



**REGISTRATION FORMS**

Child's Name : \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Email address for Invoices: \_\_\_\_\_

Religion/if any: \_\_\_\_\_

First Language \_\_\_\_\_

Other: \_\_\_\_\_

Doctor Name/Address \_\_\_\_\_

Health Visitor \_\_\_\_\_

Family Support Worker \_\_\_\_\_

Social Worker \_\_\_\_\_

Do you give us permission to talk to the above named professionals?

YES/NO

Comments: \_\_\_\_\_

Has your child any known allergies/food intolerances or any medical condition that you think we should know about? (Prematurely born)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position of child in the family? (e.g middle of three) \_\_\_\_\_

Siblings, if applicable:

Child's Name: \_\_\_\_\_ .D.O.B: \_\_\_\_\_

Child's Name: \_\_\_\_\_ .D.O.B: \_\_\_\_\_

Child's Name: \_\_\_\_\_ .D.O.B: \_\_\_\_\_

Child's Name: \_\_\_\_\_ .D.O.B: \_\_\_\_\_

First Class Nursery  
Lister Road  
Kidderminster  
DY11 6NN

T 01562 755733

Names and Relationships of those living with your child:

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Please name any other settings your child currently attends (including contact number):

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Please name any other settings your child has previously attended:

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Is there anything else that you think we should know about your child/family circumstances which will help your child settle into nursery?

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Is your child up to date with all of their immunisations Yes/No

Diphtheria/ Whooping cough 2mth [ ] 3mths [ ] 4mths [ ]  
Tetanus 2mths [ ] 3mths [ ] 4mths [ ]  
Polio/HIB 2mths [ ] 3mths [ ] 4mths [ ]  
MMR- Measles, Mumps & Rubella 13mths [ ]  
Diphtheria / Tetanus & Polio booster 3-5 yrs [ ]  
Meningitis C 3mths [ ] 4mths [ ] 12mths [ ]  
Pneumococcal 2mths [ ] 4mths [ ] 13mths [ ]



**Parent/Carers information**

Parent/Carer 1

Name: \_\_\_\_\_ Home Address: \_\_\_\_\_

Mobile: \_\_\_\_\_ Work Tel no: \_\_\_\_\_

Parental Responsibility Y / N      Legal Contact Y / N

Signed: \_\_\_\_\_ Permission collect Y/ N

Parent/Carer 2

Name: \_\_\_\_\_ Home Address: \_\_\_\_\_

Mobile: \_\_\_\_\_ Work Tel no: \_\_\_\_\_

Parental Responsibility Y / N      Legal Contact Y / N

Signed: \_\_\_\_\_ Permission collect Y/ N

Please could you tell us what the normal weekly contact pattern is if both parents have access? \_\_\_\_\_

**Collection and Emergency Contact Information**

Please list below anyone who may collect on a regular basis. Please identify at least one as an emergency contact . We will always phone parents first.

1) Emergency contact Y/ N Name \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2) Emergency contact Y/ N Name \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Phone Number: \_\_\_\_\_

3) Emergency contact Y/ N Name \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Please identify password for collection if someone other than those above collects which has been prearranged with the parents and nursery. Password: \_\_\_\_\_**

Photo

Photo



## **Sessions and Fees**

### **Opening Hours 7am-5:30pm**

<b>Attendance</b>		<b>Rate</b>
Breakfast Club	7am-8am	£5.30
Full Day	8am-5:30pm	£45 (under 2's) £43 (over 2's)
AM Session Including Lunch	8:30am-1pm	£25.00 (under 2's) £24.00 (over 2's)
PM Session Including Tea	1:30pm-5:30pm	£21.70 (under 2's) £20.70 (over 2's)

**Session Times:** The above sessions are the session we offer only, if you do not require the full sessions you are able to collect your child earlier or drop off later however you will still be charged for the full session.

**Funding Sessions:** Consumable fees will be charged for children attending funded sessions which will include meals and snacks (please see below). Funding must be used in accordance to our session times therefore if you require additional hours to top up your funded hours these will be charged at an hourly rate.

<b>Session</b>	<b>Charge</b>
Full Day	£5
Morning Session	£3
Afternoon session	£2.00
Additional hours	£5.30

**Holidays:** You will not be charged for bank holidays or when the nursery is closed. If your child attends full time we allow one week per year.

**Please state which sessions you would like:**

<b>Session</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Breakfast Club					
Full Day					
AM Session					
PM Session					

**Do you require a Term time only or All year round place? TTO / AY**

**Fees per week: £** \_\_\_\_\_



## **Parental Permission**

<u>Consent for</u>	<u>Yes/No</u>	<u>Date &amp; Signature</u>
<i>I consent for my child to go on local outings within the surrounding area by foot or public transport. However if it is by public transport you will be informed near to the time.</i>		
<i>I give my consent for First Class Nursery to include my child's photographs on Internal display boards and material, Quality portfolio and external publications- I will be verbally informed on each occasion that my child has had a photograph taken for external publication such as newspapers or other printed material.</i>		
<i>I hereby give my permission that if my child is showing signs of a temperature and that I am going to be more than 10 minutes to collect my child, that a member of staff who holds a First Aid Certificate to administer paracetamol based infant suspension, which I have provided to the setting in accordance with the manufactures stated dose.</i>  <i>I will be asked to sign a medication form once I have collect by child giving details of when the medication was administered.</i>  <i>I confirm that my child named above has previously been given paracetamol based infant suspension and had no adverse reaction to it.</i>		
<i>I hereby give my permission that if my child is outside in the sun, that a member of staff who holds a full DBS may apply sun cream to my child.</i>  <i>I confirm that my child named above has not previously had any adverse reaction to sun cream, if they have I will proved sun cream and list it on the section of form named allergies.</i>		
<i>I give permission for any medical attention and/or emergency treatment necessary for my child in case of any accident whilst at nursery. (please note we will contact you immediately)</i>		
<i>I give permission that for the purpose of my child's learning and development my child's initials can be used on planning sheets and observations held on the planning board.</i>		



### **Agreements**

<u>Agreement for</u>	<u>Yes/No</u>	<u>Date &amp; Signature</u>
I agree to my child being taken directly to hospital or being seen by the nearest doctor available should any emergency arise.		
I understand that my child will not be admitted to the Nursery if he/she is unwell and in the case of sickness & diarrhoea, my child will not be admitted to Nursery until 48 hours after the last incident of sickness or diarrhoea.		
I also understand that my child should not return back to Nursery until 24hrs after the first dose of antibiotics are administered. If my child is sent home from Nursery due to high temperature, my child will not be able to return to Nursery until 24hrs after being sent home.		
I understand and agree to all policies in place at First Class Nursery and that I have access to all Nursery policies. See our website <a href="http://www.first-class-nursery.co.uk">www.first-class-nursery.co.uk</a>		
I agree to staff recording observations of my child while in Nursery in order to monitor development and for the purpose of study.		
I understand that a staff member who is DBS checked will take my child to the toilet.		
I undertake to pay the current fees regularly, whether or not my child attends the Nursery except in cases of prolonged illness. This includes the consumables fee for funded places. Any credit must be agreed by the Manager.		
I understand that my child must be collected/dropped off at Nursery at the times agreed and that any change to collection/drop off time must be agreed in advance. This is in order to adhere to Ofsted regulations on staff:child ratios.		
I agree to staff of First Class Nursery putting a plaster on my child should the need arise.		



## **TERMS AND CONDITIONS**

### **1 Introduction/Registration**

- 1.1 The registration of your child with a First Class Nursery forms a contract with First Class Nursery registered at Lister Road Kidderminster, DY11 6NN.
- 1.2 First Class Nursery actively works to provide a caring, safe and cost efficient Nursery service for your child and children in your community. To do this and also to satisfy the strict requirements and responsibilities placed on First Class Nursery by various authorities it is necessary that there is a legal contract with parents/carers. It is important that you read and understand all its points before you sign the registration documents.
- 1.3 Your satisfaction with the Nursery service is paramount and if you have any concerns regarding the care and education we provide then please discuss this with your child's key person. If you feel these have not been resolved, please contact the Nursery manager. Unresolved concerns/complaints will be reported to more senior management in the normal management process.
- 1.4 To reserve a place you need to complete the registration form and receive confirmation of a place from the nursery. A place is secured when you paid your registration fee. (Deposit of one weeks fees, where applicable)

### **2 Safety and Well Being**

- 2.1 We use the Department of Health's Guidance for Infection Control to inform our policies and procedures and outline recommended exclusion periods.
- 2.2 If your child becomes unwell during a Nursery session the Nursery management will contact you. If the Nursery management deems that the child is not well enough to remain at Nursery you will be requested to arrange collection of your child. It is important that you plan for such an occasion.
- 2.3 Your child will not be admitted to the Nursery if he/she is unwell and in the case of sickness & diarrhoea, my child will not be admitted to Nursery until 48 hours after the last incident of sickness or diarrhoea. Your child should not attend Nursery until 24 hours after a first dose of antibiotics is administered. If your child is sent home from Nursery due to a high temperature, the child will not be able to return to Nursery until 24 hours after being sent home.




- 2.4 If a child is unwell or will be absent from the Nursery, we ask that you contact the Nursery Manager to inform them of their absence. This is to ensure that we can contact all parents of contagious diseases with the Nursery.
- 2.5 We will work with parents to cater for specific dietary requirements (to the extent that food is provided) and also the medical requirements of individual children. Parents have a duty of care to notify the Nursery manager of specific dietary or medical changes so we can update records.
- 2.6 We have a duty of care to ensure that any significant concerns about the well-being and/or development of children in our care are reported to the Children's services and where required to other regulatory bodies. This may be done without informing you and could include family information if appropriate.
- 2.7 If your child has an accident during their time at Nursery we would recommend that you seek further medical attention if you are concerned, especially for any bumps to the head.
- 2.8 Should any emergency arise your child may be taken directly to hospital or to the nearest doctor available. If there are any specific treatments / medical procedures please attach written instructions
- 2.9 The registration documents include signatory confirmation that the Nursery may administer some specific medications and provide certain activities. Any changes should be notified in writing.

### **3 Nursery Sessions**

- 3.1 These are booked on a separate booking form.
- 3.2 4 weeks written notice must be given of any cancellation, reduction or increase in your child's attendance, and a new booking form provided if appropriate. You will still be invoiced charges if less notice is given for a cancelled place.
- 3.3 Booked sessions cannot be swapped for a different session.
- 3.4 It is important that children are not brought to the Nursery early and that they are collected on time, otherwise penalty charges of £15 per half hour will be raised. The Nursery must operate within its official hours for insurance and legislative reasons.

### **4 Funded Hours**

- 4.1 If you become eligible for 2 year old funding, proof of eligibility must be provided prior to securing a place at the Nursery.
  - 4.2 When your child becomes eligible for 3 and 4 year old funding, the funded allocation of hours will be deducted from your regular booking pattern, which in turn will reduce your monthly invoice.
  - 4.3 If your child only attends the setting for their funded hours you must complete a funding form.
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- 4.4 Consumable fees are charged for funded places. This is a top up fee which covers additional costs that the funding does not cover, such as food, resources, and cleaning materials. The sessions themselves are not charged for. Fees are charged per session. £3 morning, £2 afternoon, and £5 full day.

## **5 Fees, Invoices and Payments**

- 5.1 Fees will initially be advised to you on the initial advance invoice and thereafter increases will be advised by letter as when they arise (usually on an annual basis).
- 5.2 Fees are invoiced in the last week of each month for the next month's sessions. Extra hours and services/costs of the current month and last week of the previous month are included on the invoice. The invoices are payable in advance of the regular services provided.
- 5.3 Fees are the responsibility of both the parents named on and signing the registration forms. If only one parent can sign then please discuss an alternative signatory with the nursery manager.
- 5.4 If a payment is over 7 days late the child may be excluded from the Nursery. Legal action is taken to recover unpaid fees and the costs of this legal action will also be recovered from the signatories to the registration form.
- 5.5 If parents are facing temporary financial difficulties it is important to discuss this with the Nursery manager before failing to make payment on time.
- 5.6 Fees, including consumable fees for funded places are payable during periods of absence including sickness, and days off.
- 5.7 Childcare vouchers are required to be set up to ensure the Nursery is in receipt of the funds on or before the first day of the month to which they relate.
- 5.8 Extra sessions outside of those contracted must be requested in writing and these will be added to the next invoice raised.
- 5.9 When exceptional circumstances arise (such as severe weather, outbreak of infectious disease) which are beyond the control of the Nursery and which trigger the closure of the Nursery, the Nursery will not be held responsible and no refunds for forced closures will be made. \* However, closures due to the Covid 19 pandemic will not be charged for.

## **6 Notice periods**

- 6.1 We may immediately end this agreement and terminate the place of the child if you fail to pay your fees or if you breach any of your obligations under this agreement, or if this is thought by the Nursery to be in the best interests of the child, of other children or of the Nursery.
- 6.2 We may immediately end your child's place or refuse future entry onto the Nursery premises if you or any family members behave unacceptably towards any member of staff, other child or parent

or a visitor to Nursery, as we will not tolerate any form of abuse, verbal or physical.

## **7 General**

- 7.1 The Nursery may change these Terms and Conditions where such change arises from regulatory issues, changes in legislation affecting First Class Nursery, or where it is in the reasonable opinion of First Class Nursery that it is in the interests of the Nursery and/or children attending the Nursery. First Class will give you 6 weeks written notice of such changes.
- 7.2 The Nursery cannot legally deny access of your child to either parent unless there is an active restraining order on file or specific schedule of court ordered visitation rights or the equivalent under any applicable law. If the situation is unclear, the Nursery will request that the family resolves their differences and may exclude your child until the position has been clarified by the court or agreed by both parents in writing.
- 7.3 You should be aware that your child may be taken on local outings during the Nursery day. If you do not wish your child to partake in such outings please inform the Nursery in writing. You would be informed by room staff prior to such outings.
- 7.4 We provide a wide selection of toys and equipment at the Nursery. Unless we specifically ask please do not bring personal toys into the Nursery. If personal belongings are brought into the Nursery it is done so at your own risk and no responsibility will be accepted by the Nursery.
- 7.5 If your child remains in the Nursery after the specified closing time and the Nursery has not heard from you, we will first call you and then the authorised contacts. We will keep your child as long as possible but after a period of time we have been unable to make contact then we may call the relevant authorities for further guidance/assistance.
- 7.6 Children will only be released to those who are authorised contacts as per your child's registration form. Changes must be received by the office in writing and with appropriate password identification.
- 7.7 Safety representatives have a legal right to information about accidents. Therefore, information will be made available and shared with the appropriate representative.
- 7.8 We will confidentially hold on paper and in electronic form the information that you provide to us on the Registration form and by other means during the time that your child comes to the Nursery. This data retention will help us provide an effective and safe Nursery service to you and it will be done with compliance with the General Data Protection Regulation.

## **8 Parents and Carers Code of Conduct**



- 8.1 Support the respectful ethos of our setting by setting a good example in your own speech and behavior towards all members of the community. This means considering the impact of your actions, your choice of language and your choice of tone can have on staff, children and other visitors to the setting.
- 8.2 Work together with staff for the benefit of children. This includes approaching the setting directly to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution.
- 8.3 Not to use mobile phones within the setting.
- 8.4 Park with consideration and respect for others when delivering and collecting children from setting.
- 8.5 Keep dogs on a lead and secured away from the main entrance.
- 8.6 Do not contact staff via social media, only use the lines of communication provided by the setting. Staff are not permitted to add parents as friends on social media. If parents and staff are already friends prior to coming to nursery, then professional boundaries must be maintained.
- 8.7 Refrain from airing grievances on social media, please follow the settings complaints procedure.
- 8.8 We operate a no babysitting policy in order to safeguard our staff and help maintain professional boundaries between staff and parents.
- 8.9 If parents and or carers fail to comply with these terms and conditions for code of conduct First Class Nursery reserve the right to issue warnings or notice to terminate your child's place at the setting.

**I agree with the above terms and conditions**

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Privacy Notice 2018**

At First Class Nursery we are committed to protecting and respecting your privacy.

Whenever you provide any personal information to us, we will treat your information in accordance with this privacy policy and in accordance with the General Data Protection Regulation.

With the new GDPR regulations the rights of the individual have changed.

Those rights are:



- The right to be informed about the data we hold
- The right to see the data we hold on the individual
- The right of change the data held on the individual
- The right of erasure or deletion of the data
- The right to restrict processing and control of how the data is being used
- The right of data portability that is the data can be moved, copied transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability
- The right to object to how data is held and used

First Class Nursery collects and processes and erases data different depending on each department. The template is a guide for you to use when creating the privacy document for your department. Using the personal data map you completed will be useful.

### **What data do we hold?**

Accident, injury and first aid records, accounts, attendance registers, child records, emergency contacts, Complaints, concern logs, childcare contacts, notification to terminate contracts, existing injuries, illness records, incident records, Learning records, funding forms, safeguarding forms, medication forms, permission forms, physical intervention records, policies and procedures, and visitors logs.

For a full list of the purpose of why we hold this information, how we store it, how long we hold it for and how this data is destroyed once no longer needed please see the notice board in the main entrance.

### **How you collect their data?**

We collect information about you and your child from a variety of sources including

- When you register your child with our Nursery or YPlay
- Parent evenings or update meetings
- Updating registration forms or contracts
- Observations within the setting
- CCTV
- Photographs for observations, marketing or publicity *any photographs of individuals will only be used for those purposes with your consent.*

### **How we use this data?**



We will use your information and that of your child in a number of ways, such as

- Managing your account charges and payments, including arrears.
- Supporting your child's care and education needs.
- Ensuring children are safe and secure.

***Who has access to this data?***

First Class Nursery may need to share personal information with government departments and agencies, with our regulator and auditors, the local authority or with other organisations and agencies where we are legally allowed to do so. We may also share information with any school or nursery your child attends after leaving us.

***How long do you keep my data for?***

Any individual data will be kept until your child turns 21 years and 3 months.

***How do you request for your information to be erased?***

You must request your data to be deleted in writing via post or email to the settings manager.

**Your rights, the right to complain and the ICO**

You have the right to request a copy of the data we hold about you. Please contact Laura Salmon at [laura.salmon@ymcaworcestershire.org.uk](mailto:laura.salmon@ymcaworcestershire.org.uk) if you wish to request access to any of your personal Data and we will always endeavour to answer your questions.

We will not normally make a charge for this service and will respond within one month of receiving your request. It will always help if you can be as specific about what personal data you want to see, what it relates to and within what timeframe, as that will assist our search. You have the right to correct information that we hold. Please advise us of any changes or corrections by contacting Laura Salmon at [laura.salmon@ymcaworcestershire.org.uk](mailto:laura.salmon@ymcaworcestershire.org.uk).

**Changes to our privacy notice**



Our Privacy Notice is regularly kept up to date and this version was updated on 4/4/18.

**I agree with the above Privacy Notice**

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

