



REGISTRATION FORM AND CONTRACT

Please return completed form to the Setting Manager prior to your child starting nursery.
 Please direct all queries to the Group Manager, Hayley Aherne, BA (Hons) EYPS;
 Tel: 07561 504913 or 01206 396641 Email: hayley@constablecountrychildcare.co.uk

TYPE OF CONTRACT: Term time or 47 weeks (please delete as appropriate)

SETTING: _____ **START DATE:** _____

CHILDS DETAILS:

Child's full name:	
Birth Certificate / Passport (delete as appropriate) Evidence (needed before child starts)	Date of Birth:
Male/Female/Gender unknown (please delete as appropriate)	
First Language:	Other Languages:
Religion:	Ethnic Origin <i>(Broad ethnic origin not place of birth)</i>
Is your child looked after through Foster Care or on a care order? Yes/No <i>(please delete as appropriate)</i>	

MEDICAL DETAILS:

Doctors Name:	Contact details:
Practice Address:	
Health Visitor:	Contact details:
Are all immunisations up to date? Yes/No <i>(please delete as appropriate)</i>	
If 'No' please state exceptions:	
Any special needs/disability or other information we may need in order to care for your child:	

Any special medical condition(s)/needs: <i>(Please include any medical/inherited/genetic condition/infectious diseases that has in the past or may affect your child now or in the future)</i>
Please give details of current medication:
Any Allergies:
Any special dietary requirements <i>(Please detail alternative food if appropriate)</i> :

PARENT/GUARDIAN DETAILS

We need to have the details of all persons who have Parental Responsibility & Legal Contact along with those who have permission to collect your child and those who may be contacted in an emergency.

Please indicate whether you have joint/sole custody or legal guardianship:
Joint Custody/Sole Custody/Legal Guardianship (please delete as appropriate)

PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Full name:	Full name:
Salutation: Mr/Mrs/Ms/Dr/Other..... <i>(please delete as appropriate)</i>	Salutation: Mr/Mrs/Ms/Dr/Other..... <i>(please delete as appropriate)</i>
Home Address:	Home Address:
Post Code:	Post Code:
Relationship to child:	Relationship to child:
Parental responsibility: Yes/No <i>(please delete as appropriate)</i>	Parental responsibility: Yes/No <i>(please delete as appropriate)</i>
Who does the child live with:	

PARENT/GUARDIAN 1 (Cont.)	PARENT/GUARDIAN 2 (Cont.)
Mobile:	Mobile:
Home:	Home:
Work:	Work:
Work Address: (where applicable please provide name & address of employer)	Work Address: (where applicable please provide name & address of employer)
Post Code:	Post Code:
Email Address: (please print clearly, this will be used for all correspondence, including your monthly invoice)	Email Address: (please print clearly, this will be used for all correspondence, including your monthly invoice)
Please provide details of any other person with Parental/Legal Responsibility: (You may be asked to clarify or provide evidence of this)	

AUTHORISED TO COLLECT

(Photographic ID will be required/Must be over 16 years of age)

Please detail any other persons who have permission to collect your child.

Full Name:	Full Name:
Mobile:	Mobile:
Home:	Home:
Work:	Work:
Relationship to Child:	Relationship to child:

EMERGENCY CONTACT

Names and telephone numbers of appropriate adults who may be contacted in time of emergency if you are not available.

Full Name:	Full Name:
Mobile:	Mobile:

Home:	Home:
Work:	Work:
Relationship to Child:	Relationship to child:
Please describe what constitutes an emergency for your child and the action to take if this occurs (if applicable):	
Follow up care:	

PASSWORD

Please provide a password that may be used to authorise a collection:

Please remember to telephone the setting providing full details of the person who will be collecting your child and make sure they know the password.

OTHER SERVICES INVOLVED WITH CHILD OR FAMILY

Paediatrician	Yes	No	Date Involvement Commenced:
Name:			Contact:
Social Services	Yes	No	Date Involvement Commenced:
Name:			Contact:
Speech & Language	Yes	No	Date Involvement Commenced:
Name:			Contact:
CAF team	Yes	No	Date Involvement Commenced:
Name:			Contact:
Family Support Worker	Yes	No	Date Involvement Commenced:
Name:			Contact:
Any Other Services	Yes	No	Date Involvement Commenced:
Name/service provided:			Contact:

PARENT CONTRACT

We believe that there needs to be a formal agreement between the Nursery and Parents. The contract will outline the obligations and commitment, of both the Nursery and the Parents/Guardians

This is a contract between Constable Country Childcare (referred to as 'the Nursery') and the Parent(s) or Legal Guardian (referred to as 'the Parent') of a child (or children) that is enrolled at the Nursery.

The Nursery: -

1. Is a registered Charity, under number 1122021.
2. Will be known as Constable Country Childcare and will operate from four settings as follows:
 - Head Office, Caretakers Bungalow, Brooklands Rise, Brantham, Manningtree, CO11 1TU. Tel: 01206 396641
 - Brooklands Young Explorers, Brooklands Primary School, Brooklands Rise, Brantham, CO11 1RX. Tel: 07892 877743
 - East Bergholt Young Explorers, Cherry Blossom Children's Centre, Hadleigh Road, East Bergholt, Colchester CO7 6QT. Tel: 01206 298442
 - St. Michael's Pre-School, The Institute, Rectory Lane, Brantham, Manningtree, CO11 1PZ. Tel: 01206 391472
 - Stutton Young Explorers, The Ark, Holbrook Road, Sutton, Ipswich, IP9 2RY. Tel: 01473 806200
3. All settings are registered with Ofsted as a Day care Nursery and operates within their regulations, guidelines and rules. Their Inspectors regularly visit the Nursery to ensure the appropriate standards of care & education are being provided.

The Contract: -

- a) The minimum contract period is for 3 months.
- b) The contract type (i.e. Term time or 47 week) may not be altered during the academic year.
- c) Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 6 weeks written notice, commencing from the first day of the month, to reduce or cancel your child's normal sessions.
- d) Reducing sessions is on a permanent basis.
- e) Increasing your sessions is subject to availability.
- f) Early Years Nursery Education Scheme places or special short-term contracts are available, subject to agreement and availability of places.
- g) A waiting list is available to secure a place for your child once the deposit has been received.

HOURS OF OPERATION

Please see individual setting opening/closing times. All settings will be closed on all Statutory

Holidays, between Christmas and New Year and all settings close for one week commencing from the August Bank holiday Monday. Wrap around care and Holiday clubs are available at some of our settings. Please speak to the Manager of your child's setting for more information.

HOLIDAY ENTITLEMENT

If you have chosen a 47-week Contract you are entitled to a limited amount of days holiday which will be confirmed at the beginning of the academic year (September). The approximate five weeks entitlement includes bank holidays and our two shut down periods as stated above. If you have chosen a Term time Contract, if holiday is taken during this time you will still be charged.

MONTHLY FEES

Monthly fees are at the prevailing fee schedule. The setting reserves the right to increase said fees at any time giving one calendar months' notice of the proposed increase to parents/guardians. Monthly fees include all sick days and absence. Any statutory holidays will be deducted from your monthly bill. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. Booked sessions are not interchangeable unless it is permanent and there is availability (requiring 6 weeks written notice from the start of the month). We will try to accommodate your childcare needs in cases of emergency or under special circumstances if availability permits.

FOOD

Constable Country Childcare are entitled to make a reasonable charge for meals or additional activities provided during any free session. Meals and snacks are chargeable if your child attends sessions during our set mealtimes. Please refer to our price guide for more information. You may provide a cold packed lunch if you prefer. Please use a freezer block in the packed lunch box as we do not have cold storage facilities for these. Please be aware we are not able to heat up any food you bring to the nursery for your child.

GOVERNMENT FUNDING

Parents who qualify for funding will have this amount deducted from their invoice. All tax efficient funding from your company will not be deducted from the invoice; it is up to the parent/carer to deduct this. Any fees not covered by the above are the parents' responsibility and are payable in full within two weeks of receipt of your bill.

For more information regarding government help with childcare costs please visit www.childcarechoices.gov.uk/. This website covers 15 hours free childcare for 2-year olds, 15 hours free childcare for 3 to 4-year olds, 30 hours free childcare for 3 to 4-year olds, Tax-free childcare (0 to 11 years or 16 years if disabled), Tax credits for childcare (0 to 15 years or 16 if disabled), Universal Credit for childcare (0 to 15 years) and Support while you study. Please visit the website to check if you are eligible and make your application. If you do not have access to the internet you can call the Childcare Service helpline 0300 123 4097.

PAYMENT POLICY

Parents agree that all monthly fees and extras (full time/part time attendance/food) will be

paid in full within two weeks of receiving that month's bill. Invoices are sent out via email between the 5th and 12th of each month. It is the parents/guardian's responsibility to notify billing@constablecountrychildcare.co.uk if their bill has not been received during this period. If you do not have access to the internet paper copies will be provided. Again, it is the parents/guardian's responsibility to speak to their child's setting Manager if they have not received a paper copy bill by the 12th of each month.

Additional sessions will be invoiced at the end of the month in which they are taken. Unpaid fees are subject to a £20 late payment fee if they are not received within the two-week period as stated above. The late payment fee will be added to the next month's bill. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. The late payment fee may be waived in exceptional circumstances of hardship, where parents have discussed the matter with the Group Manager. If the Group Manager is not contacted the late payment fee is payable along with outstanding monies. All extra hours are billed at the session rate or hourly rate. Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether their child attends or not. This includes sick days and absence not included in the holiday entitlement.

From 1st November 2018 payment of fees are welcomed by bank transfer, standing order, voucher provider, cheques and we are happy to accept cash. Please make cheques payable to Constable Country Childcare and write your child's name on the back of the cheque.

The Charity banks with Metro Bank (Colchester Branch). Bank details are as follows:

Account Name:	Constable Country Childcare
Account Number:	30747641
Sort Code:	23-05-80

Please use your child's name as a reference on each payment so we can match up the payment to the bill. 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 administration charges.

Continual late payment of fees or non-payment of fees may result in a County Court Action being deemed necessary and sought by the Charity. Furthermore, we may also suspend your child's place at nursery until the fees have been paid.

ILLNESS POLICY /HEALTH AND HYGIENE

Please advise the nursery prior to 9:00 am if a child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree should a child become ill while in our care that immediate arrangement will be made to remove the child from the nursery. Children will not be allowed to return to nursery until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases, a note from a doctor may be necessary. By signing this Contract, you are agreeing to staff seeking any necessary emergency medical

advice or treatment for your child during their time at nursery. Please refer to our Policies and Procedures for more information about this.

LATE ARRIVAL/PICKUP POLICY

Please advise the nursery immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 18:00. If you are not able to pick up your child by 18:00 alternate arrangements must be made. Please notify the nursery if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. They must bring photographic I.D. and give staff permission to photo copy this which will be kept on file. The password must also be provided. Please be aware that if you are more than 5 minutes late picking up your child fees are chargeable to the next pick up session time as per our hourly rate. If you do not pick up by 18:00 (our Ofsted registration time) a £20.00 charge is payable plus an additional £2.50 for every 5 minutes after 6pm.

TERMINATION

Constable Country Childcare reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care.

This Contract may be terminated with immediate effect if any of the following apply:

- Verbal or physical abuse to any of CCC's staff
- Failure to pay nursery fees
- Continual lateness
- Parents/carers failing to support an Action Plan to try and address the situation to achieve a positive outcome for all concerned

WITHDRAWAL

Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 6 weeks written notice, commencing from the first day of the month, to decrease or cancel your child's normal sessions on a permanent basis.

HEALTH, SAFETY & SECURITY

At Constable Country Childcare, our number one priority is the health, safety and welfare of your child. As parents you too can contribute to this by reporting anything that you feel may be unsafe. We would ask all parents to make sure doors are closed when entering or leaving the building and that they are mindful of children near the door by not allowing them to leave and also the risk of trapping little fingers. Please do not let anyone else into the building on arrival or departure. The use of mobile phones is strictly prohibited on nursery premises. If the nursery has to close due to any health, safety, illness, adverse weather conditions or unforeseen circumstances, bills will be adjusted or sessions offered in lieu. The name of the designated Health & Safety Officer is on the main notice board. Any health & safety queries please arrange to meet with the Group Manager.

CHANGE OF DETAILS

Parents are required to notify us immediately if any details included in this Registration Form change. Please advise the Setting Manager so changes can be made in order to keep up to

date information within our settings at all times. This includes phone numbers, addresses, personal circumstances and changes in your child's medical details.

DEPOSIT

A refundable deposit of £50 (per child) is required upon completion of registration to secure your child's place at your chosen nursery. The deposit is non-refundable if the child does not attend and terms and conditions set out in this Contract are not met. Spaces will not be held unless the deposit is paid in full. A deposit is not required if you are only using government funding.

OTHER SETTINGS

If your child attends another setting it would be advantageous to both nurseries to share information and work in partnership to maintain consistent care for your child's overall development. We may therefore ask for details of other settings your child attends and permission to contact them.

POTTY TRAINING

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we will discuss this with you and probably choose to discontinue and try again at a later date.

BEHAVIOUR MANAGEMENT

If a child's behaviour is seen to endanger others and all routes according to our Behaviour policy have been adhered to, we will take advice from the local authority and arrange a meeting with the parents to discuss the options available. If a parent does not support the nursery in gaining help and advice from outside agencies then we reserve the right to terminate the parent's contract and will no longer provide care for that child.

WHAT TO WEAR

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is advisable to send children dressed in clothes that are easily washable and preferably not new. It is good for children to practice the skills, which will make them independent. Simple clothing and footwear which they can handle themselves will enable them to go to the toilet unaided and to put on and take off their outdoor clothes and footwear without being too dependent on other people for help. The Nursery also requests that each child is provided with a pair of Wellington boots and waterproof coat, which are clearly labelled and can be kept at the Nursery if you wish.

SUNCREAM

I give permission for sun cream to be applied to my child. I agree to pay a nominal fee annually at the start of the summer term for CCC to provide sun cream for my child.

PERSONAL PROPERTY AND BELONGINGS

CCC are unable to allow you to leave such items as pushchairs and car seats due to the limited space available within our settings. CCC cannot be held responsible for any loss or damage to

parents/guardians/child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent/guardian/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.

MOVING ROOMS/SETTING

Our settings are all structurally different and moving rooms or setting will depend on which nursery your child attends. We move children in consultation with parents and guardians when they reach the age or development stage of the next room/area. We offer the children settling in visits with their new key person (where applicable) before they start their new room or setting. Although we do operate a looping system and in many cases the child will move through with their key person.

MULTIPLE BIRTH DISCOUNT

50% discount is given to the second twin attending the same nursery and in the case of multiple births the above applies and 20% discount is given to other children born at the same time. Discount ceases when government funding is received (term after children turn 3).

CELEBRATIONS AND CONCERNS

We ask parents to share special events and special achievements via Tapestry. We encourage parents to make comments, 'like' and upload photographs on your child's Learning Journey on Tapestry. Observations are undertaken by your child's key person every week and we appreciate your feedback. We also provide Jigsaw pages for you to complete and return to us each term. This information is invaluable and forms part of your child's learning journey in their scrapbook which is a lovely keepsake for your child to keep when leaving nursery. 'Clouds' are available for parents to complete throughout the year and your child can share their personal achievements at home with their friends at nursery. These are also kept in your child's scrapbook.

Parental meetings are held twice yearly and parents will be advised of the date and how to book a time slot with their child's key person. We operate an 'open door' policy so please speak to your child's key person or setting Manager at any time if you have any concerns or queries regarding your child's health, wellbeing and education. Please address any complaint or concern in the first instance to the setting Manager who will be happy to discuss any concerns you might have in confidence and hopefully bring all matters to a satisfactory conclusion within a reasonable timescale. If this is not the case, please refer your complaint or concern to our Group Manager. In the majority of cases we are able to reach a satisfactory conclusion for all parties concerned. If you still have any concerns that you wish to discuss with our regulatory body then you can contact Ofsted on Tel No. 0300 123 4666 or visit their website at www.ofsted.gov.uk/parents for further information.

CONFIDENTIALITY

At CCC we endeavour to take positive steps to ensure that all children, parents and guardians are treated fairly, with dignity, respect and within a climate of confidentiality. We believe that children and parents have a right to expect that confidentiality which will be respected

and maintained at all times. We request that confidentiality and respect are reciprocated to all staff and the Charity as a whole.

MUTUAL NON-DISPARAGEMENT

CCC and the parents/guardians who have entered into this Contract agree that they shall not directly or indirectly, alone or with others, cause or express publicly, orally, electronically or in writing any remarks, statements, comments or criticism that disparage, call into disrepute, defame, slander or which can reasonably be construed to be defamatory or slanderous to the other party and maintain confidentiality at all times.

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 they are in their parents care on 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 parent's property, for any loss resulting from a claim from a third party or for any special indirect or consequential loss or damage of any kind.

DATA PROTECTION

I understand that my child's records will be held on a computerised database and that this is protected by the Data Protection Act 2018 and that they will be used for no other purpose than nursery business. I understand that if I require a copy of this personal information, I must make a request in writing. I agree to be contacted via email for the purposes of nursery or out of school club business.

SAFEGUARDING

I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for parents/guardians to view at any time. All our staff receive up to date Safeguarding training and we have designated Safeguarding Personnel. Our Group Manager is the senior member of staff for safeguarding although normally your child's setting Manager would be the first point of contact.

INSURANCE

Our Public Liability Insurance details are displayed on the notice board in setting. In some circumstances and for life threatening conditions our Insurers require a copy of your child's medical condition from a GP or Paediatrician so this information can be recorded on the policy and your child will be covered by the same. Please refer to the letter in your Parent starter pack for more information.

NON -SOLICITATION OF STAFF

The parent/guardian of the child who is subject to this Registration Form, hereby agrees that during the term of this agreement and for the period of six months after its termination (howsoever terminated) that (s)he will not seek to employ, entice away or attempt to entice away from the employment of Constable Country Childcare('the Charity') any person or persons employed by the Charity at the date of termination of this agreement or any person

or persons who were employed by the Charity in the six months preceding the date of termination of the agreement.

EXCLUSION

If in the reasonable opinion of the setting manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well-being of the child or other children in the setting or the setting practitioners or other staff so employed then the setting may serve notice to the parent/guardians or a request for the child to be immediately removed from the setting and the provision of one month's notice shall not apply.

POLICIES AND PROCEDURES

A full copy of Constable Country Childcare's Policies and Procedures can be viewed on our website or a copy is available in each setting to view. These are updated annually. Please speak to your setting Manager if you have any queries.

CONSENTS

Emergency first aid

Do you give permission for emergency First Aid and for staff to seek further medical advice or medical intervention in an emergency or if your child falls seriously ill whilst in the care of Constable Country Childcare? *(please delete as appropriate)* **Yes/No**

Emergency Medical Treatment

I give my permission for a member of staff to accompany my child to hospital (in an ambulance should the need arise. I understand that all medial decisions in my absence are the responsibility of the medical professionals and that I will be contacted as soon as possible. *(please delete as appropriate)* **Yes/No**

Outings

Occasionally we may take children out for walks outside the Nursery registered premises. I give my permission for my child to be taken for walks outside the nursery registered premises. *(please delete as appropriate)* **Yes/No**

Photographs/Videos

I agree to photographs and videos being taken of my child within the nursery environment to be used on Tapestry (our online Learning Journey), scrapbooks and within setting. In accordance with GDPR 2018 we only use one piece of sensitive data with a photograph so your child is protected at all times. *(please delete as appropriate)* **Yes/No**

Learning Journeys/Scrapbooks

I agree that my Child/Children's learning journey/scrapbook may be taken home by their key person to be worked on outside of nursery hours. *(please delete as appropriate)* **Yes/No**

Nappy Cream

I give permission for nappy cream to be applied to my child whilst in the care of the nursery and will provide this. *(please delete as appropriate)* **Yes/No**

Administer Medication

I give permission for the nursery to administer medication as per instructions given by me the parent/guardian and will complete the necessary medication forms. I understand and agree that only prescribed medication by a Doctor/Medical Professional can be administered whilst at nursery. I confirm the medication will be in its original container, with a clear label showing my child's name, dose and frequency of administration. I will clarify when completing the medication forms how it should be stored. I confirm I have given my child at least three doses of their medication prior to requesting CCC staff to administer the same. This is precautionary in case your child has an allergic reaction to the new medicine.

(please delete as appropriate) **Yes/No**

CCC settings have Calpol and Piriton on site but will only administer this in an emergency situation. I agree if my child is taken seriously ill and I cannot be contacted staff can seek medical advice and administer Calpol or Piriton if recommended.

(please delete as appropriate) **Yes/No**

If my child becomes unwell and staff contact me by telephone, I understand I can give verbal permission to two different members of staff on the phone to administer Calpol or Piriton whilst I make my way to the setting to collect my child. I agree this.

(please delete as appropriate) **Yes/No**

Face paints

I give permission for my child to have his/her face painted whilst at nursery.

(please delete as appropriate) **Yes/No**

Website

I give permission for photos of my child/children to be used on the nursery website. I understand none of my child's personal details will be put on the website.

(please delete as appropriate) **Yes/No**

Nursery Newsletters

I give permission for photos of my child/children to be used on the nursery newsletters.

(please delete as appropriate) **Yes/No**

Publicity/Promotional material

I give permission for photos of my child/children to be used in publicity and promotional materials. This would include local newspapers who are occasionally invited into nursery for special events and celebrations.

(please delete as appropriate) **Yes/No**

ACCEPTANCES

- a. The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but this agreement shall remain in full force and effect.
- b. The parent/guardian has read and understands the terms and conditions contained within this agreement and undertakes to be bound by the same.

This agreement must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees. Your childcare may only commence once we receive your deposit and signed agreement.

I have read, understood and completed this Parental Registration Form and Contract and I agree to be bound by it and any relevant booking forms and conditions that have been/or may be issued to me from time to time.

I understand terms and conditions are subject to change without prior notice.

Signed (parent/Legal Guardian):	Date:
Print Name:	

Signed (parent/Legal Guardian):	Date:
Print Name:	

Office Use Only

Signed (on behalf of Constable Country Childcare): (Error and omissions excepted (E&OE))	Date:
Print Name:	
Deposit paid by: cheque/cash/bank transfer	Date:
Deposit received by (print name): Signed:	Date: