



## Childcare Registration and Agreement Form

Thank you for registering your child(s) with Heart Preschool. Please complete this form and return it as soon as possible to secure your child or children's place.

If you are paying for your child's fees, please pay **your registration fee (£20)** online or in cash to the manager or deputy manager before your child starts. This goes towards printing costs, registration to the Information Commissioners office, staffing costs during the settling in week of your child starting. You will need to obtain a receipt for this fee. *Please do not post any money!*

You must pay your child's fees a month in advance or pay a refundable deposit of two weeks fees. This will be refunded in the last week of your child's contract ending unless the contract has been breached then the deposit is non-refundable.

**This form must be completed by someone who has parental responsibility.**

### Family Details

Child's full name		
Preferred or familiar name		
Date of birth		<b>Office use only:</b> Birth Certificate seen? Staff initial:
Parents / carers names	Mother	
	Father	
	Others (please specify)	
Parent/Carer addresses: Please provide names and addresses for each parent and carer known to the nursery <b>Please indicate your child's usual address (if different)</b>		
Other people allowed to collect your child?  Must be over 16 years of age		Name and addresses:  Mobile number:

### Contact Details

Telephone Home	
Mum mobile	Mum work:
Dad mobile	Dad work:
Email address (for you invoice to be sent)	
Password (for collection & to retrieve your invoice)	

**Legal Responsibility and Contact Details**

Who has Parental Responsibility for your child? E.g. the parent/carer who is your child's main carer(s)	Name:
Who has Legal Contact with your child? E.g. a parent who lives at a different address	Name:

**Daytime Emergency Contact Details**

Mother	
Name:	Contact number:
Father	
Name:	Contact number:
1st alternative contact (required)	
Name:	Contact number:
Relationship to the child:	
2nd alternative contact (required)	
Name:	Contact number:
Relationship to the child:	

**Health Information**

Doctor's name, address and telephone no:
Health Visitors Name and telephone no:
Does your child have any special health requirements?
Any known allergies? (e.g. food, animals, plasters, medication, etc)
Does your child have any special dietary requirements, preferences or food allergies?
Are all childhood vaccinations up to date?

**Other Information:**

Other languages at home:
Ethnic Origins
Festivals celebrated at home:
Details of any other setting or childcare attended:
Details of any other agencies or professionals working with your child and their role:
Any other details or information it may be useful for us to know? E.g. What your child likes, what their fears may be, any special words they use, what comforters they may need and when.

**Consent Information**

Please sign that you are willing to give your consent for	Signatures:
Outings (Such as the local park)	
Holding personal information (paper and Computer based and on the Family App)	
Sharing information with other professionals, e.g. Health Visitor or Speech therapist	
Photography to be used in-house only, e.g. photo observations for child's folder	
Photography to be used in Preschool (e.g. display boards) publicity material, including on the internet (children's names will NOT be used on any website or in any publicity)	
First aid and emergency medical treatment, including the administration of Calpol should your child's temperature rise suddenly above 38°C	
Use of child's own provided sun cream or a named brand supplied by the Preschool	
Use of plasters	

**Safeguarding Children:**

At Heart Preschool the safety and well-being of our children is paramount and we have and implement a number of policies, and procedures, to safeguard children. We also have staff that are designated to take lead responsibility for safeguarding children in our Preschool. The lead practitioner is responsible for liaison with local statutory children's services agencies and must attend child protection training that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect.

Please be aware that, as an Early Years provider, if we have any concerns about a child's safety or welfare, we have a legal obligation to notify the necessary agencies without delay. This includes the Nottingham City Safeguarding Board and Children and Families Direct and, in emergencies, the police.

Please print and sign below to accept the above conditions and those set out in Heart Preschool policies and Procedures:

Name of parent/ carer: \_\_\_\_\_

Signature of parent/carer: \_\_\_\_\_

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

**Important**

We ask that you keep us informed of any changes to your details.

Periodically we may ask you to confirm your details for our records.

**Childcare Requirements**

Please tick the sessions you would like below

Days	Morning session 9.15- 12.15	Lunch Club service 12.15-12.45	Afternoon session 12.45 - 3.45	Afterschool Club 3.45-5.30
Monday				
Tuesday				
Wednesday				
Thursday				3.45- 4pm
Friday				3.45- 4pm

How did you hear about Heart Preschool? Please tick as appropriate:

- Magazine
- Word of mouth
- Children's Info Service
- Local event
- Flyer
- Website
- Sign outside
- Other

Did you look at any other Childcare providers? Y / N

Why did you choose Heart Preschool?.....

## **Heart Preschool C.I.C Terms and Conditions**

### **Admission**

A completed Childcare Agreement Form and Registration fee and deposit is required to secure your child's place. (only form for funded children)

#### **Registration Fee and Deposit**

The registration fee of £20 goes towards administration. A months childcare fees must be paid a month in hand on and not after the first day of when your child is due to start. You must also give the Manager a minimum period of one months' notice.

### **Fees and Invoices**

Childcare accounts are payable monthly, in advance for a calendar month of childcare.

Accounts are payable by direct debit or cash made payable to "Heart Preschool C.I.C". We also accept childcare vouchers.

Invoices will be issued in the week preceding the start of the month

and will be due for payment on the 1st of the month. Unless there is a prior arrangement, a charge of £20 will be made for fees outstanding after 5th of the month.

Any parent or carer whose fees remain unpaid after 5<sup>th</sup> of the month, without prior agreement of the Nursery Manager, risks their child's place at the Preschool being withdrawn. Any payments that are cancelled or returned from the bank will incur a £25 administration charge, and the parent/carers will be asked to pay by credit/debit card in future. A sibling discount is applied to the costs for the eldest child for the jointly attended sessions. All

discounts are applied to core childcare provision only and do not

apply to nursery lunches or other services.

Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or holidays or unavoidable Preschool closure. Be aware that the number of days childcare provided each month may vary. Bank holidays and staff

training days will not be charged for.

If you expect to be late collecting your child please notify the

Preschool as soon as possible.

Un-notified late collection will be charged at a rate of £5.00 per every 15 minutes to cover emergency

staffing and other arrangements.

In case of default on payment the Preschool reserves the right to

apply a £50 administration fee for preparation of court papers

The Preschool is not responsible for collection of fees from any

third parties except in the case of statutory nursery education

funding allowance. The Preschool will give parents and carers two

months' notice of increase of fees which will normally be reviewed

in April.

### **Opening times**

Heart Preschool sessions run from 09:15 to 12.15 and 12.45 to 15:45. If you need afterschool hours, please specify this on the childcare requirements table on the previous pages. Heart

Preschool is a **term time only setting** and is closed on bank holidays and occasional inset days.

(No more than 2 in an academic year). The church may have to hold a funeral in the church hall, so we have made contingency plans if this is to happen.

Termination, cancellation and change of sessions requires one month notice. This required by either party for any change of sessions or termination of agreement. If parents, choose to leave

prior to the end of their notice, fees are non-refundable. The

minimum period for any permanent change of sessions is one

month. If the notified start date is changed by the parent, we

reserve the right to charge from the original start date notified on

the Agreement form.

Heart Preschool reserves the right to terminate the Agreement with

immediate effect in case of non-payment of fees, or if a parent,

carer or child displays abusive, threatening or otherwise

inappropriate behaviour, or for any other reasonable cause.

Intimidation or abuse of our staff will not be tolerated and may

result in immediate termination. In all other cases the standard

notice period of one month will apply.

### **Insurance**

The Preschool has extensive insurance cover for nursery based

activities and outings. Details of the insurance may be requested

from the nursery manager. The Certificate is displayed in the

Foyer.

Personal property and belongings

The Preschool cannot be held responsible for any loss or damage to

any parent's, carer's or child's property or

belongings. Every reasonable effort will be made by the Preschool staff to ensure that property

or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is

clearly labelled

and we suggest that all toys, books and equipment are left at home.

### **Liability**

Heart Preschool accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the Preschool being temporarily closed or the non-admittance of your child to the

Preschool for any reason. We accept no responsibility for children

whilst in their parent's care on Preschool premises. We will not be

liable to parents and/or children for any economic loss of any kind,

for damage to the child's or parent's property, for any loss resulting

from a claim made by any third party or for any special, indirect or

consequential loss or damage of any kind.

### **Accidents and illness**

Heart Preschool reserves the right to administer first aid and any

emergency treatment as required. Parents will be informed of all

accidents and will be asked to sign an Accident record form. If

emergency treatment at hospital is required the staff at Heart Preschool will make all reasonable

attempts to contact the parents but if this is not

possible we are authorised to act on behalf of the parents and

authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a Medicine Consent

form.

We may require parents to withdraw their child from nursery in the

event that they require special medical care or attention which is

not available or refused by the parent, or it is considered that the

child is not well enough to attend. We may also ask parents to withdraw their child from the

nursery if we have

reasonable cause to believe that the child is suffering from or has

suffered from any communicable disease or infection and there

remains a danger that other children may contract such a disease or infection. Please refer to our Illness and Medication Policy regarding exclusion and incubation periods by which we are bound. Parents must inform the staff at Heart Preschool if the child is suffering from any illness, sickness or allergies before attending the Preschool.

Heart Preschool is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the Preschool is bound.

**Agreement**

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and Preschool. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at any time. One month notice will be given of any changes made.

The Preschool is operated by Heart Preschool (Community Interest Company) which is a not for profit making company. We rely and appreciate donations and funding to support the business so we can provide care for the children in the community.

I have read and understand these Terms and Conditions and agree to be bound by them.

Signed (parent or Carer)

.....

Print name:

.....

Date: .....

I have seen a copy of the latest Heart Preschool Policies and read them and will adhere to them. I have also read Heart Preschool's Data Protection Privacy statement:

Parent/carer signature:

.....

Print name:.....

Date.....

Staff name:.....

Role:.....

Date:.....

Date agreement is to be reviewed:.....

END

