



**Home2Home Nursery
Registration form**

CHILD'S DETAILS

Child's full name _____
 Date of birth _____
 Home address _____

SESSIONS AND DAYS REQUIRED

Start date: _____

	<i>Morning (8 am- 1pm)</i>	<i>Afternoon (1-6pm)</i>	<i>Full Day (8am -6pm)</i>
<i>Monday</i>			
<i>Tuesday</i>			
<i>Wednesday</i>			
<i>Thursday</i>			
<i>Friday</i>			

A minimum of 2 full
 days or
 3 half day sessions
 required

Carer/Guardian 1

Relations to the child: _____
 Parental responsibility? Yes/No
 Full name: _____
 Home telephone number: _____
 Mobile telephone number: _____
 Work telephone number: _____
 Email address: _____
 Address (if different from child)

Carer/Guardian 2

Relations to the child: _____
 Parental responsibility? Yes/No
 Full name: _____
 Home telephone number: _____
 Mobile telephone number: _____
 Work telephone number: _____
 Email address: _____
 Address (if different from child)

EMERGENCY CONTACT DETAILS

Full name emergency
 contact _____
 Telephone
 number _____

EMERGENCY CONTACT DETAILS

Full name emergency
 contact _____
 Telephone
 number _____

COLLECTION DETAILS

Names of any additional people with permission to collect your child (must be over 16)

Password for authorised collection _____

MEDICAL/SPECIAL NEEDS

Name of child's G.P. _____

Address of child's G.P. _____

Telephone number of child's G.P. _____

Details of all immunisations _____

Details of any birth marks _____

Details of any concerns raised at 2-years development check _____

Has your child seen an Occupational Therapist/Physiotherapist/Speech and Language Therapist? _____

Is your child known to the locality team or social care? _____

Is there an Early Help Assessment in place for your child? _____

Details of any special health problems/disability/medications _____



DIETARY NEEDS

Details of any dietary requirements including any allergies, intolerances, religious/cultural/personal preference

Allergies: _____

Intolerance: _____

Religious/Cultural/Personal: _____

OTHER

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? _____

What language(s) is/are spoken at home? _____

If English is not the main language spoken at home, will be this your child's first experience of being in an English-speaking environment? _____

SIGNATURE OF PARENT/GUARDIAN _____

DATE _____



TERMS AND CONDITIONS

These terms and conditions form part of the agreement with the Nursery upon registration

1 Obligations on Home2Home

- 1.1 We will inform you as soon as possible whether your application for a nursery place has been successful. You must confirm within seven days of receiving notification that you would like to take the nursery place.
- 1.2 We will provide the agreed facilities for your child at the agreed times excluding any dates that the nursery is closed. If we change the opening hours of your child's nursery, we will give you as much notice as possible.
- 1.3 We will accommodate any requests you make for any additional sessions or extended hours.
- 1.4 We will provide you with regular updates on your child's development.
- 1.5 We will notify you as soon as possible of any days that your child's nursery will be closed.
- 1.6 We will try to make a place at nursery available to siblings, but this is not guaranteed.

2 Obligations on You

- 2.1 You will complete and return your child's personal record before the agreed start date and inform us of any changes.
- 2.2 You will immediately inform us of any changes to your contact details.
- 2.3 You will complete a medicine consent form if you require us to administer medicine to your child.
- 2.4 You will immediately inform us if your child has any contagious disease and adhere to the exclusion policies.
- 2.5 You will keep us informed as to who will be collecting your child from nursery and they will provide proof of identity if they are not familiar to the nursery staff. If we are not satisfied that an individual is allowed to collect your child, we will not release your child in to their care.
- 2.6 You will immediately inform us if you will be late collecting your child by the agreed collection time. A late collection charge of fifteen pounds for every fifteen minutes will be applied.
- 2.7 You will inform us of any dates that your child will not be attending the nursery.
- 2.8 You will provide us with a minimum of one month's written notice of your intention to decrease your child's sessions or to withdraw your child from nursery and end this agreement. If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of any changes.

3 Payments

- 3.1 A £20 pounds non-refundable registration fee is payable for all children once a place is confirmed.
- 3.2 A Deposit £100 is required before your child starts. This will be deducted from the last month's fees when one month's written notice is given. We will retain any deposit if one month's notice is not given or fees are unpaid.
- 3.3 Our fees are based on a weekly fee that shall be notified to you in advance of your child starting at the nursery. We may review these fees at any time but will inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee you may end this agreement by giving one month's notice.
- 3.4 Fees are paid on a monthly basis in advance on the 15th of every month. We calculate the amount payable by you each month by multiplying the weekly fee by fifty-two weeks and dividing by twelve. This will give twelve equal monthly payments.
- 3.5 If you have requested additional sessions or have a late fee applied, we will charge you monthly in arrears.
- 3.6 Extra sessions will be charged for unless cancelled with five working days' notice.
- 3.7 If you fail to make payment in full by the 15th calendar day of the due month, we will enforce a late payment fee of fifty pounds, if payment is still not received by the 28th calendar day of the month an additional fifty charge will be applied, and your place will be suspended.
- 3.8 No refund will be given for periods where your child's nursery place is unfilled due to illness, holidays or public holidays.
- 3.9 A reduced fee rate will take effect the months following a child's third birthday.

3.10 A ten percent sibling discount will be applied to the eldest child's sessions, this is only applicable whilst both children are attending nursery.

3.11 Funded places are offered in line with our Funded Early Years Education Policy and subject to availability.

4 Suspensions

4.1 We may suspend the provision of childcare to your child and add on one month's notice at any time if;

4.2 You have failed to pay any fees or consistently are late paying fees.

4.3 Your child's behaviour at the nursery is deemed unacceptable or endangers the safety and wellbeing of the other children at the nursery. The suspension will continue whilst we try to address these problems with you.

4.4 If your child is suspended part way through a month under the conditions stated in 4.3, we shall give you a credit for sessions not attended.

4.5 If the period of suspension exceeds one month either of us may terminate this agreement by written notice.

5 Termination

5.1 You may end this agreement at any time by giving us at least one month's written notice.

5.2 We may immediately end this agreement if you fail to pay your fees.

5.3 We may immediately end this agreement if you have breached any of your obligations under this agreement and you have not or cannot put right that breach within a reasonable period of time.

5.4 We may immediately end this agreement if you behave unacceptably as we will not tolerate any abuse towards staff.

5.5 We may immediately end this agreement if we take the decision to close your nursery. We will give you as much notice as possible of such decision.

5.6 You may immediately end this agreement if we have breached any of our obligations under this agreement and we have or cannot put right that breach within a reasonable period after you have brought it to our attention.

5.7 You may immediately end this agreement if we suffer any event of insolvency.

6 Employment of Staff

6.1 If during this agreement and for a period of six months after the termination of this agreement you employ (directly or indirectly) a member of staff who cared for your child at nursery you will pay a fee of twenty five percent of that staff member's gross annual salary.

7 General

7.1 We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities with or without informing you.

7.2 Home2Home Nursery is required to collect personal information for its employees, children, parents, and visitors. It is also necessary to process information so that activities can be organised, and legal obligations can be fulfilled. We intend to meet all the requirements of the Data Protection Act 1998 (the Act) and the General Data Protection Regulations 2018 when collecting, storing, and destroying personal data.

7.3 If the nursery closes due to events or circumstances outside of our control, we shall be under no obligation to provide alternative childcare facilities to you. If the closure exceeds three days in duration (excluding any days when the nursery would be closed) we will credit you with an amount that represents sessions lost in excess of three days.

7.4 If you have any concerns regarding the services, we provide please discuss with your child's key person. If you feel these have not been resolved, please contact the Nursery Manager. Customer satisfaction is paramount, and concerns / complaints will be reported to the Director.

7.5 We have a wide selection of toys and equipment at nursery. Unless we specifically ask, your child should not bring any of their personal toys in to nursery. If personal belongings are brought in to nursery it is done so at your own risk.

7.6 We may have photographs taken of children that attend nursery; these photographs may be used for promotional purposes. If you do not want your child's photo taken please write to the nursery manager.

TERMS AND CONDITIONS

I confirm that I have read and understood the full terms and conditions and have noted the following.

- **Please give a term's notice in writing if your child is leaving, or you wish to reduce his/her sessions. If adequate notice is not given, fees for the outstanding portion of the notice period are payable.**
- **Sessions missed because of illness or holidays or any other reason, are non-refundable and non-transferable.**

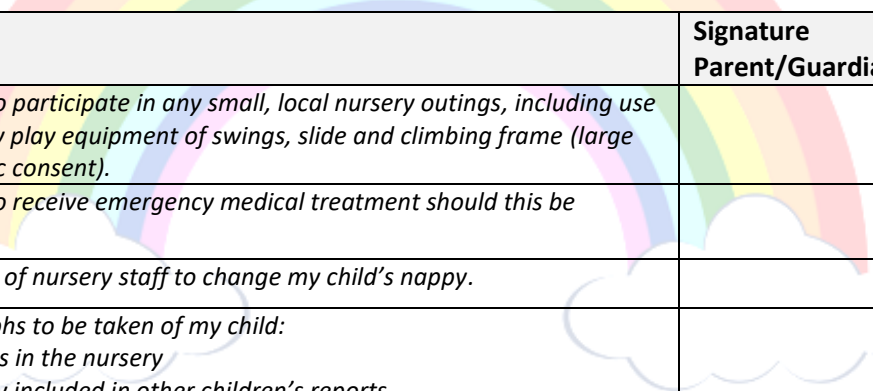
I confirm that I have read and understood the following policies which can be found on the website.

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

Child's name

Sign

Date



Permissions	Signature Parent/Guardian	Date
<i>I agree to allow my child to participate in any small, local nursery outings, including use of the adjacent community play equipment of swings, slide and climbing frame (large outings will require specific consent).</i>		
<i>I agree to allow my child to receive emergency medical treatment should this be necessary.</i>		
<i>I agree to allow a member of nursery staff to change my child's nappy.</i>		
<i>I agree to allow photographs to be taken of my child:</i> <ul style="list-style-type: none"> - 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 - by other parents at events e.g. nativity. - For Facebook page 		
<i>I agree for the nursery to store data of my child.</i>		
<i>I agree to allow observations to be made of my child for their learning Journey.</i> <i>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>		
<i>I agree that I will review my child's learning Journey at least once per month</i>		
<i>I agree that a copy of my child's records may be passed on to their next school.</i>		
<i>I agree that my child's Early Years Progress Check may be shared with Health Services if required.</i>		
<i>I consent to suncream being applied to my child on hot days. I confirm that a clearly named bottle of suncream has been supplied.</i>		

PRIVACY NOTICE

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, date of birth, address, relevant medical information)
- Characteristics (such as ethnicity, language, nationality)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Child's development information
- Information about any special educational need
- Parental information (such as name, date of birth, address, email address, NI number)

Please ensure that the information we collect, hold and share is accurate by informing us of any changes.

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress, both internally and to Cambridgeshire County Council
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the requirements of the Early Years Foundation Stage Statutory Framework (2017)

The lawful basis on which we process this information

We collect and use pupil information under the Early Years Foundation Stage Statutory Framework (2017), the Data Protection Act (1996) and the GDPR (2018).

Collecting pupil information

Whilst the majority of pupil information you provide to us is statutory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We will keep all information secure, protecting against unauthorised change, damage, loss or theft. All information collected in paper format is kept in lockable storage and our computer and tablets are password protected. We hold pupil data for the record retention periods as specified by Luton Borough Council after which it is disposed of securely.

Who we share pupil information with?

We routinely share pupil information with:

- settings and schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- the Cambridgeshire Multi-Agency Safeguarding Hub

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's file, contact Ann-Deen White.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact Ann-Deen White

Please tick the box to confirm that you understand that some non-statutory personal data is collected

Sign: _____

Print: _____

Date: _____

