



## REGISTRATION FORM CONFIDENTIAL

Throughout this document, where reference is made to A Step Ahead Ltd – the intention is that all information applies to Rocking Horse Pre-school & Nursery

<b>Child's name in full:</b>	<b>Date of Birth:</b> <b>Religion/custom:</b> <b>First Language:</b> <b>Ethnic origin:</b>
<b>Home Address:</b>	<b>Home Tel no:</b>  <b>Mobile:</b>  <b>Email:</b>
<b>Parent/Carer Name:</b> <i>Parental responsibility y/n</i> <i>(please delete as required)</i>	<b>Place of work &amp; Tel no:</b>
<b>Parent/Carer Name:</b> <i>Parental responsibility y/n</i> <i>(please delete as required)</i>	<b>Place of work &amp; Tel no:</b>
<b>Childminder details if applicable:</b>	<b>Emergency contact name &amp; Tel no:</b>
<b>Doctor's name &amp; practice address:</b>	<b>Doctor's Tel no:</b>
<b>Health visitor name &amp; Tel no:</b>	<b>Immunisations / vaccinations:</b>
<b>Any allergies:</b>	<b>Any other information:</b>

### Sessions Required

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning 8-1</b>					
<b>Afternoon 1-6</b>					
<b>All day 8-6</b>					
<b>School Day 9-4</b>					
<b>Early Start 7:30-8:00</b>					
<b>Required start date:</b> .....		<b>I will provide a packed lunch</b> .....			

All spaces are on an all year round basis. Free Entitlement can be used over any of the sessions and are based on 11 or 22 hours depending on eligibility and over 51 weeks.

Registration Fees do not apply to FEG (grant funded) only sessions.

I have read and accepted the terms & conditions set out in this document and I have read, understood and acknowledged the policies as laid out in the Policies and Procedures manual and understand that I can view these in full at my leisure within the facility. I enclose a non-refundable registration fee of £35.00, *(if applicable)*. **All cheques are payable to A Step Ahead Ltd.** I agree to pay all childcare fees upon receipt of the invoice in advance of the following months fees. I agree to give one month's written notice of any reduction in sessions.

**Signed Parents/Carers:** ..... **Print Name:** .....

Date: .....

**First Aid:** I hereby give consent for my child.....to be given any emergency First Aid treatment as deemed necessary by the staff of the nursery. I will inform the staff of any known allergies that may affect treatment.

Signed.....Parent/Carer Date.....

**Medication:** I give my consent for any medication that I have given to the staff to be administered to my child, by them – and agree to complete the necessary form to enable this to happen.

Signed.....Parent/Carer Date.....

**Sun Cream & Baby Wipes:** I give consent for my own child's sun protection cream to be used on my child by the nursery staff and my own and nursery issued baby wipes.

Signed.....Parent/Carer Date.....

**Photographs & Videos:** I give consent for my child to be photographed/videoed whilst in nursery or on outings for internal Nursery displays and or for use on the website, newspaper and Facebook page.

I give consent for photographs of my child/children to be used for individual web based learning journals via Tapestry.

I also give consent for my child to appear in photographs/videos taken by or for other parents to mark special events, such as birthdays, plays and Christmas parties.

Signed.....Parent/Carer Date.....

**Collection by other person:** I may need someone other than myself to collect my child from nursery. I will inform a staff member at the beginning of the session. The following people may collect my child;

1. Name.....

2. Name.....

My collection password is..... This password will be used in the event of any of the above named collecting or in the case of an emergency.

Signed.....Parent/Carer Date.....

**Off Site Outings:** I give permission for staff members to take my child ..... off-site on pre-arranged outings, to extend learning opportunities.

Signed.....Parent/Carer Date.....

**General Data Protection Regulation (GDPR):** I accept that A Step Ahead Ltd will be keeping information about my child, and understand it will only be used for nursery purposes. I am happy for my email address to be used for nursery communication.

Signed.....Parent/Carer Date.....

**Partnership working with outside agencies:** I give permission for the Nursery to work with outside agencies in connection with my child's development needs.

Signed.....Parent/Carer Date.....

**Does your child suffer from any of the following conditions?**

*Please delete as appropriate....*

- Asthma (Yes / No)
- Speech Impediment (Yes / No)
- Hearing/sight difficulties (Yes / No)
- Epilepsy (Yes / No)
- Eczema(Yes / No)
- Heart Conditions(Yes / No)

**Does your child take any prescribed medication?**

*If yes, please provide details;*

**Should your child suffer from any of the above mentioned conditions, or any other health condition, please provide details of how the condition is treated/managed;**

### Childs Medical History

Child's full name.....

#### Minimum periods of exclusion – A Step Ahead Ltd follow government guidance

<u>Disease/Illness</u>	<u>Minimal Exclusion Period</u>
Temperature i.e. 39 Plus	Children sent home unwell, must be off for a minimum of 24 hours from the time of becoming unwell.
Vomiting	Children sent home unwell must be off for a minimum of 48 hours from the last episode and must be able to eat and drink as normal before returning to Nursery.
Diarrhoea	Children should not return before 48 hours has passed since the last bout. Children must be able to eat and drink as normal before returning to the Nursery.
Conjunctivitis	Children can return to the Nursery following appropriate treatment.
Scarlet Fever & Streptococcal (infection of the throat)	Appropriate medical advice/treatment must have been sought and at least 3 days from the initial treatment given before returning to the Nursery.
Impetigo	Children must not return until the skin has healed.
Ringworm of the scalp	Children should remain at home until cured.
Ringworm of body	Seldom necessary to exclude provided treatment is being given.
Scabies	Need not be excluded once appropriate treatment has been given.
Measles	Children may return to Nursery following a minimum of 5 days from the onset of a rash.
Chickenpox	Children should remain at home until all spots are dry.

**Note:** Should your child be prescribed antibiotics, they are required to remain at home for the first day of taking the antibiotics if on a new course.

**The Nursery will inform you if your child becomes unwell whilst at the Nursery as well as advising parents of breakouts of infectious diseases and or cases of head lice.**

I/We, the parent/carer, agree to collect our child should they become unwell whilst in the care of A Step Ahead Ltd and abide to the above mentioned exclusion periods. I/We also agree to inform you if our child contracts an infectious disease and or head lice.

Signed.....Parent/Carer Date.....

## **Terms & Conditions**

### **1.0 Our obligation to you**

- 1.1 We will inform you as soon as possible as to whether your application for a place has been successful. You must confirm within one week of receiving notification that you still wish to take up a place. If you do not, then the offer of a place may be withdrawn. Once you have confirmed the place, a registration payment will be required to hold the place for your child. The monetary value of the fee will be published as part of our schedule of fees which can be obtained upon request. This fee is non- refundable.
- 1.2 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.
- 1.3 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 up-to-date in our Privacy Notice which is given to you at the point of registration.
- 1.4 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.
- 1.5 We will notify you as soon as possible of any days we will be closed.
- 1.6 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.
- 1.7 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.
- 1.8 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.
- 1.9 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.
- 1.10 We will maintain appropriate insurance to cover our childcare activities.
- 1.11 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 to us and before your child's first day the Nursery Registration Form.
- 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 the Nursery, 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 in writing 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. We reserve the right for any grants awarded to be retained in lieu of notice. If you are ending this Agreement, written notice must be given.
- 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 sessional fee that shall be notified to you in advance of your child starting (included in our parents information literature). 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 written notice.
- 3.2 Fees must be paid on a monthly basis, in advance or for Little Acorns, half termly. We calculate the amount payable by you each month by charging for the sessions your child has been booked to attend
- 3.3 In full day care settings, fees apply 12 months of the year. In Little Acorns fees apply for term time only.
- 3.4 Fees may be paid weekly, in advance, by special arrangement.
- 3.5 All payments made under the Agreement should be by cash, cheque or BACs payment directly into our bank account. All payments, regardless of method, shall be made by you monthly, in advance before the first day of each month (the due date). If payment is made by cash or cheque, it is your responsibility to obtain a receipt as proof of payment. Late payments incur a late payment fee of £20.00 for every 5 days outstanding. In addition, daily interest will be charged on all outstanding amounts at the rate of 3% above the Bank of England base rate.
- 3.6 If the payment of fees 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.
- 3.7 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.
- 3.8 No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.
- 3.9 In the event of late collection of your child, we reserve the right to charge for each additional 10 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 written notice.
- 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 sessional 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 offer you alternative sessions to be used within a specific timeframe, but where this is not possible 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 your child's key person. If these concerns are not resolved to your satisfaction, please contact the manager. Customer satisfaction is paramount and any concerns/complaints will be dealt with in line with our *Making a Complaint Policy*.
- 6.3 We may 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 online development records. Group photographs of children may be used on others online development records however they will not be associated with names.

Photos are stored on our computer and the portable tablets whilst your child is with us. The photographs are used for display and for your child's records within the setting. If we wish 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. It is our usual practice to provide both a meat and vegetarian option. 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 Regulation (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.

**7.0 This Agreement**

- 7.1 We reserve the right to vary the terms and conditions contained in this Agreement
- 7.2 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.
- 7.3 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

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**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)/carer(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 A Step Ahead Ltd, you and the guarantor.

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

Parent/Carer Name ..... Signature ..... Date .....

Parent/Carer Name ..... Signature ..... Date .....

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Guarantor Name ..... Signature ..... Date .....  
(where applicable)

Relationship to child .....

Home Address .....  
.....

Home Telephone ..... Mobile .....

Email .....

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Signed on behalf of A Step Ahead Ltd - Name .....

Signature ..... Date ..... Position .....

**To be completed by the setting**

All permissions signed Yes / No (please delete as appropriate). If no, action taken;

Signed by [manager/deputy manager] ..... Date: .....