

Child's Play Private Nursery



2021/22 Registration Form.

"a place which allows children to be children"



Child's Name _____ Date of Birth _____ Male/Female

Known as _____ Start Date _____

Name of Parents: _____ (Mum) _____ (Dad)

Does the above have legal responsibility for child: Yes/ No (if no give details below)

Parental Responsibility from Birth Certificate: (staff to complete) Named parents: _____
_____ seen by: _____ Date _____

Below please provide details of the address where child lives:

Address : _____ Child lives with (Names) _____

_____ If parent(s) live at a different address to child, please complete
_____ Post Code _____ the emergency contact section and provide details.

Home Telephone: (Include Area Code) _____ / _____

Ethnicity of child: please highlight appropriate

White Mixed Race Asian Black Chinese other _____

British Irish Traveler of Irish Heritage Gypsy/Roma African Indian Pakistan
Bangladeshi Caribbean Other

(If you highlighted other please state :) _____ **Religion of your child :** _____



Child's Play Private Nursery

2021/22 Registration Form.

Contractual information: To ensure you child a place at the nursery we need to know what sessions you require your child to attend. Receipt of confirmation letter will confirm your contracted vacancy with the nursery. Please provide the following details.

Nursery of choice: Ferryhill / Sedgefield / Seaham / Hartlepool

Child's Full Name: _____

Start Date: _____ **Age of child when they start:** _____

Age group (highlight): Explorers (0-2 years) Adventurers (2-3 years) Investigators (3-5 years) Innovators (School/Holiday Club)

Sessions Required (Not Free Entitlement): If your child is going to be receiving the free-entitlement and are ONLY attending for those sessions during 'Term-Times' please leave this section blank and continue onto the next section of the registration form. If your child will be attending all year around, please use this section and leave the next blank.

	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day: 7.30- 6.00					
Morning Session: 7.30- 1.00					
Afternoon Session: 1.00-6.00					

Free entitlement (15/30). Please fill in the table to indicate the **three morning/afternoon sessions** you wish your child to attend **during funding times** If you want your child to attend additional hours & attend during holiday times- please indicate this on the table above. **Please note:** if you child attends more than their authorised 15/30 hours a week at nursery during term time and you choose not to bring your child during holiday periods you will still be charged for the additional hours. For example; if your child attends 5 x 5hr mornings per week during term times and are eligible for 15hrs you will be charged for 2 x 5hr morning sessions during holiday times as these fees are not covered by the government and will ensure your child's place is retained for the following term.

5 hour sessions offered	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Morning Session: 8.00- 1.00						
Afternoon Session: 1.00-6.00						
3 hour sessions offered	Monday	Tuesday	Wednesday	Thursday	Friday	
Morning Session: 8.30- 11.30						
Afternoon Session: 1.30-4.30						
Wrap around care inc. lunch: 11.30am - 1.30pm charged						Not free-charged!

Before and after school Club: Please fill in the table below to indicate the days and times which you require your little person to be taken or picked up from school. If you want Holiday Club care- please indicate above 'Sessions required'.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session: 7.30- 9.00am					
Afternoon Session: 3.00- 6.00pm					
Your Child's School: which we will drop off or collect your child from School.			Start Times:		
			End Times:		

Terms and conditions of business: [Child's Play Private Nursery agreement](#)

- Non -refundable Membership:** A £50.00 non-refundable membership fee is payable with this completed registration form. This payment will secure your child's place at the nursery and cover the membership fee for the persons named in the registration form whilst you are registered with Child's Play Private Nursery. **This cost also includes one free piece of uniform (excluding coats).**
*The £50.00 membership for families receiving FFE **only** have the right to opt out of the membership fee. If the family accesses any additional Childcare with Child's Play Private Nursery which are not FFE related hours you will be required to pay the fee.*
MEMBERSHIP FEE: ARE YOU PAYING THIS FEE UPON THE INITIAL REGISTRATION:
YES / NO Parent Initial/ signature:
- Payment dates:** All nursery fees and charges are payable in full on the 1st of every month by Bank Transfer, cash, cheque or childcare vouchers. Fees are always payable one month ahead. Invoices will be issued usually around 20th to 28th of every month. You pay your fees all year around*, except when nursery is closed (*excluding FFE children, refer to free entitlement and non-payment of fees where it is not stretched.)
- Overdue/late Fees:** 20% late charges will be added to any outstanding fees/charges which are not cleared on your bill date. If payments are continually late, you may be asked not to bring your child to nursery until it is cleared as we have a 'no pay no stay rule.' In some circumstances a payment plan maybe agreed at the discretion of the Managing Director. Charges will be continually applied every week until your fees are cleared. Legal proceedings may commence if fees are not cleared in line with the settings policies and procedures, you will be liable for all associated costs. Working Tax, Child Tax Credits and Student Finance deductions and any other financial institutions are not accepted as a reason for non-payment of fees on the due date. **Refer to our debt management policy for full information.**
- No charge of fees:** The only time no fees are charged is when the nursery is closed (Bank Holidays and the week In between Christmas and New Year), children who are only attending for the 15hours free entitlement will also receive no fee during school holiday periods as they will not be in attendance, any additional hours will be charged during these holiday periods.
- Holiday entitlement:** No holiday entitlement is given as a maximum of a two-week fee break in already in operation during nursery closure times. Sessions are simply not charged on your account when we are closed, so you can clearly see where deductions are.
- Sickness, family holidays and non-attendance:** If your child is booked in to attend a session and does not attend for any reason such as sickness, family holidays you will still be charged for that session (s). We do not offer these days as 'swops', nor are they credited back to your childcare account.
- Sibling & staff discounts:** We offer a 10% discount to families who have siblings attending the nursery, the discount will be applied to the eldest sibling account. Staff will also receive a discount if their child attends the nursery, refer to individual employment contracts for further information.
- Minimum attendance requirements:** We do not offer term time only contracts to families (excluding FFE only children.) As per our Admissions policy you must contract to a minimum of one-half day (5hr) session per week. For example, teachers, will not get a term time only contract, they can reduce attendance to

the minimum in holiday times, but they cannot have the holiday periods as 'free'. This also applies to various flexible contracts- you must supply a set rota pattern, again with one minimum half day (5hrs).

- **Extra sessions:** can be arranged by speaking to the setting manager, written notification is preferred. If the extra session is cancelled 2 weeks prior to date no fee will be charged. After this time the fee will still be charged. If FFE families have not paid a membership fee, and access extra care, they will automatically be charged the fee with no exceptions.
- **Late for collecting children at the end of session:** £20.00 charge for collecting children late from nursery after his/her session has ended. This will be applied to your account on the next bill date. This is applied automatically, as one inclusive charge. However, if you notify the setting before your late due to an unforeseen, genuine circumstance the fee may be waived at our discretion. (no more than 15 minutes)
- **Termination of place & Change of contracted sessions:** **twelve (12) weeks written notice MUST be provided** to the setting manager, otherwise you will continue to be charged at your current contract arrangements. We do not accept verbal communications; it must be in writing. FFE sessions are exempt from the termination notice, from Durham County Council in line with their Local Authority guidance, they ARE NOT however exempt for Hartlepool Council, her four (4) weeks' notice must be given.

Food and snack charges ARE NOT exempt from the normal the notice period mentioned in the first paragraph of this section.

Where you want to update your contract (add additional or reduce days) this can be arranged via written contact with the manager who will make the arrangements and update your contractual information in the settings diaries and forecasts. (minimum of 4 weeks' notice is required.)

- **Fee increase:** The nursery fees will be continually reviewed. You will be notified of the new prices two months in advance to any increase where possible.
- **Free entitlement.** All three and four year olds in England are entitled too free, part-time Early Learning, Care and Development the term after his/her third birthday. It lasts for up to two years, (5 terms) until your child reaches statutory school age. Children can currently attend on a part-time basis for 15 hours a week, for 38 weeks a year which can be taken flexibly over a minimum of three days during term times only. Some qualifying two year olds are also entitled to access this provision. From September 2017 some qualifying 3years olds can double their entitlement to 30hrs per week. Free early years entitlement can currently be taken across three to five morning or afternoon sessions per week. If your child attends more than those sessions, you will be charged at full sessional prices & it be contracted for the full year. A food cost will be charged on days when your child is attending for his/her free sessions to cover the costs of any food provided by the nursery. (You have the right to opt out of this, & provide your own, you must give notice) During school holiday periods if you are contracted as free entitlement only your child will not be in attendance at nursery with no charge. However, if you chose to have your child at nursery during holiday periods you will be charged at full nursery rates. **Please Note:** Wrap around sessions do not form part of your FFE entitlement and will be charged.

DO YOU WANT US TO SUPPLY YOUR CHILD'S FOOD: YES / NO Parent Initial:

Child's Play Private Nursery reserves the right to change or update the terms and conditions of business as well as cancel your child's place at the nursery at any time without prior notice to yourself. By continuing our services after changes have been made you are legally obligated and have agreed to our Terms and conditions of business.

Sign below to confirm that you are fully aware of the Terms and conditions of business Wayman Developments Ltd T/As Child's Play Private Nursery impose and form a legally binding contract. The signature confirms that you will adhere to all of the statements above.

REMEMBER TO ALWAYS CHECK OUR WEBSITE FOR THE MOST UP TO DATE VERSION.

Parents Signature:

Relationship to child:

Date:

Managers Signature:

Job title:

Date:

Emergency contact information & permission for collection: any changes in writing

First emergency contact:

Name _____ Relationship to child _____(Known as)

Address (if different to first page) _____

_____post code_____

Home Telephone: include area code _____/_____ Mobile_____

Work details: Telephone_____ Ext _____ Employers Name_____

Permission for collection: is this person allowed to collect your child from nursery on a day to day basis or just in the cases of emergencies. Please state:

Password: we ask that every person authorized for collection has a unique password. This will be used to identify emergency contacts. If we don't know who you are we will not allow you into the setting.

_____ Signature of contact:

Second emergency contact:

Name _____ Relationship to child _____(Known as)

Address (if different to first page) _____

_____post code_____

Home Telephone: include area code _____/_____ Mobile_____

Work details: Telephone_____ Ext _____ Employers Name_____

Permission for collection: is this person allowed to collect your child from nursery on a day to day basis or just in the cases of emergencies. Please state:

Password: we ask that every person authorized for collection has a unique password. This will be used to identify emergency contacts. If we don't know who you are we will not allow you into the setting.

_____ Signature of contact:

Third emergency contact:

Name _____ Relationship to child _____ (Known as)

Address (if different to first page) _____

_____ post code _____

Home Telephone: include area code _____ / _____ Mobile _____

Work details: Telephone _____ Ext _____ Employers Name _____

Permission for collection: is this person allowed to collect your child from nursery on a day to day basis or just in the cases of emergencies. Please state:

Password: we ask that every person authorized for collection has a unique password. This will be used to identify emergency contacts. If we don't know who you are we will not allow you into the setting.

_____ Signature of contact :

Fourth emergency contact:

Name _____ Relationship to child _____ (Known as)

Address (if different to first page) _____

_____ post code _____

Home Telephone: include area code _____ / _____ Mobile _____

Work details: Telephone _____ Ext _____ Employers Name _____

Permission for collection: is this person allowed to collect your child from nursery on a day to day basis or just in the cases of emergencies. Please state:

Password: we ask that every person authorized for collection has a unique password. This will be used to identify emergency contacts. If we don't know who you are we will not allow you into the setting.

_____ Signature of contact:

If you wish to provide us with more contact details, please provide us with this information in written form via email to the nursery manager. With a signature from the person who holds parental responsibility as well as the emergency contact. (So we know they are aware of any passwords.)

Emergency medical advice and treatment. No parent or carer likes to ever think that their child may fall unwell at nursery or have an accident which would require emergency medical treatment, if this ever happened effective emergency treatment before professional help arrives can go a long way to reducing the effects of illness and injury, and indeed save a child's life. We are proud that we have a 'Millie's Mark Accreditation' at all of our nurseries, meaning 100% of our employees hold pediatric first aid training. In the unfortunate event your child does become ill or require emergency treatment, we require permission from yourselves:

- Do you give consent for nursery staff and practitioners who are qualified **pediatric first aiders** to **administer first aid** to your child? Yes No
- Are we allowed to **seek medical advice** regarding your child? (for example - 111, health visitor, local doctor) Yes No
- In the event of an emergency are we permitted to arrange for your child to go to either the **local A & E, Hospital or Doctor**? Do you also authorise hospital staff to administer essential treatment until your arrival? Yes No
- In the event of an emergency are we **permitted to telephone for an ambulance** for your child? Yes No
- Where appropriate, do we have permission to **apply a plaster** on your child? Yes No

The staff and practitioners will contact you and keep you informed if your child did become unwell or require emergency medical treatment.

If you have **answered NO** to any of the above please state below, the procedure you want the staff to follow

If at any time we have to seek medical advice, the medical provider will take professional authority over the care and medical treatment of your child until you can be contacted. Child's Play will follow all advice given by these professionals. Please sign below to confirm the above details:

Signature:

Relationship to child:

Date:

Please note: you have the right to take away or give permission for any of the above at any time. Written & signed notification is required.

Medical Details: For our nursery staff and practitioners to be able to ensure that all children's individual health and well-being are appropriately and adequately promoted we need to know about the health of your little person. Proof of medical & individual needs will require proof and further information so that we can ensure we have the most accurate care plans in place for your child.

Immunisations and vaccinations: Is your child fully up to date with current Immunisations and vaccinations? YES NO

Has your child ever suffered from any of the following illnesses: please tick where appropriate?

Illness		Illness		Illness	
Chicken Pox		Mumps		Croup	
Meningitis		Fitting/ Epilepsy		Febrile Convulsions	
Breathing Problems		Ear Infections		Hand, foot and mouth disease	
Thrush		Conjunctivitis		Impetigo	

Is your child on the SEN register (Special educational needs) YES NO

Please list and discuss any **medical conditions or illnesses** which your child has:

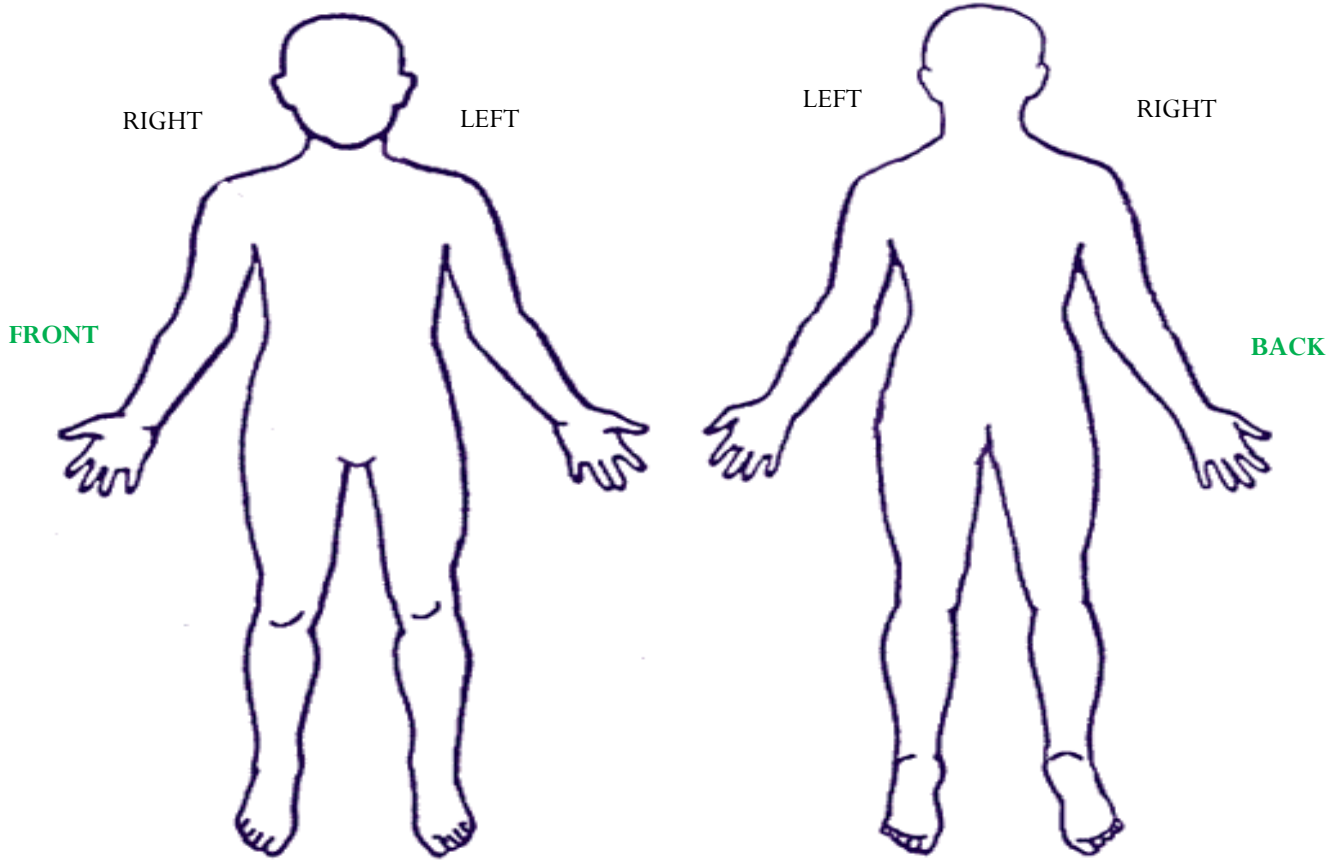
Please inform us of any **allergies/intolerances** which your child suffers from:

Please inform us of any **dietary requirements** which your child has:

Child's Play Private Nursery works closely with a number of professionals including those in early years and Health sector. In order to help ensure your child's individual needs are met **we have legal permission to work with any professionals as & when required** in order to help provide early intervention for your little person. **Help us to liaise with professionals & give information below:**

Which Professionals or agencies are involved with your child and family? (e.g SENCO, Health Visitor, Portage Workers, Psychologist, Speech & Language Therapist....)			
Professional Body or Profession	Contact Name	Contact details (phone number, address)	Notes/ Comments
*Health Visitor			
*GP/ Doctor			
*Dentist			
*Social Worker			
*Family Worker			
*Other(s):			

Medical and Welfare: please indicate on the map below where your child has any birth marks or scarring to his/her body.



If you have completed the above, please provide more information below:

I confirm that I have completed this to the best of my knowledge. I will inform the nursery of any changes at any time.

Signature:

Relationship to child:

Date:

“Out and about in the local community”: The Early Years Foundation Stage actively promotes children gaining an understanding about the world around them. We do this by going on outings in the local community. This is a belief help by our nursery. Practitioners are actively encouraged by the manager to take the children on outings to local shops, parks, libraries, surrounding villages etc... a qualified pediatric first aider will always be present on any outing.

Outings maybe undertaken on foot, accessing public transport or other approved travel services (i.e. taxi)

If ever the nursery is planning an outing which is deemed outside of the local community, additional parental permission would be sought. (We class this as 45 minutes + travel time.)

- *Do you give consent for nursery staff and practitioners to take your child on outings around the local community?* Tick as appropriate YES NO

Please sign below to confirm the above details:

Signature: **Relationship to child:** **Date:**

“Lotions & Potions”: Please read and sign below

- *Do you give practitioners and staff permission to apply **face paints** to your child?*
YES NO
- *We have **factor 50 Nivea Sontan lotion**, as and when appropriate please can we apply this sontan lotion to help prevent your child from being sun burnt? We also advise that on a warm/sunny/hot days that you ensure your child wears suitable clothing- preferably a T-shirt which covers their shoulders as this area is very prone to sunburn.*
YES NO
- *From time to time babies and young children suffer from nappy rash and sore bottoms, which can be discomforting. We would first and foremost use any nappy ointment provided by you. We do stock our own nappy cream ointment, which may not be the preferred brand which you use. *Do you give permission for nursery practitioners to apply **nappy cream ointment** bought by the nursery as and when required?* YES NO*

Please sign below to confirm the above details:

Signature: **Relationship to child:** **Date:**

Please note: you have the right to take away or give permission for any of the above at any time. Written & signed notification is required



ICT and digital media: At Child's Play Nursery, numerous types of digital media and technology are used to record a child's progress in their own digital Learning Journey. This includes digital cameras, laptops, Dictaphones, video cameras, Ipads and USB memory drives. Digital media is the norm and with the introduction of the Early Years Foundation Stage (EYFS) and our own personal adaptation of learning journeys. The use of ICT is central to observing, assessing and documenting children's activities, interests, experiments and learning at nursery. The reasons for this is it has proven that as soon as practitioners start making really personalized resources, using photographs on displays, attainment rockets in the children. We see daily at Child's Play how a child's enthusiasm and motivation soars through the use of our learning journeys and documentation. This is part of our ethos. In order to do this, we require some specific permissions from yourselves:

- Are practitioners and staff allowed to use your child's name/photographs/video of your child to go in his/her **individual learning journey**? YES NO
- Can practitioners include child's name and photo in **other children's learning journeys** (for example, your child working/playing alongside another child) this enables us to truly capture and document all of the learning which has occurred.) YES NO
- Can we display your child's name/photos/images of your child **internally in the setting** (i.e. displays, coat pegs etc.) YES NO
- Can photographs of your child be used on the nursery **website**? This also includes his/her name. YES NO
- Can your child's name/ photograph be used for **advertisement, social media and publicity purposes**? (i.e. social media, Nursery world Magazine, Newspapers, Television) YES NO
- Are we allowed to use photographs/images of your child including his/her name for **evidence purposes** (for example Ofsted and the local Early Years team at County Hall) where it falls outside of Statutory Requirements? YES NO
- Are we allowed to use photographs/images of your child including his/her name for **other external purposes**, such as for training courses/presentations/ speeches/ award events/talks or our other trading businesses which operate under our company (Child's Play Consultancy & Naturally Child's Play store)? YES NO
- On occasions we have **students** in our setting. Can your child be included in their training or research? This may include: Observations, Assessments, using child's work as evidence, photographs, names etc. YES NO

Please sign below to confirm the above details:

Signature:

Relationship to child:

Date:

Please note: you have the right to take away or give permission for any of the above at any time. Written & signed notification is required

Parent and Child: E-Safety Contract:

Taking Photos and videos of children and young people: Child's Play Private Nursery recognizes its responsibility to ensure the welfare and safety of children, young people, families and employees and need to comply with the Data Protection Act 1998, as well as recent GDPR legislations.

We use photographs and videos for a number of reasons including celebrating and recording children's successes. These images or videos may be used on display boards, interactive screens, on our website and social media pages (where permission allows on page 9 of this registration form.)

Photographs and videos will only be recorded on nursery owned equipment and will not be kept for longer than is to be considered necessary, including after your child has left the nursery setting.

Nursery Events: We also believe that it is important for families to celebrate children's successes and for that reason, at some events (i.e nativity and graduation), we allow parents/carers to take photographs and videos. We will remind parents/carers prior to the event if they are permitted or not and that none of the images or videos can be uploaded to social media where other children (not their own) are in the images.

Mobile Phones: Adults are not permitted use a mobile phone or other electronic devices on nursery site at any time (i.e. Drop off, collection, stay and play events).

Pupil e-safety agreement: keeping safe at home and nursery: It is important that children are kept safe, children (where deemed old enough to understand or have access to ICT and Digital media, remembering we can have holiday children up to the age of 8-11years at some of our nursery sites) will be taught the following safety values. Child's Play Private Nursery does not allow children access to anything on the internet unless it is supervised and for educational purposes only. No social media sites are allowed. Restrictions on all equipment/devices are in place. We advise these are adopted in the home too:

- We only use digital equipment (i.e. laptops, ipads) and internet when a grown-up has said they can
- We tell a grown-up if something makes us feel worried or concerned
- If we get stuck or lost on the internet we will ask for help
- We will only write messages to people we know and these will always be friendly messages
- We will keep our personal information 'TOP SECRET' and not share with anyone on the internet
- We will not bring mobile phones or electronic devices to Nursery. They are not Permitted.

Child's Play Private Nursery will take all steps to ensure images and videos are used solely for the purpose they are intended. If you become aware that these are being used or shared inappropriately, please contact Operational Director Gareth Davies direct on: gareth@childsplayprivatenursery.co.uk or by pressing option 5 when calling via any nursery landline number.

I confirm that I have read and understood the e-safety agreement, and understand everything that is included in it. I agree to follow it in the nursery and home setting.

Signature:

Relationship to child:

Date:

Blossom Educational:

Blossom Educational: Child’s Play Private Nursery prides itself on the way in which we work with our Parents and Families. We feel that it is very important to ensure a cohesive communication tool is established in order to ensure the best possible learning experiences are provided for every individual child at the nursery as well as in the home.

We use an electronic Early Years Management System ‘Blossom’ – this platform will allow you to have access to a ‘parent app’ so that you can see your child’s Daily timeline of events, learning journey, news updates, reminders, letters, general communications and assessment report. You can also upload home learning observations and images to us too.

You will also receive your fee invoice via email monthly along with any other accounting information (including invoice reminders.)

All aspects of the software are secure and fully compliant to GDPR regulations. You can use the parent app on your computer, mobile and tablet anytime and anywhere 24/7. If you require more information, please speak to your nursery manager or contact enquiries@childisplayprivatenursery.co.uk

Primary Blossom Contact: This account will receive the monthly financial invoices

Adults Full Name: _____ Relationship to child: _____

Email Address: _____

- Do you want to receive a daily diary by email? **Yes/ No**
- Do you want access to the parent app? **Yes/ No**

Signature: _____ Relationship to child: _____ Date: _____

Secondary Blossom Contact: (optional)

Adults Full Name: _____ Relationship to child: _____

Email Address: _____

- Do you want to receive a daily diary by email? **Yes/ No**
- Do you want access to the parent app? **Yes/ No**

Signature: _____ Relationship to child: _____ Date: _____

You will shortly receive a test e-mail, to verify your account. Once your account is verified you will receive your login details. If you want other family members to have access to the parent app, please contact us in writing with their details.

OFFICE USE ONLY.

Account verification e-mail sent:	Received Verification:
Login Name:	Sign/Date:
Password:	

Uniform Order Page Child's Play Private Nursery is a place which allows children to be children and we pride ourselves on following and extending children's interests..... even if that means we are playing in Slime or Mud! Naturally our children rarely stay clean. Therefore, we stock an array of nursery uniform which you make like to purchase so that we do not ruin those Sunday Bests!

Child's Play Private Nursery strongly recommend nursery uniform is purchased although this is not a mandatory requirement.

INTRODUCTORY OFFER: you are entitled to one FREE piece of uniform (excluding coats) please order below.
 Additional orders can be placed direct from the nursery website www.childsplayprivatenursery.co.uk/nursery-uniform

Uniform Order: All orders are embroidered with the nursery logo.
 (additional accessories including summer and winter hats, bags and scarf's can be found on our website.)

Child's Full Name: _____ Room _____

	Price (Discounted)	Sizes	Color	Quantity	
ADVENTURERS (2-3), INVESTIGATORS & INNOVATORS (3+) UNIFORM					
Reversible Waterproof coat	£20.00 (£18)	2-3 years 3-4 years 5-6 years	Black and Grey		
Child's Play Gingham Summer Dress with matching bobble.	£13.00 (£11.70)	3-4 years 5-6 years	Green and White		
Purple Embroidered Child's Play Junior Backpack	£15.00 (£13.50)	One size	Green Black Grey		
Jumper	£9.50 (£8.55)	1-2 years 2-3 years 3-4 years 5-6 years	Grey		
T-Shirt	£8.00 (£7.20)	1-2 years 2-3 years 3-4 years 5-6 years	Grey		
Name Tape	£3.00 (£2.70)	One size	n/a		
EXPLORERS (0-2) UNIFORM					
Baby SupaSoft Hoodie	£12.00 (£10.80)	6-9 months 9-12 months	Supa Grey Supa Navy		
Baby & Toddler All-In-One	£15.00 (£13.50)	6-9 months 12-18 months 18-24 months 2-3 years	Heather Grey Nautical Navy		
Baby Crew Neck Sweatshirt with shoulder poppers	£9.50 (£8.55)	6-12 months 12-18 months 24-36 months	Grey		
Baby Crew Neck Poloshirt with shoulder poppers	£9.50 (£8.55)	0-6 months 6-12 months 12-18 months 24-36 months	Grey		
<p>Please sign and date to confirm that the above order is correct. You will automatically be charged to your account. Child's Play cannot be held responsible for any mistakes ones the order form has been received.</p> <p>Uniform costs are applied on to your fee account and will show on your blossom educational account.</p>			<p><u>Signature:</u></p> <p><u>Date:</u></p> <p><u>Relationship to child:</u></p>		

Terms and conditions of business: **Child's Play Private Nursery agreement** -

PARENT / FAMILY COPY. REMEMBER TO ALWAYS CHECK OUR WEBSITE FOR THE MOST UP TO DATE VERSION.

PLEASE TEAR THIS OFF AND RETAIN FOR YOUR RECORDS

- **Non-refundable Membership:** A £50.00 non-refundable membership fee is payable with this completed registration form. This payment will secure your child's place at the nursery and cover the membership fee for the persons named in the registration form whilst you are registered with Child's Play Private Nursery. **This cost also includes one free piece of uniform (excluding coats).**

*The £50.00 membership for families receiving FFE **only** have the right to opt out of the membership fee. If the family accesses any additional Childcare with Child's Play Private Nursery which are not FFE related hours you will be required to pay the fee.*

MEMBERSHIP FEE: ARE YOU PAYING THIS FEE UPON THE INITIAL REGISTRATION:

YES / NO Parent Initial/ signature:

- **Payment dates:** All nursery fees and charges are payable in full on the 1st of every month by Bank Transfer, cash, cheque or childcare vouchers. Fees are always payable one month ahead. Invoices will be issued usually around 20th to 28th of every month. You pay your fees all year around*, except when nursery is closed (*excluding FFE children, refer to free entitlement and non-payment of fees where it is not stretched.)
- **Overdue/late Fees:** 20% late charges will be added to any outstanding fees/charges which are not cleared on your bill date. If payments are continually late, you may be asked not to bring your child to nursery until it is cleared as we have a 'no pay no stay rule.' In some circumstances a payment plan maybe agreed at the discretion of the Managing Director. Charges will be continually applied every week until your fees are cleared. Legal proceedings may commence if fees are not cleared in line with the settings policies and procedures, you will be liable for all associated costs. Working Tax, Child Tax Credits and Student Finance deductions and any other financial institutions are not accepted as a reason for non-payment of fees on the due date. **Refer to our debt management policy for full information.**
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- **Holiday entitlement:** No holiday entitlement is given as a maximum of a two-week fee break in already in operation during nursery closure times. Sessions are simply not charged on your account when we are closed, so you can clearly see where deductions are.
- **Sickness, family holidays and non-attendance:** If your child is booked in to attend a session and does not attend for any reason such as sickness, family holidays you will still be charged for that session (s). We do not offer these days as 'swops', nor are they credited back to your childcare account.
- **Sibling & staff discounts:** We offer a 10% discount to families who have siblings attending the nursery, the discount will be applied to the eldest sibling account. Staff will also receive a discount if their child attends the nursery, refer to individual employment contracts for further information.
- **Minimum attendance requirements:** We do not offer term time only contracts to families (excluding FFE only children.) As per our Admissions policy you must contract to a minimum of one-half day (5hr) session per week. For example, teachers, will not get a term time only contract, they can reduce attendance to the minimum in holiday times, but they cannot have the holiday periods as 'free'. This also applies to various flexible contracts- you must supply a set rota pattern, again with one minimum half day (5hrs).
- **Extra sessions:** can be arranged by speaking to the setting manager, written notification is preferred. If the extra session is cancelled 2 weeks prior to date no fee will be charged. After this time the fee will still be charged. If FFE families have not paid a membership fee, and access extra care, they will automatically be charged the fee with no exceptions.
- **Late for collecting children at the end of session:** £20.00 charge for collecting children late from nursery after his/her session has ended. This will be applied to your account on the next bill date. This is applied automatically, as one inclusive charge. However, if you notify the setting before your late due to an unforeseen, genuine circumstance the fee may be waived at our discretion. (no more than 15 minutes)

- **Termination of place & Change of contracted sessions:** twelve (12) weeks written notice **MUST** be provided to the setting manager, otherwise you will continue to be charged at your current contract arrangements. We do not accept verbal communications; it must be in writing. FFE sessions are exempt from the termination notice, from Durham County Council in line with their Local Authority guidance, they ARE NOT however exempt for Hartlepool Council, her four (4) weeks' notice must be given.
Food and snack charges ARE NOT exempt from the normal the notice period mentioned in the first paragraph of this section.
Where you want to update your contract (add additional or reduce days) this can be arranged via written contact with the manager who will make the arrangements and update your contractual information in the settings diaries and forecasts. (minimum of 4 weeks' notice is required.)
- **Fee increase:** The nursery fees will be continually reviewed. You will be notified of the new prices two months in advance to any increase where possible.
- **Free entitlement.** All three and four year olds in England are entitled too free, part-time Early Learning, Care and Development the term after his/her third birthday. It lasts for up to two years, (5 terms) until your child reaches statutory school age. Children can currently attend on a part-time basis for 15 hours a week, for 38 weeks a year which can be taken flexibly over a minimum of three days during term times only. Some qualifying two year olds are also entitled to access this provision. From September 2017 some qualifying 3years olds can double their entitlement to 30hrs per week. Free early years entitlement can currently be taken across three to five morning or afternoon sessions per week. If your child attends more than those sessions, you will be charged at full sessional prices & it be contracted for the full year. A food cost will be charged on days when your child is attending for his/her free sessions to cover the costs of any food provided by the nursery. (You have the right to opt out of this, & provide your own, you must give notice) During school holiday periods if you are contracted as free entitlement only your child will not be in attendance at nursery with no charge. However, if you chose to have your child at nursery during holiday periods you will be charged at full nursery rates. **Please Note:** Wrap around sessions do not form part of your FFE entitlement and will be charged.

DO YOU WANT US TO SUPPLY YOUR CHILD'S FOOD: YES / NO Parent Initial:

Child's Play Private Nursery reserves the right to change or update the terms and conditions of business as well as cancel your child's place at the nursery at any time without prior notice to yourself. By continuing our services after changes have been made you are legally obligated and have agreed to our Terms and conditions of business.



PRIVACY NOTICE



"a place which allows children to be children"

Pupils in Schools, Alternative Provision and Pupil Referral Units



and children in Early Years Settings



PLEASE TEAR THIS OFF AND REATIN FOR YOUR RECORDS

Privacy Notice - Data Protection Act 1998 and 2018 (GDPR)

We Wayman Developments Ltd T/As Child's Play Private Nursery are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous setting and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Protect your child's welfare,
- Provide appropriate pastoral care,
- Carry out research and
- Assess how well your setting is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the setting without your consent unless the law and our policies allow us to. We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE). If you want to see a copy of the information we hold and share about you then please contact Laura Leigh Davies Managing Director.

DfE may also share children/pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998 and GDPR regulations. Decisions on whether the DfE released this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to public level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data. For more information on how this sharing process works, please visit www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract for more information on which third party organisations (and for which projects) pupil level data has been provided to, please visit www.gov.uk/government/publications/national-pupil-database-requests-recieved

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites: <http://www.durham.gov.uk/dataprotection> and <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> or <https://www.hartlepool.gov.uk/info/20032/access-to-information/500/access-to-information/9>

If you are unable to access these websites, please contact the LA or DfE as follows:

Freedom of Information/Data Protection Coordinator 0191 372 8371/8370 or email foi@durham.gov.uk [Durham]. Hartlepool information can be found via the link above.

Address: Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
Website: www.education.gov.uk **Email:** <http://www.education.gov.uk/help/contactus> **Telephone:** 0370 000 2288