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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Child’s Full Name** | |  | | | **Date of birth** | | |  |
| **Address**  *Please indicate your child’s usual address* | |  | | | **Postcode** | | |  |
| **Birth Certificate presented?** | | |  |
|  | | | | | | | | |
| *Parents/Carers Names & Personal Information* | **Mother/Father**  *(Please circle)* | |  | | | **Home Phone Number** |  | |
| **Mobile Number** |  | |
| **Address**  *If different from above* | |  | | | **Employer's Name** |  | |
| **Employers Phone No** |  | |
| **Mother/Father**  *(Please circle)* | |  | | | **Home Phone Number** |  | |
| **Mobile Number** |  | |
| **Address**  *If different from above* | |  | | | **Employer's Name** |  | |
| **Employers Phone No** |  | |
| **Other**  *(Please specify)* | |  | | | **Home Phone Number** |  | |
| **Mobile Number** |  | |
| **Address**  *If different form above* | |  | | | **Employer's Name** |  | |
| **Employers Phone No** |  | |
|  | | | | | | | | |
| *Further Information* | **Siblings Names** | |  | | | **Date of births** |  | |
| ***What is your child’s first spoken language?*** | | |  | | | | |
| ***Does your child’s have any religious needs?*** | | |  | | | | |
| ***Is there any other spoken language in the household?*** | | |  | | | | |
| ***Please state your child’s ethnic origin*** | | |  | | | | |

**This is a contract between Hazles Farm Childcare and the guardian/s of the below named child. Please complete this form and return it to the nursery office. This form MUST be completed by someone with legal responsibility for the child.**

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|  | | ***Details of any other setting your child attends*** | | |  | | | |
| ***Are there any other agencies or professionals working with your child?*** | | |  | | | |
|  | | | | | | | | |
| **MEDICAL INFORMATION** | | | | | | | | |
| **Name and address of child’s GP** | | | | |  | | | |
| **GP Phone number** | | | | |  | | | |
| Details of all immunisations already received by your child  *(Please tick all that apply)* | | | | | | | | |
| **6 in 1** (1st) | **6 in 1** (2nd) | | **6 in 1** (3rd) | **MMR** (1st) | | **Flu Vaccine** | **MMR** (2nd) | **Booster** |
|  |  | |  |  | |  |  |  |
| ***Does your child have any special medical conditions/diagnosed special needs?*** | | | | **Details:** | | | | |
| ***Any known allergies? (E.g. food, animals, plasters, medication, etc.)*** | | | | **Details:** | | | | |
| ***Dietary preferences/requirements?*** | | | | **Details:** | | | | |
|  | | | | | | | | |
| **CONSENT INFORMATION** | | | | | | | | |
| **Administration of medicines** | | | | I understand that only prescription medicines can be given and that a completed medicine form must be completed by a parent/guardian before a medicine is administered.  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Medical treatment release** | | | | I give permission in an emergency for my child to be escorted to a hospital or doctor and for trained Nursery Practitioners to take any necessary action in the case of a medical emergency.  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

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| **I WOULD LIKE MY CHILD TO ATTEND THE FOLLOWING SESSIONS (*please tick*)** | | | | | | | | |
| SESSIONS | | MONDAY | TUESDAY | WEDNESDAY | | | THURSDAY | FRIDAY |
| FULL DAY  (8AM TILL 6PM) | |  |  |  | | |  |  |
| SHORT DAY  (8AM TILL 3.30PM) | |  |  |  | | |  |  |
| HALF DAY AM  (8AM TILL 1PM) | |  |  |  | | |  |  |
| HALF DAY PM  (1PM TILL 6PM) | |  |  |  | | |  |  |
| Early Start Requested (7.30am) | |  |  |  | | |  |  |
| HOURLY RATE  Discuss with Manager | |  |  |  | | |  |  |
| **PLEASE SEE SEPARATE INFORMATION LEAFLET REGARDING FOOD CAHRGES FOR NEF/24U & TALKING 2’S FUNDED CHILDREN** | | | | | | | | |
|  | | | | | | | | |
| **COLLECTION OF CHILDREN** | | | | | | | | |
| *It is the responsibility of the parent/guardian to notify nursery of any changes to the usual person who collects your child from the setting. Please state below* ***TWO*** *named persons who have permanent permission to collect your child from nursery.* | | | | | | | | |
| **Name** |  | | | | **Name** |  | | |
| **Relationship to child** |  | | | | **Relationship to child** |  | | |
| **Unique password** |  | | | | | | | |

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| **OTHER PERMISSIONS** | | | |
| ***I give permission for my child to take part in the following activities:*** | | **YES** | **NO** |
| Outings into the community | |  |  |
| Photographs to be displayed within nursery | |  |  |
| Holding information (paper & computer based) | |  |  |
| Information sharing (e.g. Health Visitor, Local Authority) | |  |  |
| Photo’s for publications | |  |  |
| Undertake observations | |  |  |
|  | | | |
| **How did you hear about Hazles Farm Childcare? Please tick appropriate box** | | | |
| Website | Facebook | Recommendation | Sign Outside |
| Flyer | Magazine | Stay and Play | Other……………………… |

**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.**

**Agreement**

These terms and conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warrantees, 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 completion of the Childcare Registration and Agreement Form is accepting the companies Policies and Procedures and any updates that therefore follow. It is the parents/carers responsibility to ensure they have read and understood all the settings Policies and Procedures which are accessible within the nursery setting.

The nursery is operated by Hazles Farm Childcare Ltd.

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

Signed (parent/carer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signed (parent/carer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| **TO HELP COMPLY WITH GENERAL DATA PROTECTION REGULATIONS CONSENT REQUIREMENTS, WE NEED TO CONFIRM THAT YOU WOULD LIKE TO RECEIVE INFORMATION FROM US. YOUR INFORMATION WILL NOT BE SHARED WITH OTHER COMPANIES.** | |
| **Primary Email Address** |  |
| **Permissions**  Hazles Farm Childcare will use the information you provide on this form to be in touch with you and to provide updates on our services. Please let us know all the ways you would like to hear from us: | |
| **Email** | Sign: Date: |
| **Telephone** | Sign: Date: |
| **Text Message** | Sign: Date: |
| **Social Media Message** | Sign: Date: |
| **I am happy for my invoices to be emailed to my primary email address** | Sign: Date: |

**Please inform us of TWO additional contacts that can be reached in the event of an emergency. Emergency contacts must differ from parents/guardians already included within the contract and they must give written consent below for nursery to hold their information on file.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Emergency Contact (1) Permission Form** | | | |
| Name: |  | | |
| Home number: |  | Mobile Number: |  |
| Relationship to child: |  | | |
| I am happy for Hazles Farm Childcare to contact me in the event of an emergency.  Signed: | | | |
|  | | | |
| **Emergency Contact (2) Permission Form** | | | |
| Name: |  | | |
| Home number: |  | Mobile Number: |  |
| Relationship to child: |  | | |
| I am happy for Hazles Farm Childcare to contact me in the event of an emergency.  Signed: | | | |

**In the event that no one can be contacted, in an emergency the Nursery Manager will allow other trained professionals to make decisions in the best interest of your child (e.g First Aid trained staff).**

**Terms and Conditions**

**Admission**

A completed Childcare Registration & Agreement Form is required to secure your child’s place.  
  
**Fees and invoices**

Childcare accounts are payable monthly, in advance for a calendar month of childcare. Accounts are payable by standing order, bank transfer or cash. We also accept childcare vouchers. We can apply on your behalf for the Free Entitlement from your local LEA (more information will be provided when your child becomes eligible).

We also accept 2 Year Old Funding, such as 24U and Talking 2’s educational funding. Invoices will be issued during the last week of the month and payment will be due 7 days after the issue of the statement. Unless there is a prior arrangement, a charge of £20 will be made for fees outstanding after this date. Any parent or carer whose fees remain unpaid after this date, without prior arrangement from the Nursery Manager risks their child’s place at nursery being withdrawn. Any payments that are cancelled or returned from the bank will incur a £20 administration charge. A sibling discount is applied when 2 or more siblings attend the same setting to their jointly attended sessions. All discounts are applied to core childcare provision only and do not apply to extra sessions, nursery lunches or other services.

Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of a child’s attendance. No refunds are given for sessions missed due to sickness or holidays or unavoidable nursery closure. Be aware that the number of day’s childcare provided each month may vary. Bank holidays are not charged for. Christmas and New Year closures will be deducted from invoices accordingly.

In case of default payment the nursery reserves the right to apply a £50 administration fee for preparation of court papers. The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding.

The nursery will give parents 1 months’ notice of increase in fees which are normally reviewed in September.

**Opening times**

The nursery sessions run from 08:00 to 18:00. Care between 07:00 and 08:00 and 18:00 and 19:00 is by arrangement only and extra fees apply. The nursery is open all year round except bank holidays and Christmas & New Year closures. Parents will be notified on admission yearly closures.

**Termination, cancellation and change of sessions**

One month notice is 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.

The nursery 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 6 weeks will apply.

**Insurance**

The nursery settings have extensive insurance cover for the nursery based activities and outings. Details of the insurance may be requested from the nursery manager. The certificate is displayed in the nursery.

**Personal property and belongings**

The nursery cannot be held responsible for any loss or damage to any parents, carer’s or child’s property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child are 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**

The nursery accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason. We accept no responsibility for children whilst in their parents care on the nursery 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 parents property, for any loss resulting from a claim made byy any third party or for any special, indirect or consequential loss or damage of any kind.

**Holidays**

Sessions booked cannot be refunded due to children being absence on holiday. NEF/24U/Talking 2’s funded sessions cannot be rebooked.

**Accidents and sickness**

The nursery 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 parents cannot be contacted, nursery reserves the right to act on behalf of the parent/carer in their absence for any emergency medical treatment. Prescribed medicines will only be administered with the completion of a Medicine Consent Form.

We may require parents to withdraw their child from nursery to seek further medical attention or that it is considered that the child is not well enough to attend nursery. It is the parents and carers responsibility to read the information on exclusion periods which are provided on enrolment and in the nursery foyer policies and procedures. The nursery is mindful 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 nursery is bound.