



# Constable Country Childcare

Group Manager: Hayley Aherne BA (Hons) EYPS

## Nursery Parent/Carer 38-week Contract and Registration Form

### Personal Details

Parent(s)/Guardian(s) Full Name(s):

.....  
.....

Custody: .....

Home address(es):

.....  
.....  
.....

Alternative Home Address (if applicable)

.....  
.....  
.....

Home Telephone:.....

Mother's/Guardian's place of work/occupation:

.....

Father's/Guardian's place of work /occupation:

.....

Mother's /Guardian's /Work Tel: .....

Mother's Guardian's / Mobile .....

Father's/Guardian's Work Tel: .....

Father's /Guardian's Mobile: .....

Mother's/Father's Guardian's /

Email(s):.....

.....



Child details, full name, date of birth and religion practised:

Full Name: .....

DOB: .....

Religion: .....

What is the first language spoken at home?

.....

Is your child looked after through foster care or on a care order?

YES/NO

Has there ever been any involvement with social care services or other agencies eg spoken language, physio etc?

YES/NO

If yes, please provide details:

.....  
.....  
.....

Does your child have any special needs you feel we should know about?

.....  
.....  
.....  
.....

Any other important information you wish to share

.....  
.....  
.....  
.....



Start Date: .....

Visit Dates: .....

We are now required to confirm the identity of all children.

Source of evidence:

Passport:  Birth Certificate:  Child Benefit Form

Health Book  Other:  (please state):

.....

Regular Collection Permission:

I give permission for:

Name:.....

Home address:

.....

.....

.....

.....

Post Code: .....

Work Tel: .....,.....

Mobile Tel: .....

to collect my child on a regular basis. I understand I will need to introduce the person to the staff before the first collection.

(In the event of an emergency a password will be used.)

Emergency Contacts

Please nominate below someone who, in the event we cannot get hold of you, has your express permission to make decisions on your behalf, and to collect your child if necessary.

(If possible, please state someone living locally.)

Name: .....

Home address:

.....

.....

.....

.....



Post Code: .....  
Work Tel: .....  
Mobile Tel: .....

Please provide a second emergency contact in case we cannot get hold of the contact stated above.

Emergency Contact 2

Name: .....

Home address:

.....  
.....  
.....  
.....

Post Code: .....

Work Tel: .....

Mobile Tel: .....

Please wherever possible can we meet the people named above before they pick up your child or could you supply an up to date photo.

Please provide below a password. This is a safeguard, in the event you are unable to pick up and you ask a relative/friend to do so for you. Please ensure you provide it to the person who is picking up your child, otherwise we may not be able to release your child to that person.

Password.....



Medical Information:

Doctor's Name:.....

Surgery:.....

Tel: .....

Health Visitor: .....

Tel: .....

Are your child's immunisations all up to date ? YES/NO

Does your child suffer from any on-going medical conditions or do they suffer from:

Asthma: YES/NO

Eczema: YES/NO

Diabetes: YES/NO

Other Condition: YES/NO

Hay Fever: YES/NO

Nut Allergy: YES/NO

Bee/Wasp stings: YES/NO

Any other allergy: YES/NO

Please describe any medical needs, and give details of the child's symptoms. It is considered medical if a doctor has diagnosed the problem. If it is an intolerance, or personal preference, please fill in the details below and indicate it as such:

.....  
.....

**Daily care requirements.**

.....  
.....

Describe what constitutes an emergency for the child and the action to take if this occurs (if applicable):

.....  
.....

**Follow up care:**

.....  
.....



Please indicate if your child has/have suffered from any infectious diseases to date: YES/NO

If you have indicated yes, please provide details below including the date. If your child has no known allergies or previous conditions, please miss this section out.

.....  
.....  
.....

**Major and Minor illness and Medication.**

Major Illness

If your child falls seriously ill, or has a communicable disease/infestation at the Nursery, every effort will be made to contact parents and carers or the emergency contact as quickly as possible. We would then ask that you pick your child within an hour. When the child is collected, the symptoms and treatment given will be recorded in the Accident or Sickness book which the parent/carer must sign.

It is the parents'/carers' responsibility to seek further medical advice. If both parents are unavailable, or the situation is serious, the Nursery may seek medical advice and act accordingly.

Minor Illness

If your child falls ill, has a rash, is inconsolable, has a temperature or some other type of illness at the nursery, every effort will be made to contact parents and carers or the emergency contact. We will then consult with parents as to whether we feel the child should go home straight away, or if we are just letting parents know so that they can make an informed choice. When the child is collected the symptoms and treatment given will be recorded in the Accident or Sickness book which the parents must sign.



Medicine

If your child has been prescribed any medication by the doctor that will need to be administered while at nursery, the medication must:

1. Have instruction on how it should be stored correctly
2. Be in the original container. If it is not in the original container, Nursery staff are not allowed to administer it.
3. The container needs to be clearly labelled with name, dose, and frequency of administration.

Emergency permission:

I/We,.....  
 (parent/carer - please delete as appropriate), in the event of an emergency where no Parent or Carer can be contacted, give permission to the staff at Constable Country Childcare to authorise admittance to hospital of my child to travel in the ambulance with them, if necessary, and/or administer prescribed medication, in the event of an emergency where no Parent or Carer can be contacted.

I/We,.....  
 (parent/carer - please delete as appropriate) also, in the same circumstance, give permission to the staff at Constable Country Childcare to authorise any emergency medical treatment, with the exception of :

.....

*The Provision will continue to try and contact parents and carers to advise them of the emergency.*



**Observation & Permission**

During the day-to-day running of both provisions, it is sometimes necessary to take observations in the form of photographs and video recordings of your child. These observations are used to record events, activities, and the children's progress. We also sometimes invite local Press to the setting if we are holding a special event or activity. Please sign to indicate your permission for us to do so.

Signature: .....

**Outings**

The Nursery goes on outings occasionally. Parents and carers are usually advised prior to the outing, but, from time to time, if a special event is occurring, a small group may attend without prior notice. (special events include visits to Churches, art exhibitions, library etc.).

Signature: .....

**Other Information**

**Data Protection Act**

I agree that Constable Country Childcare may hold the information I have given for the purpose of managing the provision and I undertake to advise the settings of any changes to these details. I understand that this information will be available to employees and the management committee of Constable Country Childcare and that I may inspect the information relating to my child by giving reasonable notice to the manager.

Signature.....

**Photographs**

Occasionally we take photos to use in publicity material/promotional display through a variety of mediums including videos, websites and newsletters. I consent to Constable Country Childcare to take and use picture of my child as described.

Signature.....





Sun Cream

I authorise staff to apply sun cream to my child and understand that a small fee will be added to my invoice during the summer to cover the cost of sun cream

Signature.....

Children's Services (previously Social Services)

I understand that the Nursery staff has a duty to report any suspected neglect or abuse to our Local Authority Children's Services (Customer First) Department.

Signature.....



Attending other Settings

We are required to work in partnership with all local settings. Does your child attend any other settings for example, local pre-school, nursery school, music class, Tumble Tots etc. Please give details below of days and times attended.

Monday	Tuesday	Wednesday	Thursday	Friday

Address(es) and telephone no.

I confirm you can share detail with the following settings/professionals, signature.....

Name .....

Contact details.....

.....

.....

Name .....

Contact details.....

.....

.....

Name .....

Contact details.....

.....

.....



## **Constable Country Childcare**

### Terms and Conditions

#### 1. Opening Times.

- The Nursery is open from 7.45am - 6.30pm, Monday to Friday (7.30 at BYE).
- The Nursery is closed for all Bank Holidays.
- Sessions start from 2 hours
- Please be diligent about picking up and drop off times.

#### 2. Fees

- The Nursery fees are calculated based on a 38-week year and the total amount payable will be calculated and divided into 12 equal payments including a fee for printing and snacks or invoices are sent out half termly (this will be need to be agreed with you when your child starts). All fees must be either paid on the first working day of the month or by the date shown on your bill. If you are only using government funding then payments for snack and printing will be shown as voluntary.
- Any additional sessions are billable at the end of the month and are due within a week.
- Payments are welcomed by several methods. There is a standing order form attached to back of this contract which you can fill in and send to your bank. Please ensure you include your child's name as a reference so we can match up the payment.
- £50 is required to secure your child's place unless you are only using government funding, once a start date has been confirmed. This will be returned or used against the last months fees are paid.
- It is the Nursery's policy to charge £1.00 for every 5 minutes that Parents/Carers are late to pick up after the allotted time if parents frequently are late picking up. This will be automatically added to your invoice at the end of the month. In a genuine emergency, please telephone as soon as possible, so that suitable staffing arrangements can be made. If we are unable to contact you, after an hour we would contact our local Authority children's services (Customer First) Department on



0808 800 4005 please refer to our Policies and Procedures document for more information.

- Six weeks' notice in writing is required to decrease sessions.
- Casual sessions may be available on request, subject to availability.
- In the event of a cheque being represented or returned by the bank an additional fee of £25.00 will be payable immediately, to cover our bank and administrative charges.
- Please be aware that continual late payment of fees is taken seriously by the Nursery, and represents a breach of your responsibilities under this contract. We may charge you interest on very late payments (more than a month late) we may also suspend your child's place at the Nursery until the fees have been paid, however fees accruing during this suspension are still payable.
- In the event of missed sessions and/or days due to personal circumstances or sickness fees are not refunded.
- Sessions and days are not interchangeable.
- In the unlikely event that the nursery has to close due to unforeseen circumstances or adverse weather conditions bills will be adjusted or session's offered in lieu.

### 3. Sickness

- Please inform setting as soon as possible if your child will be unable to attend their session and inform us if it is a communicable disease or infestation.
- Staff will contact Parents/Carers as soon as possible if your child falls ill. More details can be found in our Policies and Procedures document.
- Please do not send your child if he/she is unwell. A doctor should confirm that there is no risk of infection and we require 48 clear hours if your child has had a temperature of



100°F/38°C, vomiting, diarrhoea, measles, mumps, meningitis, hepatitis, a virus, any unexplained rash, or flu.

- The Nursery will not routinely administer medicines unless prescribed by a doctor. Please see Permissions above, and our Policies and Procedures document for more details.
- The Nursery will endeavour to keep Parents/Carers aware of any communicable diseases via the Notice Board.

#### 4. Commitment

- A deposit of £50 fees is required to confirm your child's place (unless you are only using government funding). This deposit will be returned in full on your child's last invoice, as long as all contractual obligations are met. If your child does not attend, or you decide to give up your child's place during the first month, this deposit will be kept by the Nursery in lieu of notice.
- Fees will be calculated from the start date agreed. Visits to the Nursery will be arranged as part of our settling in policy.
- The Nursery requires six weeks' written notice of your child leaving or full payment in lieu of notice.
- The nursery will give you six weeks' notice of any changes to this Contract.
- Further policies can be found in the Policies and Procedures document.
- All children should have hard-soled slippers/indoor shoes, a pair of Wellingtons and any spare clothing/coat if necessary. All items must be clearly named.
- Constable Country Childcare cannot be held responsible for any items brought to the Nursery.



• Policies and Procedures

Should you require a comprehensive guide to all of our Policies and Procedures there is a copy for you to view within the setting and it is available on our website, we are happy to e-mail or post a copy to you.

Celebrations and Concerns

- Each child is allocated a key worker who will be responsible for a report each term regarding their child's progress and also for completing a learning journey. Children under 2 who attend for more than 4 hours a day will also have a daily diary
- Termly Parents /PLOD meetings to sit and chat with your child's key worker
- Parents are invited to comment via email, telephone or by speaking to any member of staff.
- Ofsted Tel 0300 123 1231- or write to The National Business Unit, Ofsted, The Royal Exchange Buildings, St Ann's Square, Manchester M2 7LS or visit their website at [www.ofsted.gov.uk/parents](http://www.ofsted.gov.uk/parents)

Signed: .....

Date:.....

Please sign and date above and return this to us. A copy will be made and returned to you for your records.

Group Manager Name: ...Hayley Aherne

Signed:.....

Date:.....

£50 Deposit received by ..... Date.....



# I can do

Child's Name: .....

Age in years/months: .....

Things I like to eat or don't like. Do I have a bottle? What's the teat size? What times etc?

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.....  
.....

My Favourite toys:

.....  
.....

New Skills I am developing! (Rolling over, crawling)

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.....  
.....

Things I like to do/places I like to go?

.....  
.....

When do I like to sleep? Can I sleep inside or out? Have I any toys/snugglies/songs that help me sleep?

.....  
.....  
.....

Do I have a favourite song or book?

.....  
.....

Are wipes, creams etc ok? What stage of potty training am I at?

.....  
.....  
.....

Is there anything Mummy or Daddy have special requests about?

.....  
.....  
.....



## Useful information

### Free Entitlement

The term after your child's 3<sup>rd</sup> Birthday they are entitled to claim Nursery Free Entitlement. and you can claim up to 15 hours each term to the maximum of 38 weeks a year, *Or you can opt for a stretched offer, please speak to the manager for further details.*

### Nursery Vouchers

The Nursery also accepts Nursery Vouchers. (For details about how to pay for your fees with pre tax earnings please visit [www.inlandrevenue.gov.uk/childcare](http://www.inlandrevenue.gov.uk/childcare)  
Or contact your HR department.

### Useful Websites

Ofsted - You can download our latest Ofsted report from this site  
[www.ofsted.gov.uk/](http://www.ofsted.gov.uk/)

Useful Parent Information Websites

<http://www.direct.gov.uk/en/Parents/index.htm>

[www.area4parents.co.uk](http://www.area4parents.co.uk)

<http://www.thinkmoney.com/money-guides/financial-guide-for-new-parents/>

[www.ndna.org.uk](http://www.ndna.org.uk) - National Day Nurseries Association official site

[www.kidsclubs.com](http://www.kidsclubs.com) - Information for both parents & playworkers

[www.daycaretrust.org.uk](http://www.daycaretrust.org.uk) - A national charity, promoting affordable childcare

[www.ncb.org.uk](http://www.ncb.org.uk) - The National Children's Bureau official site

<http://www.pocketparent.co.uk/> - Parenting information and guides to help with every aspect of family life and raising kids

[www.underfives.co.uk](http://www.underfives.co.uk) - Resources and useful ideas for parents & providers

<http://www.parenting.org.uk/> Site providing information and support for the positive parenting approach

<http://www.gingerbread.org.uk/> Help and support for single parents





### Education, homework help, etc.

[www.dfes.gov.uk](http://www.dfes.gov.uk) Department of Education & Skills official site

[www.pre-school.org.uk](http://www.pre-school.org.uk) - Pre-School Learning Alliance official site

[www.mathsisfun.com](http://www.mathsisfun.com) Excellent site for all maths, including homework help, clear explanation of maths terms, games and puzzles

<http://www.mathletics.co.uk/> An inspiring online platform for improving and reinforcing maths skills. Mathletics is designed to inspire children with the desire to learn and the confidence to succeed. Children can compete against others on-line.

### Tax credits, Childcare Vouchers, Early Years Free Entitlement and Salary Sacrifice

HMRC A useful site to find out what entitlements you may have to grants, tax reliefs etc.

<http://www.hmrc.gov.uk/childcare/>

Free Entitlement -

<http://www.education.gov.uk/childrenandyoungpeople/earlylearningandchildcare/delivery/Free%20Entitlement%20to%20Early%20Education>

Early Years Foundation Stage

<http://www.education.gov.uk/childrenandyoungpeople/earlylearningandchildcare/delivery/education/a0068102/early-years-foundation-stage-eyfs>

Nametapes [www.easytoname.com](http://www.easytoname.com) (a local company who makes a wide selection of iron-on, stick-on, sew-on tapes and name transfers for pretty much anything you might need to name)



# I can do

Child's Name: .....

Age in years/months: .....

Things I like to eat or don't like.

.....  
.....  
.....

My Favourite toys:

.....  
.....

New Skills I am developing!

.....  
.....  
.....

Things I like to do/places I like to go?

.....  
.....

Do I still like to sleep during the day ? Can I sleep inside or out?

Have I any toys/snugglies

.....  
.....  
.....

Do I have a favourite song or book?

.....  
.....

Are wipes, creams etc ok? What stage of potty training am I at?

.....  
.....  
.....

Is there anything Mummy or Daddy have special requests about?

.....  
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