

Childcare

Registration Pack

Playwise Childcare

St Luke’s Avenue Ramsgate Kent

CT11 7JX

Tel: 07951 450 046

Email: martinenewton@hotmail.co.uk

Playwise Childcare

Registration Form

Dear Parent/Carer

Please complete this form and return duly signed to us as soon as possible.

Please bring in your child’s birth certificate and red book.

**Child’s details**

|  |
| --- |
| First name: |
| Middle name: |
| Surname:  |
| Name child is known as: |
| Date of birth: |
| Gender: |
| Child’s home address: |
| Main contact telephone number: |
| Home language: Second language: |
| Ethnicity: Religion: |

**Identification**

|  |
| --- |
| Birth certificate number: |
| Date seen: |
| Red book seen: Age-appropriate reviews complete: |
| Staff member name:  |
| Position:  |

**Session required**

Start date at setting:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday  | Tuesday | Wednesday  | Thursday  | Friday  |
| Am  |  |  |  |  |  |
| Pm  |  |  |  |  |  |
| Day  |  |  |  |  |  |
| Additional information  |  |  |  |  |  |

**Main contact/contacts who have Parental Responsibility**

|  |  |  |
| --- | --- | --- |
|  | **Contact 1** | **Contact 2** |
| Title:  |  |  |
| First name: |  |  |
| Surname:  |  |  |
| Address:Postcode:  |  |  |
| Landline number: |  |  |
| Work Contact number: |  |  |
| Mobile:  |  |  |
| Email address:  |  |  |

|  |  |  |
| --- | --- | --- |
| Able to collect child? |  |  |

**Additional persons allowed to collect your child from the setting**

|  |
| --- |
| Name: |
| Address: |
| Contact number: |
| Relationship to child:  |

|  |
| --- |
| Name: |
| Address: |
| Contact number: |
| Relationship to child:  |

As security is of the upmost importance, we request that you inform the nursery of any delay or changes to collection arrangements. The person collecting your child should be known to the nursery and must be aware of your chosen password.

|  |
| --- |
| Password:  |

|  |
| --- |
| Details of any one NOT PERMITTED to collect your child: |

**Ethnicity**

|  |  |
| --- | --- |
| White British  |  |
| White Irish |  |
| Traveller of Irish Heritage |  |
| Gypsy Roma |  |
| White any other background |  |
| Mixed white and Caribbean |  |
| Mixed white and African  |  |
| Mixed white and Asian  |  |
| Mixed and any other background  |  |
| Asian or Asian British, Indian  |  |
| Asian or Asian British, Bangladeshi  |  |
| Asian or Asian British, any other Asian background |  |
| Black or black British Caribbean |  |
| Black or black British African  |  |
| Black or black British, any other background |  |
| Chinese  |  |
| Any other Ethnic background |  |
|  |  |
| I do not wish to be recorded  |  |
|  |  |

**Medical Details**

|  |
| --- |
| Doctors name: |
| Surgeryaddress: |
| Surgery phone number: |
| Health visitor name: |
| Address (if different from above); |
| Contact number: |

|  |
| --- |
| Are there any other services/professionals involved with your child?E.g., social worker, family nurser, speech and language etc  |

Please indicate whether your child has been immunised against the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Diphtheria  |  | MMR |  |
| Tetanus  |  | PCV |  |
| Whooping cough  |  | MenB |  |
| Polio  |  | Rota  |  |
| HIB |  |  |  |

Has your child ever had any infectious diseases?

YES/NO

If yes please give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Requirements

|  |
| --- |
| Has your child any food allergies/intolerance or special dietary requirements? YES NO |
| If yes, please give details: |

|  |
| --- |
| Are there any foods you do not wish your child to have? YES NO |
| If so please give details: |

|  |
| --- |
| Please provide full details of any health or medical issues including allergies, asthma, eczema, or birth related matters. |

|  |
| --- |
| Has your child any cultural or religious requirements? YES NO |
| If yes please give details: |

|  |
| --- |
| Any there any other details that might be useful? |

You will be asked to complete additional forms in relation to the above to ensure management and staff fully understand your child’s needs, we regularly review them and work in partnership with you and any health professionals.

Personal Data supplied on this form will be held securely and be used in accordance with the Data Protection Act 1998 for statistical analysis, management and planning of services delivered by partner agencies and therefore information may be shared with other agencies ( e.g. health education, social care) to meet the needs of your family. If you do not wish your information to be shared, please inform the setting.

All information collected will be treated as confidential

**I wish to apply for admission for the above child to Playwise Nursery**

**I have received and read the terms of conditions for the supply of childcare and agree to comply with them and any other conditions which may be required in the future.**

**Parent/Carer 1- Print name: Signed:**

 **Date:**

**Parent/Carer 2 – Print name: Signed:**

 **Date:**

**Playwise Childcare**

**Parental Permission Form (Sheet 1)**

|  |
| --- |
| Child’s full name: |
| Date completed: |

**Medical Emergency Consent**

|  |
| --- |
| I give permission for a suitably qualified First Aider to administer First Aid to my child, or take my child to Accident and Emergency, or call for medical assistance and to sign on my behalf any consent forms required by medical authorities, if they know that it would not be advisable to wait for my own signature. I do this knowing that every reasonable effort has been made to locate me and that my child’s medical needs are paramount in this situation.  Please note that in the event of your child being injured or taken ill whilst at Nursery, a member of staff would immediately attempt to contact the child’s Mother, Father or carer. If unable to make contact, staff would then try the emergency contacts you have nominated. If a child needs to go to hospital than an ambulance will be called. A member of staff will accompany the child and take the child’s profile with them.  |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Administering Medication Consent**

|  |
| --- |
| I consent to my child receiving Prescribed Medication in accordance with the instructions on the original packaging from a qualified practitioner. I understand that Nursery staff will only administer medicine prescribed by a child’s doctor, where it would be detrimental to the child’s health if not given in the setting.I understand that I will need to complete a specific Administering Medication Form prior to the administering of any medication to my child at the Nursery.  |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Application of First Aid Plasters**

|  |
| --- |
| I confirm my child is not allergic to plasters and I give my consent for Nursery Staff to apply adhesive First Aid Plasters to my child.  |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Sheet 2**

**Signing of Accident Book**

|  |
| --- |
| I consent to the collector of my child to sign the Accident Book if my child has a minor accident at the Nursery  |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Photography and Video Recording at Nursery Special Events Consent**

|  |
| --- |
| I understand that it is The Setting’s policy to allow parents to record the special milestones in their child’s development. I am aware that the Nursery will give permission to parents and carers to take photos and videos of their children, which are implicitly for their own personal use, at pre-arranged nursery special events. I give permission for my child to attend these events, with the knowledge that other parents might be taking photos/videos of their child. I agree to ensure that all images I take at these special occasions will be of my child only and will be for my personal use and will be kept securely and used appropriately.  |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Photography and Observation Records Consent**

|  |
| --- |
| I understand that in line with Ofsted requirements, my child will be observed and monitored as part of their development planning. This will include the taking of photos and occasional use of video. All records will be kept strictly confidential. I give permission for my child to be observed, photographed and/or videoed as part of their development monitoring. We use an online learning journal called Tapestry which parents will be able to access from home. Under the EU law called the Data protection Regulation, in order for your child to use Tapestry we must get your consent.  I also give permission for photos of my child to be used in nursery displays, newsletters, the Nursery website, staff coursework and other activities related to the running of the Nursery.  |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Professional Observation Consent**

|  |
| --- |
| I consent to my child being observed by External Professional Services who are there to help any child having difficulties in accessing the curriculum.  |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Sheet 3**

**Sharing Information with Another Professionals Consent**

|  |
| --- |
| I understand that every child has the right to have their individual needs met. In order to do this, I give permission, when it is necessary, for staff to talk to and share information with outside agencies, other professional bodies or settings your child has attended. Wherever possible, we will always discuss with you in the first instance, any information that needs to be shared except in Child Protection cases where it is judged that the child may be placed further at risk |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Local Outings Consent**

|  |
| --- |
| We take the children on regular outings in the local area for them to learn about their community and environment. If we are planning on a trip further afield then we will inform you and ask for permission. I give permission for our child to be taken on regular local outings.  |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Minibus and Staff Car Consent**

|  |
| --- |
| I consent to my child to be taken out on trips and visits travelling in the nursery minibus and at times in the company or staff car.  |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Public transport Consent**

|  |
| --- |
| I consent for my child to be taken on local Outings by public transport under the care of the Nursery  |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Play Equipment Consent**

|  |
| --- |
| I consent that my child may use play equipment in the garden, and at parks and playgrounds while under the supervision of the nursery.  |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Sheet 4**

**CCTV Monitoring**

|  |
| --- |
| I understand and consent to the nursery employing CCTV to aid with the prevention of crime and improvement of public safety. In the event of their having been an incident at the nursery any CCTV footage taken of the incident (which might include film of my son or daughter) may be viewed by the senior management of the nursery in order to apprehend the culprits and prevent further incidents from occurring. |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Animals in Setting Consent**

|  |
| --- |
| We need to know if your child has any allergies to animals or has a phobia regarding any particular animal.Obviously, hygiene is important for both the child and animal and we abide by our Animal Health and Safety Policy.I give permission for my child to have contact with and handle any animals that may come into nursery if they so wish.  |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Intimate Care Consent**

|  |
| --- |
| I give permission for the nursery to change my child’s nappy, wash him/her with soap and water and/or use wipes and apply cream to prevent nappy rash |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Application of Sun Cream Consent**

|  |
| --- |
| When it is appropriate parents are asked to apply sunscreen cream before the children come into school. If the children look like they need more sunscreen cream the staff will administer it if parents have given permission on the parent consent form. I give consent to the nursery staff applying sun cream to my child  |
| Name: Signed:  |
| Dated: |
| Relationship to child: |

**Face painting Consent**

|  |
| --- |
| I consent to my child participating in Face painting Activities  |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Sheet 5**

**Eating Treats Consent**

|  |
| --- |
| I give permission for my child to eat treats brought into the setting to celebrate special occasions, and to sample foods if the Nursery has had a cooking session. I understand that staff will be aware of any allergies (as identified my child’s registration form) my child might suffer from and that care will be taken to ensure that only appropriate treats/foods will be given.  |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Permission for head lice check**

|  |
| --- |
| Due to current legislation we are unable to check children for the occasional visitors without prior parental consent.I give my permission for Nursery staff to check my child for head lice. I understand that if any lice or eggs are found, I will be contacted immediately. |
| Name: Signed: |
| Dated: |
| Relationship to child: |

**Administering Calpol Consent**

|  |
| --- |
| I consent to my child receiving Calpol whilst in Playwise care if their temperature reaches above 36.4C. We will try to contact parents initially but if we are unable to collect you will we administer the Calpol.  |
| Name: Signed: |
| Dated:  |

**Administering Antihistamine**

|  |
| --- |
| I consent to my child receiving Antihistamine (in case of an allergic reaction) if required whilst at Playwise  |
| Name: Signed: |
| Dated: |

**Red Book Consent**

|  |
| --- |
| I consent to staff checking my child’s red book to confirm that my child has had any relevant reviews/checks/immunisations that they are due. |
| Name: Signed: |
| Dated:  |

**Arrangement for paying fees**

|  |
| --- |
| Child’s name: |
| Parent/Carer 1 name: |
| Parent/Carer 2 name: |

**Persons responsible for payment of fees**

|  |
| --- |
| Parent/Carer 1 |
| Name: |
| Address: |
| Parent/Carer 2 |
| Name: |
| Address: |

**Will your child be attending:**

**38 weeks (term time) 48 weeks (stretched funding)**

**Or All year round Please tick as appropriate.**

**Fees /additional fees must be paid for all the sessions booked in for the options above. You are entitled to two weeks at half fees in a year.**

**I agree to pay fees for the child named above when they are due.**

**I understand that fees will still be charged if my child is absent.**

**Signed Parent/Carer 1:**

**Date:**

**Signed Parent/Carer 2:**

**Date:**

**Parent Contract re Terms and Conditions**

This contract is between Playwise Childcare and

|  |
| --- |
| Name: |
| Address: |

**The Terms and Conditions apply to this contract. Please read them carefully.**

|  |
| --- |
| Child’s name: |
| Hours of attendance: |
| Current fees: |
| Notice required for termination of this contract **1 month**  |
|  |
| **Do you agree to us calling an ambulance in the event of an emergency?** **YES NO**  |
|  |

**Signed Parent/Carer 1: Date:**

**Signed Parent/Carer 2: Date:**

**For and on behalf of Playwise**

**Signed:**

**Name:**

**Position in Company:**

**Date:**

Tapestry Permission

With regards to the information letter concerning the electronic database Tapestry which the nursery will be using to record your child’s progress, we would be grateful if you would complete the following details be returning copy and retaining the other copy for your own records.

**Child’s name:**

**Parent/carer:**

**Email address:**

**Parent/carer:**

**Email address**:

Other persons with permission

**Name:**

**Relationship to child:**

**Email address:**

**Name:**

**Relationship to child:**

**Email address:**

I/we agree to abide by the terms and conditions as set out by Playwise with regards to accessing Tapestry and I/we will be wholly responsible for the other permitted persons using the site in the correct manner.

I/we understand that any unacceptable use will result in our access being withdrawn immediately.

Parents/carers signature:

Date:

Terms and Conditions for accessing and using Tapestry ‘Online Learning Journeys’

As a parent I will…

* **Not** publish any of my child’s observations, photographs, or videos on any social media site.
* Keep the login details within my trusted family.
* Speak to a member of staff if I experience any difficulties accessing my child’s learning journey.
* Aware that I am responsible and understand that if myself and other family members breach the conditions my child’s profile will be removed from Tapestry by Playwise.
* Report to Playwise if my emails have been hacked or I lose or have had my phone/tablet stolen and the app is still running.

I agree to the Terms and Conditions

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

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

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

First of all, we would like to welcome you to our nursery and thank you for choosing us. Here is some information you may find useful for when your child starts.

Please bring your completed registration form with you on your child's first day, if not before. Could you also bring in your child’s full birth certificate so we can check details are correct and who has legal responsibility for your child. This is requirement for when you child receives the Free Nursery Funding from the Government. Please bring along your child’s red book as we need to check to see when your child had any immunisations.

**Settling in**

This can be a very emotional time for both parents/carers and children, some children settle quickly, others may take longer. If you feel your child needs you in the pre-school until they are happy to let you go, you are very welcome to stay.

**Drinks/Food**

We would like to encourage the drinking of milk and water. Healthy nutritious snacks are provided during the morning and afternoon sessions. These usually include fresh fruit or salad vegetables.

If your child stays for lunch, they will need to bring a packed lunch, we encourage you to provide sandwiches with a healthy filling, fruit, milk-based desserts such as yogurts. We **discourage** sweet drinks, crisps, sweets, lollipops and cakes and we would prefer if you did not give you child chocolate at all. We have had in the past some children with allergies so we may have to disallow some foods, you will obviously be made aware of this. We do not have facilities to keep your child’s lunch cold so please can you place an ice pack inside. We operate a **NO NUT** policy at our preschool.

**What to wear**

Please send your child in clothes that you are prepared to get messy. Some activities will involve paint, glue and water and although aprons are provided the children still manage to get stuff on them. Please label all your child’s belongings e.g., Coats, lunch boxes, nappy bags etc.

You may be interested to know that we do sell t-shirts and sweatshirts for a small cost of £6.50 and £7.50.

In the winter we will ask you to provide Wellington boots because we do like to go into the garden as much as possible.

**Early Years Foundation Stage**

Your child will be learning skills, acquiring new knowledge and demonstrating their knowledge through seven areas of learning and development. These seven areas are used to plan your child’s learning and activities. Children in the EYFS learn by playing and exploring, being active and through creative and critical thinking which takes place both indoors and outside. If you would like any further information about the EYFS please visit [www.foundationyears.org.uk](http://www.foundationyears.org.uk)

**Holidays/Sickness**

Please could you inform us if your child is sick and from which illness they are suffering, we havean obligation to OFSTED to notify them of children suffering from any infectious diseases. The feeis still due to save the child’s place. Please could you also inform us if you are taking your child onholiday during term time, 50 % fees are required for two weeks on the year.

Children who receive free nursery education need to provide a letter to cover any absences.

**Caring for sick children or children who become ill**

If a child becomes ill whilst at the setting the parent/carer will be contacted as soon as possible. In the meantime the child will be made comfortable using a mattress solely used for this purpose and placed in a supervised area away from the other children. A clean cover is kept for this purpose in the storage area. The child will be regularly checked until the parent/carer arrives.

If a child shows signs of being very ill an ambulance will be called and parent/carer informed as soon as possible.

Communicable diseases are common amongst school age children. Children with infectious diseases should **not** attend pre-school.

Children with infectious diarrhoea/sickness will be excluded from the pre-school and will not be allowed to return till at least 48 hours after the last bout.

If your child has been given antibiotics from their doctor, we ask that they do not attend pre-school till they have been taking them for 48 hours.

Should staff have concerns about a child’s medical or physical condition parents/carers will be notified. If a child has an infectious disease the setting needs to be notified. Some diseases must be notified to the Kent Health Protection Unit. Further details are available if required. (This procedure is made in conjunction with the Kent Health Protection guidance on communicable disease and infection.

**Picking up children**

Only named persons on your child’s registration form will be allowed to collect them. We have a password system in place if you get held up and you need someone else to collect your child. Always inform us of any change 07951 450 046

**Jewellery**

Please can you **not** send your child into the pre-school wearing any jewellery e.g., bracelets, necklaces, rings, watches or dangly earrings. This is due to health and safety. Small studs are okay.

*As we have expressed previously, we intend to make the experience your child has with us a rewarding and fulfilling one. The education we implement will be purely through* ***PLAY.***  *We look forward to a long and happy professional relationship with both yourselves and your child.*

**Parent Contract and Terms and Conditions**

**PART B – TERMS AND CONDITIONS**

**1. Definitions**

1.1 The definitions below apply in these terms and conditions.

**“Child”** the child or children who are named in Part A;

**“You”**  the person, firm or company who purchases Services from us.

 **“Us”** the nursery named in Part A.

1.2 A reference to **writing** or **written** includes faxes but not email.

1.3 Any requirement in this contract for either party not to do something includes an obligation on that party not to allow that thing to be done.

**2. Formation of the contract**

2.1 A contract for the Services will be formed between you and us once you have given us a signed, fully completed, registration form and a **£50 Registration Fee**, and we have confirmed to you that your application for a place has been successful. This Deposit is NOT applicable for anyone ONLY accessing the Free Early Years Funding

2.2 These terms and conditions govern the contract between you and us for the Services.

**3. Duration of the contract**

3.1 The contract shall last until it is terminated by either you or us giving to the other, in writing, at least one [full calendar] months’ notice (i.e. notice received on the 1st of a month could end the contract on the last day of the month, but notice received on the 2nd of a month, would only be able to end the contract on the last day of the following month). However, the contract can, in some circumstances be terminated immediately under clause 18.

3.2 You are liable for the fee during the notice period.

**4. Suspension of the Services**

The Services may be suspended (meaning the Child is temporarily not able to attend the nursery) in the circumstances set out in our Critical Incident Policy or in the circumstances set out in clause 19. If the Services are suspended for a period of more than one month, either of us may terminate the contract by giving the other one month’s written notice.

**5. Our Obligations**

5.1 We will use all reasonable efforts to provide the Services to you, in accordance in all material respects with these terms and conditions and any other documents referred to in 2.2 above.

5.2 We welcome staff and children from many different backgrounds and ethnic groups. Human rights and freedoms are respected, and we will do all that is reasonable to ensure that our culture, policies and procedures are made accessible to children who have disabilities and to comply with their social and moral obligations under the Special Educational Needs and Disability Act 2001 or Equality Act 2010 in order to accommodate the needs of children, applicants and members of staff who have disabilities for which, after reasonable adjustments, we can cater adequately

5.3 If we determine, in our sole discretion (after appropriate and reasonable analysis) that reasonable adjustments cannot be made for a Child and as such we cannot continue to adequately provide for that Child (or admit them as the case may be) then we shall be permitted to request that you to withdraw the Child without being charged fees in lieu of notice.

**6. Your obligations**

6.1 You shall:

6.1.1 Co-operate with us.

6.1.2 Provide to us such information as we may reasonably require about

6.1.2.1 The Child (e.g.

6.1.2.1.1 Any known medical condition, health problem, allergy, or diagnosed dietary requirement.

6.1.2.1.2 Any prescribed medication.

6.1.2.1.3 Any lack of any vaccination which the Child would ordinarily have by their age.

6.1.2.1.4 Any family circumstances or court orders affecting the Child.

6.1.2.1.5 Any concerns about the Child’s safety; and

6.1.2.2 Your contact details, and those of your authorised persons who may collect the Child.

6.2 You must (a) ensure that these details are accurate and (b) keep these details up to date, by promptly informing us in writing whenever they change.

6.2.1 As regards arrivals and departure of a child, please refer to the nursery’s Arrivals and Departures Policy. Please ask for a copy of it if necessary.

6.3 If our performance of our obligations under the contract is prevented or delayed by anything you do (or fail to do), we shall not be liable.

6.4 You shall not employ (or attempt to employ) any member of our staff without our consent, until six months from the end of this contract.

**7. Charges and payment**

7.1 You shall pay the charges as set out in Part A.

7.2 Charges are due even if the Child is absent.

7.3 We are closed on Bank Holidays so no charge will be made

7.4 VAT is not charged on nursery fees (nursery provision is an exempt supply for VAT purposes).

7.5 The quoted charges are per Child, per core day/session and will include a snack

7.6 Extra hours (or parts of an hour) will be charged for (at the ruling rate) and must be booked and paid for at least 24 hours in advance.

7.7 The charges must be paid monthly or weekly in advance.

7.8 All payments must normally be made by direct debit or childcare vouchers, cash or cheque but it is your responsibility to obtain a receipt from the nursery manager as proof of payment. No payment shall be deemed to have been made until it is cleared into our bank account. If a cheque bounces, or payment fails, we may charge a reasonable administration fee (currently £ 10).

7.9 We may increase our charges once per year. We will give you written notice of any such increase one month before the proposed date of increase.

7.10 Without restricting any other legal right that we may have, if you fail to pay us on time, we may:

7.10.1 Make an interest charge of up to 1.5% per cent per month or part month on late payment. Unless otherwise notified to you in writing, interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after judgment. You must pay us the interest together with the overdue amount. In addition, we will be entitled to recover from you the full amount of our administrative and other costs incurred in recovering any unpaid sum including legal costs and disbursements on an indemnity basis.

7.10..2 Charge you a reasonable administration fee (currently £10 **)** and

7.10.3 Suspend all Services until payment has been made in full, which will include the suspension of the Child, or even terminate the contract permanently.

7.11 If you owe us any money, and make a claim against us, we may set off what you owe us against what you are claiming from us.

**8. Reducing sessions**

You are required to give us one month’s written notice of a reduction in the number of sessions you require.

**9. Free nursery education**

9.1 If you wish to take up your free nursery education, you are required to complete and sign a Parental Declaration on a termly basis, detailing how and when you will take up the free sessions.

9.2 Our charges will not be made in respect of the free sessions as detailed in the Parental Declaration, but we are entitled to make a reasonable charge for meals or additional activities provided during any free session.

**10. Welfare of the Child**

10.1 We will do all that is reasonable to safeguard and promote the Child’s welfare and to provide care to at least the standard required by law and often to a much higher standard.

10.2 We will respect the Child’s human rights and freedoms which must, however, be balanced with the lawful needs and rules of our nursery and rights and freedoms of others.

10.3 Your consent to such physical contact as may be lawful accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a Child in distress, or to maintain safety and good order, or in connection with the Child’s health and welfare.

10.4 Parents of Children who are not potty trained must provide disposable nappies and wipes

10.5 Parents should provide sealed formula milk for bottle feeding babies. Bringing in and storing made-up formula milk may increase the chance of a baby becoming ill and should be avoided].

10.6 Labelled mother’s breast milk will be stored in the fridge and an area will be made available for mothers to breast feed their babies or express milk should they need to do so.

10.7 As regards behaviour management techniques and sanctions, please refer to the nursery’s Promoting Positive Behaviour Policy. Please ask for a copy of it if necessary.

10.8 The nursery uses emergency procedures for accidents, evacuations, incidents and allergic reactions, please refer to the individual policies and procedures and ask for a copy where required.

**11. Health and medical matters**

11.1 If the Child becomes ill during the nursery session the nursery manager will contact you or the emergency contact indicated on the registration form. You must inform us immediately of any changes to these contact details. If your child requires urgent medical attention while under our care, we will if practicable attempt to contact you and obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment recommended by a doctor (including anaesthetic or operation, or blood transfusion) unless you have previously notified us you object to blood transfusions)).

11.2 If the Child is suffering from a communicable illness, he/she should not be brought to the nursery until such time as the infection has cleared. A full copy of our infection control policy is available from the nursery manager. Please refer to the illness/communicable disease list supplied in your information on minimum periods of exclusion from the nursery.

11.3 You must notify the nursery manager if the Child is absent from the nursery through sickness.

11.4 If the Child has been sent home from the nursery because of ill health, he/she will not be re-admitted for at least 48 hours. If the Child is prescribed antibiotics, he/she will not be allowed to return to the nursery for 48 hours.

11.5 As regards medication, and the administration of it to a Child, please refer to the nursery’s Medication Policy. Please ask for a copy of it if necessary.

11.6 Please also see clause 6.1.2 on matters we need to be informed about.

**12. Food/dietary requirements**

12.1 We will work with you to provide suitable food for your Child, if they have a special dietary requirement or any allergies as diagnosed by a doctor or dietician. All reasonable care will be taken to ensure that a Child does not come into contact with certain foods with support from parents and external professionals should the need arise.

12.2 Menus will be displayed for inspection, and parents and children will be able to feed into the review of these.

12.3 No packed lunches supplied by parents for after school/holiday club Children will be heated up by us.

**13. Reporting of neglect or abuse**

We have an obligation to report to the relevant authorities any suspicions we have that your Child has suffered neglect or abuse, and where necessary we may do so without your consent and/or without informing you.

**14. Limitation of liability**

14.1 This clause sets out our (and our employees’, agents’, consultants’ and subcontractors’) liability to you in respect of the contract (including any breach of it, any statement we make to you about it, our termination of it).

14.2 All terms implied by law are, to the fullest extent permitted by law, excluded or deleted from the contract.

14.3 Nothing in these terms and conditions in any way limits our liability for fraud, or for death or personal injury resulting from negligence.

14.4 We shall not be liable for:

14.4.1.1 Any loss or damage to any toys, equipment or bags, clothing etc. you may bring into our nursery;

14.4.1.2 Loss of any profits, or consequential loss; or any other indirect loss; and

14.5 Subject always to clause 14.3, our total liability (in contract, tort including negligence or breach of statutory duty, or otherwise) shall be limited to cumulative price paid by you for the Services over the course of the contract.

**15. Data protection**

15.1 You agree that details of your name, address and payment record may be submitted to a credit reference agency, and personal data will be processed by and on behalf of us in connection with the Services.

15.2 We may take photographs and/or videos of your Child for promotional or training purposes only. If you do not wish for your Child to be included in such photographs or videos, please inform us by completing the ‘permission form’ given to you on enrolment, or by writing to the nursery manager.

15.3 Any personal data related to You or your Child will be dealt with in accordance with our privacy notice.

**16. Security**

Parents are welcome to visit the nursery, but we will not admit anyone without prior notification. It is your responsibility to ensure that we are aware of who will be collecting your Child. No Child will be allowed to leave the building with any person who has not been notified as an authorised person to collect the Child on your behalf.

**17. Complaints and concerns**

Please address any complaint or concern to the supervisor in charge, in the first instance, and if the matter is not resolved within a reasonable period, please refer it to the nursery manager. Please also refer to our complaints and compliments policy which shall apply to any complaints received by us.

**18. Termination for breach of contract, or bankruptcy/insolvency**

18.1 Without restricting any other legal rights which the parties may have, either party may terminate the contract without liability to the other immediately on giving written notice to the other if:

18.1.1 The other party fails to pay any amount due under the contract on the due date for payment and remains in default for [10] days or more; or

18.1.2 The other party commits a material breach of any of the terms of the contract and (if such a breach is capable of being remedied) fails to remedy that breach within 30 days of that party being notified in writing of the breach; or

18.1.3 The other party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986.

18.2 On termination of the contract for any reason:

18.2.1 You shall immediately pay all of our outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, we may submit an invoice, which shall be payable immediately on receipt; and

18.2.2 Any clause in these terms and conditions which implicitly is intended to survive termination shall continue in force.

**19. Events that are beyond our control**

19.1 If any event beyond our reasonable control (e.g. a fire, flood, E-Coli outbreak, strike, civil action, act of terrorism, war, health pandemic etc.) occurs, for which we have business interruption insurance, we may close the nursery without liability to you and we will not charge you for the fees for the time the nursery is closed. We will keep you informed, in such an event.

19.2 If it is, in our reasonable opinion, necessary or in the interests of the Child to do so, we may close the nursery even though our business interruption insurance will not cover us for the closure. In these circumstances, we will charge you for the time the nursery is closed. For example, we may close because of severe weather conditions, outbreak of flu, swine flu or other illnesses etc. [Also, we close if the owner of the premises closes the premises and denies us access.]

**20. Invalid clauses**

If any part of the contract is found by any court or similar authority to be invalid, illegal or unenforceable, that part shall be struck out, but the rest of the contract shall apply.

Tapestry

We will be tracking and observing each child’s learning through an electronic database called Tapestry. All children’s learning journals will be completely interactive for parents/carers and other family members with parent’s permission to explore and follow. We will be using photo and observational evidence to track your child’s individual progress and development, this will enable you to take an active role in your child’s learning by contributing to their individual profiles with your own observations, reflecting any interests, hobbies and achievements that take place outside of nursery.

Parents/Carers will only be able to access the profiles of their own children, done so by using a secure email address and safe passwords. Other family members will also be able to explore and follow children’s development with permission form the parents and notification of agreement between the parents/carers and nursery.

**In order to protect confidentiality of each individual child, the nursery stresses that no photos may be removed, copied or transferred to a digital media site e.g., Facebook.**

It is the parents/carers responsibility to ensure that they and all other people with agreed access to their individual children’s profile adhere to Playwise terms and conditions regarding the use of Tapestry.

If any person/s is found to have breached the conditions regarding confidentiality, this will result in an automatic removal from access to Tapestry. Parents/carers will then only be able to view their children’s individual profiles on site at Playwise with a member of staff present.

**Playwise Childcare Opening Times/Fee Structure**

**We are open from 8am-6pm**

**Nursery**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Under 2’s | Over 2 | Over 3 |
| Hourly rate  | £6.50 | £6.20 | £5.80 |
| 3-hour session | £19.50 | £18.60 | £17.40 |
| ½ Lunch  | £3.25 | £3.10 | £2.90 |
| Full day  | £62.50 | £60.00 | £50.00 |

**Nursery Sessions**

|  |  |  |
| --- | --- | --- |
| Morning 8.45-11.45 | Afternoon 12.30pm-3.30pm | Day 9am-3pm |

**FREE EARLY YEARS FUNDING**

**We offer both 15 hours and 30 hours (if entitled) for 3- and 4-year-old. 15 hours for 2-year-old. We offer both 38 weeks or 48 weeks (stretched). We offer funding between the hours of 8am-6pm. Any hours used over the funding hours will be charged at the hourly rate stated above.**

**After School Club**

|  |  |
| --- | --- |
| 3pm-6pm | £9.50 |

**Holiday Club (Over school age prices)**

|  |  |
| --- | --- |
| Full day 7.30am-6pm | £30.00 |
| 8am-1pm or 1pm-6pm  | £17.50 |
| 8.30am-3pm | £22.00 |

 **All sessions/extra hours booked all must still be paid for even if child is absent**

**We are flexible and try to accommodate parent’s needs.**