# REGISTRATION FORM

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| --- | --- |
| **PERSONAL DETAILS** |  |
| Child’s full name |  |
| Male/Female |  |
| Date of birth |  |
| Sessions and days required.  We suggest a minimum of 2 for 2 year olds and a minimum of 3 for 3 and 4 year olds | Please complete your child’s timetable attached to this form |
| Home address |  |
| Full name Mother/Guardian |  |
| Parental responsibility? | Yes/No |
| Home telephone number |  |
| Work telephone number |  |
| Mobile telephone number |  |
| Email address |  |
| Address (if different from above) |  |
| Full name Father/Guardian |  |
| Parental responsibility? | Yes/No |
| Home telephone number |  |
| Work telephone number |  |
| Mobile telephone number |  |
| Email address |  |
| Address (if different from above) |  |

**REGISTRATION FORM**

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| **MEDICAL/SPECIAL NEEDS** |  |
| Name of child’s G.P. |  |
| Address of child’s G.P. |  |
| Telephone number of child’s G.P. |  |
| Details of any concerns raised at 2 year development check |  |
| Has your child seen a specialist? (Speech and Language Therapist etc.) Please provide details on an additional sheet if necessary | Yes/No |
| Is your child known to the locality team or social care? | Yes/No |
| Is there a CAF in place for your child? | Yes/No |
| Details of any special health problems, disability, conditions, medications or allergies |  |
| Details of any dietary requirements including any allergies, religious/cultural or personal preference |  |
| Details of any birth marks |  |
| Details of any religious/cultural considerations when caring for the child |  |
| Are there any festivals or special occasions celebrated in your religion/culture that you would like us to acknowledge and celebrate? |  |
| Ethnicity |  |
| What language(s) is/are spoken at home? |  |
| If English is not the main language spoken at home, will this be your child’s first experience of being in an English-speaking environment? |  |

**REGISTRATION FORM**

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| **COLLECTION** |  |
| Names and contact details of any additional people with permission to collect your child (must be over 16) |  |
| Password for authorised collection |  |
| **EMERGENCY CONTACT DETAILS** |  |
| Friend/relative contact details if unable to contact Parent/Guardian in an emergency |  |
| Signature of Parent/Guardian |  |
| Date |  |

**REGISTRATION FORM**

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| **Permissions** | **Signature Parent/Guardian** | **Date** |
| *I agree to allow my child to participate in any small, local nursery outings (large outings will require specific consent).* |  |  |
| *I agree to allow my child to receive emergency medical treatment should this be necessary.* |  |  |
| *I agree to allow a member of nursery staff to change my child’s nappy.* |  |  |
| *I agree to allow photographs to be taken of my child:*   * *for use on displays in the nursery* * *where incidentally included in other children’s reports* * *for use on the nursery website* * *for use in nursery publicity* * *for use by the press* * *by other parents at events e.g. nativity.*   ***(delete as applicable)*** |  |  |
| *I agree to allow observations to be made of my child using 2Build a Profile. I understand that there may be group photographs that incorporate images of my child and other children. I agree that these photographs may be used in other children’s learning journeys.* |  |  |
| *I agree that a copy of my child’s records may be passed on to their next school.* |  |  |
| *I agree that my child’s Early Years Progress Check may be shared with Health Services if required.* |  |  |
| *I consent to sun cream being applied to my child on hot days. I confirm that a clearly named bottle of sun cream will be supplied.* |  |  |

**SANDHURST NURSERY SCHOOL TERMS AND CONDITIONS**

I confirm that I have read and understood the terms and conditions.

I confirm that I have read and understood the following policies which can be found on the website.

* Safeguarding and Child Protection
* Health and Safety
* Equalities
* Special Educational Needs
* Promoting Positive Behaviour, including Rules and Standards
* Parental Involvement

Child’s Name: …………………………………………………………

Parents Signature: …………………………………………………………

Date: ...........……………………………………………..

Free Early Education, Funding and Nursery fees

We aim to offer parents the flexibility to use their FREE early education and childcare entitlement to suit their individual needs and requirements and wherever possible protect them from additional costs.

Parents can use their FREE funding between the hours of 8.00 and 18.00 Monday to Friday.

Each session should be for a minimum of 3 hours, up to a maximum of 10 hours per day. The latest drop off for a morning session is 10.00 and the earliest pick up is 12.00. If this does not fit in with your specific needs then please speak to us directly.

Funding can be divided between providers for example the nursery and childminder or 2 early years’ providers.

WHEN CAN I CLAIM MY FREE ENTITLEMENT?

The point at which FREE early education and childcare begins depends on the Child’s birthday. This is the same whether you are claiming free funding for a 2, 3 or 4 year old.

* If your child was born in January, February or March, then you can claim from the beginning of the term that begins on or after the 1st April.
* If your child was born in April, May, June, July or August, then you can claim from the beginning of the term that starts on or after the 1st September.
* If your child was born in September, October, November or December then you can claim from the beginning of the term that starts on or after the 1st January.

FREE CHILDCARE FOR 2 YEAR OLDS.

Some 2 year olds in England are eligible for 15 hours of FREE early education and childcare for 38 weeks per year, the term after their second birthday. In order to qualify for this FREE entitlement you must be in receipt of and can provide evidence of one or more of the following:

* Income Support
* Income based Job Seeker’s Allowance (JSA)
* Income based Employment and Support Allowance (ESA)
* Support through part 6 of the Immigration and Asylum Act
* Child Tax Credit and/or Working Tax Credit and have an annual income under £16,190
* The Guarantee element of State Pension Credit
* The Working Tax Credit four week-run on
* Universal credit

There are also a number of criteria that apply to your child and if any of the following apply then they would be eligible for 2 year old funding:

* They are looked after by the Local Authority
* They get Disability Living Allowance
* They have a Statement of Special Educational Needs or an Education, Health and Care Plan
* They have left care under a Special Guardianship Order, Child Arrangements Order or an Adoption Order

FREE CHILCARE FOR 3 and 4 YEAR OLDS (15 hours per week, 570 hours per year)

All 3 and 4 year olds living in England are entitled to 570 hours of FREE early education and Childcare a year from the term following their 3rd birthday. This is normally taken as 15 hours per week for 38 weeks per year, but some parents choose to stretch this by taking fewer hours per week and extending the number of weeks that their child attends per year.

FREE ADDITIONAL HOURS CHILDCARE FOR 3 and 4 YEAR OLDS (15 additional hours per week, 570 additional hours per year)

Parents living and working in England may be entitled to receive an additional 570 hours FREE per year. This additional funding can be taken over 38 weeks or stretched up to 48 weeks with parents taking fewer hours per week. The entitlement of the additional hours is conditional on the following factors:

* Both parents must be working, or the sole parent must be working in a lone parent family
* Each parent must earn at least the equivalent of 16 hours a week at national minimum wage or living wage (£7413.12)
* Both parents must NOT be earning more than £100,00.00 per year each
* If either parent is on maternity, paternity or adoption leave, or is unable to work because of a disability, or caring responsibilities they may still be eligible.

If you believe that you meet the criteria above and are eligible for the additional entitlement, you can apply via the government’s Childcare Choices Website

NURSERY SCHOOL FEES

Any additional hours, or those children not entitled to free funding are able to purchase these hours at a cost of:-

**2 year olds -** A 3 hour session - £20.00 (discounted) – additional hours available at £7.50 per hour

**3 & 4 year olds** – A 3 hour session - £15.00 (discounted) – additional hours available at £5.50 per hour

* Fees should be paid monthly in advance unless otherwise agreed. See attached free funding and fee sheet.
* Fees not paid by the date specified on the invoice are liable to a late charge of £10 per week that the fee remains outstanding. After 2 weeks, we will not be able to guarantee your child’s place.
* Please give 6 weeks’ notice in writing if your child is leaving, or you wish to reduce his/her sessions. If you fail to do so then you will be charged for the full notice period.
* Sessions missed because of illness or holidays or any other reason, are non-refundable.
* Sessions cancelled due to adverse weather conditions are non-refundable.
* Sandhurst Nursery School reserves the right to change the fees and opening hours at their discretion.

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## POLICIES

The nursery operates in accordance with a range of policies and procedures including the following:

* Safeguarding and Child Protection
* Health and Safety
* Equalities
* Special Educational Needs
* Promoting Positive Behaviour
* Parental Involvement

If you require a copy of any of the policies or procedures then please visit our website. Some of the important points are as follows:

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## HEALTH

* Any child feeling ill and/or suffering from any infectious illness, including colds should be kept at home.
* If a child with an infectious illness has been in the nursery, we will inform you.
* Children suffering from sickness and/or diarrhoea, should be kept at home for 48 hours after the first solid stool, or after the last bout of vomiting.
* Children should be kept at home for 48 hours after suffering a raised temperature.
* We only administer prescribed medicines. Calpol will not be administered on a routine basis. It will only be used in an emergency situation where a child is suffering from a very high temperature and the parent/carer is unable to collect their child. Parents are asked to sign a consent form at registration.
* You must notify the nursery if your child suffers from, or if you suspect he/she suffers from any kind of allergy or illness.
* If your child has had surgery or a fracture or break and is under the care of the hospital the nursery reserves the right to deny your child access to nursery until they feel it is safe for ALL concerned for your child to return safely to nursery.

**COVID 19**

* If your child develops a high temperature, new cough, or loses their smell and/or taste then they must take a PCR test immediately and self-isolate until they receive the test results. (Nursery requires notification of the test result.) If the result is POSITIVE then they must continue to isolate for the Government’s recommended time.
* If a member of staff or a child test positive within the nursery then the nursery will close with immediate effect and contact the Early Help Team at Bracknell Forest and Public Health England for further guidance.

Please see the *Health and Safety Policy* for more details.

## COMPLAINTS

* If you have any concerns or a complaint to make about the nursery then please speak to us in the first instance. In the unlikely event that we are unable to resolve any issue, then there is a formal complaints procedure to follow (see the *Complaints Policy*).
* If you were still not satisfied, then you are entitled to contact Ofsted direct. They are our registering body and inspect us every 3 years. The phone number to contact them on is 0300 1231231 or you can write to them at Piccadilly Gate, Store Street, Manchester, M1 2WD.

## SAFEGUARDING CHILDREN

* We are obliged by the Social Services Department to pass on any significant concerns regarding a child in our care.
* Please give a term’s notice in writing if your child is leaving. If you are unable to give a term’s notice, you must still inform us. If you fail to do so we will endeavour to contact you, however, if we are unable to reach you we will have to inform the relevant agencies who will check on the safety of your child.

## SAFE COLLECTION

* Only those people named on your registration form, with their password, are authorised to collect your child.
* Please notify us in advance if someone other than the person who usually collects your child will be collecting them.
* On no account will your child be allowed to leave the premises without this procedure being adhered to. (See the *Safeguarding and Child Protection Policy*)

## LATE COLLECTION

* Parents will be charged an hourly rate of £10 per hour if they are more than 10 minutes late to pick up their child; this is to cover the extra expense of keeping the required 2 members of staff on.

## OUTINGS

* Parents are asked to sign a permission slip allowing their child to go on outings. This refers only to small, local trips, such as a nature walk round the village.
* Parents will be notified of larger outings in advance with full details of the trip and an invitation for them to join us. Parents will be asked to sign a separate, specific permission slip for these outings. A full outing-specific risk assessment will be carried out in advance of each trip.

## CONFIDENTIALITY

* All details of staff, children and their families are kept confidential.
* Parents are asked to sign a permission slip allowing us to pass on their child’s records of achievement to their next school when they register. This will be confirmed orally nearer the time.

## EQUALITY OF OPPORTUNITY

* At our nursery no-one (child, parent, staff, volunteer or anyone else) is discriminated against on *any* grounds and specifically on grounds of age, ability, gender, nationality, race, religion, culture, special educational needs, sexual orientation or social situation.
* We operate a policy of inclusion for all.

Please see our specific *Equalities and Special Educational Needs Policies*.

## ACCIDENT/INJURY

* In the case of an accident or injury, a form setting out the details of the incident and any first aid given and action taken will be completed and signed by the member of staff dealing with it. Parents will be asked to sign it on collection of their child.
* Please see the *Health and Safety Policy* for the procedure in the event of a serious accident/injury.

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## CLOTHING AND SUNCREAM

* Parents are asked to apply sun cream to their children before they arrive at nursery during the summer months.
* If it is a particularly hot day we will reapply sunscreen lotion to the children before going outside. Parents should supply a clearly named bottle of sun cream when they register their child at the nursery.
* Parents are asked to provide a complete change of clothes in case of an accident for their child for each session. They are also asked to bring a sun hat during summer months and wellies and warm clothes during the winter.
* Shoes must be suitable for playing on the outdoor equipment.

## CHILDREN’S DETAILS

These must be kept up to date in case of emergency. Parents should inform the nursery immediately of any changes to their children’s details, such as emergency phone numbers, change of a parent’s workplace etc.