.		
Peanuts	Can be found in biscuits, cakes, curries, desserts, and sauces such as Satay. It is also found in groundnut oil and peanut flour.		
Sesame seeds	This can be found in biscuits, breadsticks, houmous, sesame oil and tahini (sesame pastes)		
Soya	This can be found in beancurd, edamame beans, miso paste, textured soya protein, soya flour or tofu. It is often used in some desserts, ice creams, meat products, sauces, and vegetarian products.		
Sulphur dioxide	This is often found used as a preservative in dried fruit, meat products, soft drinks, and vegetables as well as wine and beer.		
Any other allergy?			

GDPR, YOUR PRIVACY MATTERS TO US

AT PRESCHOOL, WE VALUE YOUR PRIVACY AND ARE COMMITTED TO MANAGING AND SAFEGUARDING YOUR PERSONAL INFORMATION.

Our policy provides clear information about the data we collect, and how we process and protect your personal information. Under GDPR rules, we will only collect and store personal information about you, your family, children and any connected parties that you provide to us for the provision of our childcare services. It also covers your rights as an individual and how the law protects you.

All data held is securely stored on password protected IT systems or in secured areas of our settings. Once any data is no longer required it will be passed back to you or securely destroyed.

We are asking you for this information because it is a requirement of the Early Years Foundation Stage, our statutory framework. We will hold specific information; such as safeguarding, welfare information, compliances related to your child with the EYFS and or childcare registers and store it until the child is 21 years 3 months old for insurance purposes. Learning and development information about your children will be held to comply with the EYFS and it will be returned to parents or destroyed when your child leaves the setting or joins school.

To provide the best childcare service possible, we will only send you information that is directly related to our services. To help us comply with new data rules, we need to confirm that you would like to receive communication from us such as: newsletters, emails, details of upcoming events, company information and occasional communication relevant to childcare and educational topics/issues.

To receive information/communications from Burbage Preschool, please opt-in here: (with a tick)

YES please, I would like to receive communication from Burbage Preschool.

NO thanks, I do not want to receive communication related to Burbage Preschool.

Name:

Signature:

Date:

Naturally, you are able to unsubscribe from our communication list at any time. Should you have any questions on the above, please contact: dataenquiries@burbagepreschool.co.uk

Parental Statement of Undertaking (PSOU)

Dear Parent/Carer,

The Free Early Education Entitlement (FEEE) allows 15 hours per week of free childcare for eligible 2 year olds and all 3 & 4 year olds, which equates to a maximum of 570 hours per year. Where you are eligible for 2 year funding or the extended 3 & 4 year entitlement, please ensure you provide your setting with the relevant reference number.

Please ensure you discuss with your chosen provider(s) about how you can access your funding before agreeing to your child attending the setting. To enable settings to be viable businesses, it is up to the childcare provider to set their free entitlement policy and how parents can access free hours. Any additional time/charges will have to be paid for at the providers published rate.

30 Hours Extended Entitlement:

Working parents may be able to access up to an additional 15 hours per week of funded childcare, a total of 1140 hours per year. If you believe you may qualify for the extended entitlement you should ensure you check your eligibility by visiting www.childcarechoices.gov.uk. If you are eligible you will receive a Department for Education Reference Number (DERN). You need to provide this along with the information below in order that your provider can validate your DERN and receive the funding.

Please fill in the details and return to your provider with a copy of your child's Birth Certificate prior to your child's start date.

Provision name:	Childs legal name:		
Childs date of birth:	Childs start date:		
Childs address:			Childs postcode:
Parent / Carers name:		Relationship to child:	
Contact Tel No:		Parent / Carer Date of Birth:	
Email address:		Parent / Carer National Insurance / NASS Number:	

	Reference Number	Date of check(s)	Validity end date
30 hours reference number (DERN) if applicable:			
2 year old reference number if applicable			n/a
EYPP <i>To be checked by the provider. Please tick yes if eligible.</i>	Yes	No	n/a

FEEE Claim:

	Mon	Tue	Wed	Thu	Fri	Total hours per week
Total number of hours to be attended at the setting (<i>please indicate</i>): hrs hrs hrs hrs hrs	
Total number of FEEE hours to be funded by the LA (<i>please indicate</i>): hrs hrs hrs hrs hrs	Total hours per week

If stretching hours please tick here	If banking hours please tick here
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If you intend to use another provider, please give details below:

Provision Name	Start Date	Total number of FEEE hours claimed per week

Disability Access Fund (DAF):

3 & 4 year old children in receipt of Disability Living Allowance (DLA) and in receipt of the free entitlement are eligible for the DAF. This is paid at a fixed rate to your nominated childcare setting. You can only nominate one provider. This will not give you a discount to your payments. You will be asked to provide evidence of your access to DLA for the child.

If your child is eligible to receive DAF and would like this setting to receive it please tick here:

Early Years Pupil Premium (EYPP):

This is an additional sum of money paid directly to childcare providers, on behalf of children whose parents / carers are in receipt of certain benefits, to enable them to enhance the quality of the child's early years' experience. Childcare providers accessing this funding will work with you to look at how best to promote your child's progress and development.

If you give consent for your childcare provider to run a check, please tick here:

To continue to receive the extended entitlement, you will need to re-confirm with HMRC that you are still eligible every 3 months. **Please be aware that it is your responsibility to do this and failure to do so leaves you liable to pay any fees for the hours your child is in the setting.**

Check with HMRC	1 st Check date by	2 nd Check date by	3 rd Check date by	4 th Check date by
<i>Provider insert estimated dates</i>				

Parent / Carer declaration:

I (name)

of (address).....

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (name of provider) to claim the FEEE and other funding (as applicable) as agreed above on behalf of my child.

In addition, I understand that the information I have provided must be shared with the local authority and the Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim the 30 hours extended entitlement, EYPP or DAF on behalf of my child.

If your child's hours change, please **ensure you complete a new form immediately**. If your child leaves prior to the end of term, and you intend to claim elsewhere, please ensure you inform the setting as soon as possible to allow continuation of funding. **You should also ensure you are aware that you are liable to pay any notice periods required by the setting.**

Parent / Carer / Guardian with legal responsibility	Childcare provider
Signed	Signed
	Print name
Date	Date

For provider: To confirm birth certificate has been checked, please tick here