

**Buxton Nursery Registration Form and Parental Agreement****Please read carefully and ensure all consents are signed where applicable****FAMILY DETAILS**

Form completed by:		Date:
<b>CHILD INFORMATION</b>		
Child's Name:	Birth date: / /	Gender: Male / Female
Address:	Post Code:	Home phone no:

<b>PARENT INFORMATION</b>			
<b>Parent/Guardian 1:</b>			
Name:	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr	Parental responsibility: Yes/No (please delete)	The child refers to this person as:
Home address (if different to your child)		Home phone no:	Work phone no:
Mobile Number:		National Insurance Number:	
Email address:			
<b>Parent/Guardian 2:</b>			
Name:	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr	Parental responsibility: Yes/No (please delete)	The child refers to this person as:
Home address (if different to your child)		Home phone no:	Work phone no:
Mobile phone no:		National Insurance Number:	
Email address:			
I/We chose Buxton Nursery because: <input type="checkbox"/> Recommended by family/friend, <input type="checkbox"/> Close to home/work, <input type="checkbox"/> Price, <input type="checkbox"/> Options available <input type="checkbox"/> Other reason – please explain:			

**IN CASE OF EMERGENCY WHO SHOULD WE CALL FIRST**

Name:

Best contact Number:

**PEOPLE WHO CAN COLLECT YOUR CHILD**

List the names of family and friends who will be collecting your child on a regular basis

Names:

Known to child as:

**EMERGENCY CONTACT DETAILS**

In an emergency, we will contact the parent/guardian you have already indicated. If we are unable to reach them, we will try to contact the other parent/guardian and/or the emergency contacts given below. We will contact the first one first. **Please note that these two contacts need to be different to the two parents/guardians indicated on page 1.**

**First Emergency Contact:**

Name:

Relationship to child:

The child refers to this person as:

Mobile phone no:

Home phone no:

Employer phone no:

**Second Emergency Contact:**

Name:

Relationship to child:

The child refers to this person as:

Mobile phone no:

Home phone no:

Employer phone no:

**ATTENDING A DIFFERENT SETTING**

If my child attends another setting I give you permission for you to contact them to share information on my child's development. **YES / NO**

The name of the setting is:

**MEDICAL INFORMATION**

**GP Surgery** name, address and telephone number:

**Any other medical practitioners** involved in the care of your child:

**Health Visitor:**

My child has had their 2 Year Development Health Check

**YES / NO**

I give permission for you to contact my child's health visitor in order to undergo the two year old progress check

**YES / NO**

Please indicate below if your child has been or is due to be seen by any of the below services

Service	Name (If Applicable)	Contact No. (If Applicable)
Adoption or Fostering		
Child Development Clinic		
Community Paediatrician		
Health Visitor		
Occupational Therapist		
Social Worker		
Speech and Language		

Details of other Agencies or Professionals working with your child;

If your child has a care plan or medical issues that all staff need to be aware of we may need to display this within the classroom. We will discuss this with you at the time)

Please indicate your consent **YES / NO** **Signature**.....

**Allergies:** (If your child does have an allergy, please tell us known allergens, your child's likely reaction and how we should care for your child if s/he has an allergic reaction.

Does your child have any known allergies **YES / NO** (Please write below)

Details of any special conditions, disabilities;

- When It is sunny, we ask that you apply sun lotion on your child before you bring him/her to nursery. If your child is with us all day, we will re-apply sun cream at lunchtime.  
The sun lotion we use is **Boots Soltan**. **Please indicate your consent YES / NO**
- Occasionally we may use face paints at nursery and would like your consent to do this. If you have used face paints in the past and your child has reacted to them or if you simply would rather us not use them then please indicate your preference below. **Please indicate your consent YES / NO**
- Can we use Sudocrem on your child? **Please indicate your consent YES / NO**

**MEDICAL TREATMENT**

I/we have read the Medication Procedure within the parent pack and give permission for Buxton Nursery to administer Calpol if we are unable to contact you and their temperature is high. We will always endeavor to contact you first. If you administer Calpol before your child arrives at nursery please let us know.

**Signature**.....

I/we give Buxton Nursery permission, in the event of an emergency, to authorize or carry out emergency medical treatment in my absence if I am unobtainable.

**Signature**.....

**Immunisations & vaccinations** – Has your child had the recommended immunisations for his/her age? **YES / NO**  
If you have answered 'no', please write down which immunisations your child has not had:

**SICK CHILDREN**

I understand that I will adhere to the Medication Procedure as attached to the Parent Pack. Buxton Nursery cannot cater for sick children. I will not bring my child if they are ill and will collect them if they become ill whilst being cared for. If your child needs regular medicine or you think he/she may need Calpol I understand that I have to sign a consent form for the nursery to administer medicines.

**Signature**.....

**MEDICAL CONDITIONS**

Was your child born prematurely? If so by how many weeks? **YES / NO**  
Does your child have any conditions which require regular medication? **YES / NO**  
Does he/she have any other medical conditions? **YES / NO**

If you have circled '**YES**' to any of these questions, please give full details below of the condition(s), how they affect your child's daily life and of any medication. Please tell us what support your child will need at nursery.

**DIETARY REQUIREMENTS**

Is your child vegetarian or vegan? Are there any foods your child does not like/really love?

Please use this space to tell us about any relevant information regarding the welfare of your child

**RELIGION**

We like to plan our nursery activities to reflect different children's interests and cultural heritage. We would like to invite you to indicate below whether your child is being brought up in a religious faith, uses other languages at home, has other ethnic origins or celebrates any festivals at home.

**TAPESTRY**

At Buxton Nursery we use an online learning journal to allow staff to create a complete record of your child's progress. It is like an online scrapbook with observations, recordings, assessments, pictures, comments and videos. You can add comments and pictures too and you can allow relatives to access the journal. It is safe and secure. On occasion we may upload a photograph that contains other children playing alongside yours. **Please do not share these on social networking sites.** Please see the information contained within the parent pack.

I give consent for Buxton Nursery Staff to use Tapestry **YES / NO**

I give Buxton Nursery Staff to use Tapestry outside of normal working hours and off the premises on occasions. **YES / NO**

**IMAGE CONSENT**

We may take photographs for a number of reasons while your child is at nursery. To comply with the new GDPR we need your permission before we can photograph or make any recordings of your child. **Please circle your answer**

I give permission for my child’s photograph to be used within the nursery for display purposes **YES / NO**

I give my permission for my child’s image to be used in Learning Journeys belonging to other children **YES / NO**

I give permission for my child’s image to be used on our website. **YES / NO**

I give permission for my child’s image to be used on the nursery’s closed Facebook site **YES / NO**

I give permission for my child’s image to appear in the media. **YES / NO**

I give permission for my child to have a nursery photograph taken which can be purchased by parents **YES / NO**

I have read and understood the conditions above and understand that all photographs containing images of other children will not be shared and will be for personal use only

**Signature**.....

**FACEBOOK PAGE**

We have a Closed Facebook page for Buxton Nursery. This allows us to share information with you about upcoming events, reminders, snow closure days etc. Please send us a request to join. It is a closed group so only parents currently at the nursery will be allowed to join. We are happy for you to put comments on the page or ask general questions but we don’t want it to become a place to criticise, ask questions about individual children etc. We are very open and friendly so if you want to talk to us about anything please do this face to face. If anything is posted on the page that is deemed inappropriate we will unfortunately have to remove or block people. When your family leaves the nursery we will remove you from the group. Please sign below to say that you understand and agree to adhere to this.

**Signature**.....

**DATA PROTECTION/PRIVACY**

We have a general data protection regulation policy and privacy notice included in the parent pack. Please sign below to give consent for us collecting and keeping data as per our policy.

**Signature**.....

**OFF PREMISES/TRANSPORT**

I give permission for my child to be taken off premises for walks and outings **YES / NO**

**Signature**.....

I give permission for my child to be transported in the following ways: **YES / NO**

- Minibus with a 3 point seat belt and age suitable child seat
- In a staff car with a 3 point seat belt and age suitable child seat
- On public transport

**Signature**.....

**ATTENDING A DIFFERENT SETTING**

If my child attends another setting I give you permission for you to contact them to share information on my child’s development. **YES / NO**

The name of the setting is:

**SAFE SLEEP**

I have read and understood the Nursery Safe Sleep Policy within the parent pack and give permission for my child to have a sleep in a nursery pram/pushchair. **YES / NO**

**Signature**.....

### CHILDCARE SESSIONS 0-3YEARS

<p>Early Bird 8am-9am <b>£6.30</b></p> <p>Full Day 9am-4pm <b>£44</b> Morning 9am-12am <b>£20</b> Afternoon 1pm-4pm <b>£20</b></p> <p>Lunch time 12pm-1pm <b>£6.30</b> Tea Time 4pm-5pm <b>£6.30</b> Late Session 4pm-6pm <b>£12.00</b></p>	<p><b>Meals</b></p> <p>Lunch <b>£3.50</b> Breakfast <b>£1.00</b> Tea <b>£2.00</b></p> <p><b>Late Pick up charges</b></p> <p>£3.15 for up to 30 minutes £6.30 for up to one hour</p>
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### CHILDCARE SESSIONS FOR FUNDED CHILDREN (3 & 4 YEAR OLDS)

<p><b>Option 1: Annual/Stretched funding (11.4 or 22.8 hours)</b></p> <p>Between 9am – 4pm</p> <p>Full Day 9am-4pm Morning 9am-12pm Afternoon 1pm-4pm</p> <p>Wrap around care £6.30 per hour</p>	<p><b>Option 2: Term time only (15 or 30 hours)</b></p> <p>Between 9am – 3pm</p> <p>Full Day 9am-3 pm Morning 9am-12pm Afternoon 1pm-4pm</p> <p>Wrap around care £6.30 per hour</p>
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#### Registration Fee and Settling in Sessions.

A registration fee of £50 reserves a place for your child at nursery. This is for items including, but not exclusively, administration costs and settling a family and child into the nursery (6 settling in sessions). £25 is refunded on your first invoice. If you are fully funded and not using any additional hours the whole registration fee can be refunded however you will only be eligible for 3 settling in sessions and you won't be able to make any mid-term changes to your child's sessions.

I would like the £50 registration fee fully refunded and only have 3 settling in sessions and no mid-term changes

I would like the £25 registration fee refunded and have all settling in sessions and be able to make changes

#### Annual Administration Fee:

We charge an annual administration fee of £15 per family. This will be included on your September invoice every 12 months.

#### Late Fees;

Buxton Nursery closes at 6pm. Parents arriving after 6pm we will charged £10 for each quarter of an hour until 6.30pm. After 6.30pm we will charge £15 for each quarter of an hour. This will be paid to the 2 members of staff who have to stay.

#### Sessions

- Sessions cannot be straight swapped when a child is ill (unless in exceptional circumstances)
- The minimum regular session that can be booked is 3 hours and a minimum of 2 sessions per week. All sessions will be invoiced by rounding up to the nearest 15 minutes
- Regular hours cannot be changed without a month's notice

**Funding**

Funding is available in two ways:

- **During school terms.** At Buxton Nursery, we match the term dates to the published Derbyshire school terms. Unlike schools though, we do not have Inset days (in setting training days) and so nursery is open on every day of the school term. Please note that school terms are slightly longer than the funded 38 weeks. To compensate for this, *we have certain days which are "unfunded"*; nursery is open but there is no funding available. Your child can still attend, but you will be charged for the time that they are with us. You can, of course, choose to keep your child at home during the unfunded period, incurring no additional charge. Please see our calendar for details of the unfunded period for this calendar year.
  
- **Stretched funding.** We can stretch the funding over 50 weeks of the year. This allows you to receive the same amount of funding over a longer time (i.e. during school holidays and the unfunded period too). You can use 11.4 hours a week over the year (rather than 15) or 22.8 (rather than 30). This is especially useful for children who attend nursery on an annual basis. If you choose this option, please contact the office to discuss how stretched funding works.

**Invoices:**

We invoice on the 1<sup>st</sup> of each month in advance. Any extra hours during the month will be added to the following months invoice. Fees are due within 7 days of receipt of the invoice. There is a late payment fee of £20 for invoices paid after the 7 days. I understand that the nursery may refuse to provide childcare if I do not settle my account within a reasonable time. If I have any difficulty paying the invoice I will notify the nursery and arrange re-payments over a period of time. We may choose to invoice weekly to prevent further debt or instruct you to set up a weekly standing order. Invoices are emailed through our online system, Parenta. Our preferred method of payment is an online transfer.

**Outstanding debts:**

I understand that Buxton Nursery may (at the discretion of the manager) pass any debts which have been outstanding for more than 3 months to a debt collection agency. In this case I understand that an additional charge of 20% of the total debt will be added to the bill, to cover agency fees

**Inland Revenue (tax credits)**

I agree to Buxton Nursery providing childcare cost information to the Inland Revenue for the purpose of tax credit checks.

**I have read and understand all the terms and conditions outlined in this parental agreement. Please use this space to indicate anything you are NOT giving consent to ie photographs etc . Both parents/carers need to sign.**

**Name:**

**Signature:**

**Date:**

**Name:**

**Signature:**

**Date:**

**Signed by Laura Bowers (manager)**

## Pupil Premium

We need information about you and your child to provide the best education and support by making sure we receive all the government funding to which we and your child are entitled. Please complete the details below:

### PARENT/GUARDIAN DETAILS

*(If your child has been adopted, subject to a special guardianship order, child arrangement order, or is a child in care/looked after by the local authority, we do not need parent/guardian details, please only complete point 3 below.)*

\* Complete as appropriate

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		
Date of Birth	DD      MM      YYYY	DD      MM      YYYY
National Insurance Number*		
National Asylum Support Service (NASS) Number*		

### 3. Please tick the relevant box if your child meets any of the criteria below:

	Adopted – <i>Please provide a copy of the Adoption Order to the early education setting</i>
	Special Guardianship Order – <i>Please provide a copy of the Special Guardianship Order to the early education setting</i>
	Child Arrangement Order – <i>Please provide a copy of the Child Arrangement Order to the early education setting</i>
	Child in Care / Looked after by Local Authority <i>Please write name of Local Authority: .....</i> <i>Setting to contact appropriate Local Authority Virtual School.</i> <i>(For Derbyshire Children in Care Tel: 01629 538028 or email: <a href="mailto:virtualschool@derbyshire.gov.uk">virtualschool@derbyshire.gov.uk</a>)</i>

## DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes.

I agree to the local authority using this information to enable my child's preschool/Nursery/childminder to claim the early years pupil premium for my child.

Signature of parent/guardian: ..... Date:.....

## 30 Hours Extended Entitlement

We have a limited amount of spaces for children eligible for extended entitlement. Once we have your booking form we will look at our availability. You can check your eligibility on <https://childcare-support.tax.service.gov.uk>

If you are eligible please write down the code below and we will check this with Department for Education's Eligibility Checking Service (ECS) with your code, child's date of birth, national insurance and your consent.

**Code:**

**I give my consent for you to verify my code.....(Signature)**



**BUXTON NURSERY**

**BOOKING FORM**

Please fill in the exact times that you will need care for your children. Please remember that if you are choosing term time only, funded hours for 3 & 4 year olds are between 9am-3pm. Wrap around care is at an additional cost.

Name of Child..... D.O.B.....

Start Date.....

Session Type	Times	Monday	Tuesday	Wednesday	Thursday	Friday
Full day	9-4					
Full day (Term time funded children only)	9-3					
Morning	9-12					
Afternoon	1-4					
Wrap around	8-9					
	12-1					
	4-5					
	4-6					
<b>Meals.</b> Please indicate Breakfast (B) Lunch (L), Pack up(PL) Tea (T)						

I would like my child to attend: (please delete)

**All Year** –attend 50 weeks of the year (we are closed for 2 weeks at Christmas). Non funded children can take 2 weeks holiday pro rata without being charged

OR

**Term Time only** – attend 38 weeks of the year in line with Buxton Infant School term dates which we publish each academic year

<b>Any other information:</b>	<b>Funding</b>	
	15 hrs	<input type="checkbox"/>
	30 hrs	<input type="checkbox"/>

Please return this with your registration form.

Parent / Guardian Name (print).....

Signature.....

Date.....

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## Buxton Nursery

Dear Parents and Carers,

I just wanted to write to explain to you about the Quality Premium Charges that we adopt here at Buxton Nursery.

These charges will apply ONLY to children who are in receipt of universal (15 hours) or 30 hours funding (3-4 year olds only it does not apply to anyone under the age of 3 including those on 2 year funding) - the cost is £3 per session (am or pm) so £6 per full day.

We first introduced these charges in September 2017 in line with the government offering the 30 hours childcare incentive to parents, prior to this we were already severely underfunded. So knowing that many families would be eligible for double the hours with no increase in the amount of money we would receive from the government was quite a scary prospect. In an ideal world we wouldn't have had to introduce these charges, if we had been funded correctly, however our hands are tied and in order to continue providing a quality service they are instrumental in us bridging the gap in the funding. We also know that many other nurseries have had to adopt similar systems to avoid closure and sadly many have not been fortunate enough to survive and have had to close regardless.

We have been fully supported by parents over the course of the last two years which has been wonderful and we cannot express our gratitude enough as all we want to do is continue providing care for all our fabulous children and families. Derbyshire County Council provide us with a list of things we are not allowed to include within our quality premium charges and this includes qualified staff and staff training - we therefore do not list these within our charges. However we would like to inform you that we currently have 4 members of staff who are qualified to level 5 and another staff member working towards this level of qualification. We are also now fortunate enough to employ a qualified teacher.

As a team we are always striving for improvement within our setting. Debbie is currently undergoing a full Level 3 qualification in SENCO training (Special Educational Needs Coordinator), I have put myself forwards for completing training that would make me a CPD (Continued Professional Development) Champion, and myself and 7 of the lovely ladies have just enrolled for additional training in Food and Nutrition, Supporting Challenging Behaviour, Working with children with Autism and Awareness of Children's Mental Health. Having been a parent of a child who has attended this setting my-self I know how much you appreciate the high level of qualified and experienced staff and the ethos that we work so hard to foster within our wonderful team.

We have made changes to our Quality Premium over the last two years - it is really important to us that we make the charges as fair as we possibly can. And so from September 2019 the charges will be per session rather than weekly so you are only charged for when your child attends.

There are videos and other resources available online through groups such as 'Champagne Nurseries on Lemonade Funding' who have a page on facebook. They provide a forum for support for settings in similar positions. If you google 'Champagne Nurseries on Lemonade Funding' you will find a video that really helps to illustrate the plight that the early years sector faces.

Parents of children who have been attending nursery prior to becoming eligible for funding will notice a significant reduction in their bill when funding is applied even with the addition of our quality premium charge. If you would like an estimate of your average weekly or monthly costs please let me know.

We have attached a copy of our Additional Services & Quality Premium which helps breakdown all costs that you need to be aware of, there is a section which needs to be signed this also tells you when the charges will apply to you.

The form needs to be returned to us along with the registration form.

If you have any questions or would like to talk to me about this please arrange an appointment to come and see me or drop me an email, the office door is always open...

Many Thanks, Laura Bowers

Manager



**Additional Services & Quality Premium  
monthly for funded 3 & 4 year olds)**

**(charged**

This includes consumables such as baby wipes, nappy liners, disposable gloves, Sudocream, Calpol, suncream, soap, anti-bacterial gel, tissues, toilet paper, first aid. This also includes fresh fruit and drinks throughout the day.

**Quality Premium**

Parent evenings

Reports & Summary Observations

Bank Staff to ensure higher ratios on nursery trips

Use of minibus which includes Trips to the Argyle, Library, Park, Museum and Sensory Room.

Termly visits/trips e.g Police, Fire-station, Dental Box, Animal Magic

Projects that incur additional cost such as purchasing Caterpillars

**£3.00 per session (am or pm. One full day is 2 sessions therefore £6).**

**These will be charged monthly on your invoice**

**For fully funded children, this cost is voluntary; however you will need to bring in consumables each day.**

**Other costs that may arise** (information and prices given at the time of the trip)

School trips

Swimming lessons

Woodland Adventures

Nappies should be supplied by parents but if you have forgotten they cost £0.50 per nappy

Tapestry journal on a CD at the end of your child's time with us

Packed lunches can be purchased during the holidays at £2

**Please sign below to say that you agree to pay the quality premium charges (these will not be applied to your child's account until they are in receipt of 3-4 year old government funding). Please detach this slip and return with registration form.**

Name of child \_\_\_\_\_

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

Managers Signature \_\_\_\_\_ Date \_\_\_\_\_