



# Registration

# Form

# 2021-2022

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Address: 157 London Road, Mitcham, CR4 2YR

OFSTED Registration no: EY539235

Telephone Number: 0208 646 6868 / 07840 112423

Manager: Daniela Bradiceanu

Email: [danielabkingswood@gmail.com](mailto:danielabkingswood@gmail.com) and [info@kingswooddaycarenursery.co.uk](mailto:info@kingswooddaycarenursery.co.uk)





B: DETAILS OF PARENT / GUARDIAN / CARER						
<b>PARENT / CARER  1</b>	Full Name:			Home Tel No:		
	DOB:			Relationship to child:		
	Home Address:					
	Occupation:			Mobile No:		
	Workplace Tel No:			Email:		
	Do you have legal contact with your children?			Yes / No		
<b>PARENT / CARER  2</b>	Full Name:			Home Tel No:		
	DOB:			Relationship to child:		
	Home Address:					
	Occupation:			Mobile No:		
	Workplace Tel No:			Email:		
	Do you have legal contact with your children?			Yes / No		
C: EMERGENCY CONTACT NUMBERS (people not stated above)						
<b>CONTACT 1</b>	Full Name:			Tel No:		
	Relationship to Child:			Email:		
<b>CONTACT 2</b>	Name:			Tel No:		
	Relationship to Child:			Email:		
D: CHILD CARE SESSIONS REQUIRED (please tick each relevant box)						
<b>Start Date:</b>		Monday	Tuesday	Wednesday	Thursday	Friday
Full day	9am to 4pm					
Morning	9am to 12pm					
Afternoon	1pm to 4 pm					
Lunch hour	12pm to 1pm					
15 hours Funding:						
30 hours Funding						

<b>E: Uniform purchased (Additional to fees) Compulsory or children at Kingswood Early Years</b>	<b>Yes / No</b>
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## **Terms and Conditions 2021/2022**

***Parents/Guardians are strongly advised to read the following terms and conditions thoroughly. You are reminded that having signed the application form to register your child with Kingswood Early Years Nursery you have agreed to be bound by these terms and conditions as stated. Within the terms and conditions 'the nursery' is Kingswood Daycare Nursery or any other of its holding companies. We reserve the right to change hours, fees or terms and conditions without notice to facilitate the safe and effective running of the nursery.***

- 1. Admissions are based on a first come first served basis. If the nursery is full then a waiting list system will be in operation whereby all paperwork for admission is signed and completed and a non-refundable registration fee £50.00 is paid to guarantee the next available place. We will inform you as soon as a place becomes available. If you do not confirm within a week that you will take the place, it will be withdrawn.**
- 2. All fees will be billed by Kingswood Daycare Nursery Limited. All payments are due by the 8th of each month in advance and must be paid in time to secure your child's place. Fees may be paid by standing order, direct debit, cheque or workplace nursery vouchers. Fees are payable in all cases of non-attendance. It is not possible to arrange for a child to 'make up' time in the case of an absence from nursery. Children can attend extra sessions by prior arrangement with the Manager.**
- 3. When parents sign up for a place at Kingswood Early Years Nursery, we require a deposit and registration fee for anyone doing more than the funding hours. If parents decide not to accept place after they make a commitment to the nursery for any reason the nursery will not refund the deposit or registration fees. If parents take the place, child must attend at minimum 1 month, after which they must give nursery 6 weeks' notice. Once they leave and have made all payments the deposit will be refunded by cheque or BACS.**
- 4. In cases of overdue fees, the Nursery shall be entitled to charge interest and compensation at the rates prevailing from time to time under the 'Late Payment of Commercial Debts -Interest- Act' on any sum, as well as before or after any Judgment, not paid by the parent by the due date. An administration fee of £25.00 will also be payable together with any charges made by our bank arising out of the non-payment of any standing order / direct debit or cheque. Any reminders for non-payment of fees will incur a fee of £25.00 per reminder. Kingswood Early Years Nursery reserves the right to refuse a child entry if the monetary sum outstanding is not being paid in accordance with nursery terms.**
- 5. We offer a 10% reduction for any siblings - based on 5 full days of attendance per week. This offer will expire once a sibling leaves the Nursery and a 10% discount for a child attending 5 days. This offer is not applicable to children on funded hours.**
- 6. Training our staff is off high priority to us to ensure your children receive the best education and care. The Nursery will close 3 days per year for staff training, fees remain payable during these times.**
- 7. Kingswood Early Years Nursery is a term time 38-week nursery and will be closed on all public and Bank holidays.**
- 8. Kingswood Early Years Nursery operates 38 weeks of the year, however, should the nursery close due to reasons outside the nurseries control and not of fault of the nursery including, government-imposed closures, Acts of God, Natural Disasters and or Extreme Weather conditions, nursery fees will remain payable during these periods.**
- 9. Home food or packed lunches will not be permissible at Kingswood Early Years Nursery. The nursery has a strict policy of providing hot meals for all children. Each child's dietary requirements will be catered for by the nursery. Please ensure you have informed Kingswood Early Years Nursery of your child's specific requirements.**
- 10. A rate of £15 will be charged for every 15 minutes that any child is collected later than their pre-arranged time, and £50 for every hour thereafter or part there of as this can severely affect the staffing ratios, as laid down by Ofsted, requiring us to pay staff for remaining on duty beyond their normal hours. Parents are expected to inform nursery as soon as possible when running late. See collection policy.**
- 11. Parents are asked to provide a full change of clothing to be kept at nursery for emergencies. Also, any creams for nappy rash and sun cream. Parents will be contacted to collect the child in case of any accident when an extra pair of clothes it not provided.**
- 12. Fees will be reviewed annually in April, and you will be informed accordingly of any fee change. If you intend to remove your child from Kingswood Early Years Nursery or reduce their hours of attendance, a minimum of 6 weeks written notice / one month's fees in lieu of notice is required. Parents must inform nursery of any professional involved with the child or any concern regarding the child's development prior to their start date. If the nursery is not informed, we retain the right to reassess the place offered.**
- 13. Children/families may be suspended or given notice at the discretion of the management, such reason for this**



includes behavior by you or your child which is deemed by us to be unacceptable or affect the well-being of other children in the nursery. Any suspension will continue while we address these problems with you. In the event of your child being suspended fees will be credited for that period. If the suspension lasts for more than one month either party may terminate this agreement by giving one months' notice.

14. You will immediately inform us if your child is suffering from any contagious illness, and to prevent the spread of infection to other children, not allow them to attend the nursery. The nursery reserves the right to refuse entry to any child which the nursery manager considers to be unwell or suffering from any contagious or infectious complaint. If your child becomes ill during nursery, we will attempt to contact you. If we are unable to contact you, we will contact the authorised people on your enrolment form. The nursery staff may act in loco parentis for the child in case of illness, accident, or emergency. Staff will take such actions as the manager sees fit, including hospitalization, whether the parents or next of kin have been informed. Under these circumstances, in case of any absences, fees are still payable for non-attendance.
15. We have the obligation to report to the relevant authorities' circumstances where we consider a child may have suffered neglect or abuse, we may do so without your consent and without informing you.
16. I agree to the use of relevant marketing material such as photographs of my child at Kingswood Early Years Nursery for advertising including the use of interne marketing and other types of marketing for advertising of the Nursery. Photographs or images: only by signing the acceptance form or agreeing to these terms and conditions according to GDPR, (General Data Protection Regulations), 2018.
17. No pets will be allowed into the nursery premises without prior written consent.
18. Nursery uniform is compulsory for children 2 -5 years of age. Children not wearing uniform will be sent home.
19. New funding forms for the term will be expected to be signed by parent/carer before each term starts. Parents receiving 30 hours funding will be required to inform the management of any changes in circumstances, they must revalidate their codes in-order to continue receiving their funding. If parents will be using the tax-free childcare, management must be informed prior to using this service, parents must allow 8 working days for this payment to be received by the nursery after being actioned for nursery to receive payments.
20. If anyone else is to collect they must bring photo identification with them after parent informs the nursery of the change in collection.
21. Parents are expected to label child's belongings; Kingswood Early Years Nursery cannot be held responsible.

E: DECLARATION	
<p>I have read and agree to the Terms and Conditions of Kingswood Early Years Nursery.            I enclose a non-refundable cheque of £ 50.00 for registration and a deposit of £150.00 to secure a place for my child. If I choose to not take the place, I will forfeit the deposit and registration fees.</p>	
<p>Signature: _____ Parent Full Name: _____ Deposit: _____ Registration: _____</p>	
<p>Start Date: _____ Security Password for collection of child: _____</p>	

<b><u>Office Use Only:</u></b>	<b><u>Date Received:</u></b>
1. Employee Name:	
2. Date Deposit & Registration Made:	
3. Fees Agreed Upon:	
4. Number of funded Hours:	



**A: MEDICATION & MEDICAL HELP**

1. In the event of my / our child requiring a course of prescribed medication, I / we undertake to authorize this using the Nursery's Medication Form(s), as appropriate.
2. In the event of an accident, or my / our child requiring emergency medical treatment, I / we consent to a member of the Nursery staff to take the child to a GP, or hospital, as needed after being informed.
3. In the event of my child suffering a high temperature, I / we give consent for Nursery staff to administer *Calpol* and confirm my child has no allergies to *Calpol* and for it to be administered even if I am unable to be reached when contacted.

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

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

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

**B: Parental Choice**

- I / we give consent to my / I do not give consent being taken out of the Nursery on day trips and outings locally and any trips will be informed of and will be asked to fill in a consent form accordingly.
- I / we understand that, on occasions, the activity programs in the Nursery may involve my / our child's face being painted. I / we give our consent to this/ I do not give permission.
- I / we give/ I do not give consent to my child to be photographed and this can be published as part of Kingwoods Early Years Nursery literature and displayed within the Nursery surroundings, social media and nursery website.

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

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

**C: DROP-OFF & COLLECTION**

The following people are authorized to drop my / our child off at the Nursery, and to collect him / her at the end of the Nursery session:

1. Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

**D: HUMAN RIGHTS**

- I / we give our consent to my / our child to be body checked during the nappy time for any safeguarding related matters for children in nappies.
- I understand it is my responsibility to ensure an all- day sun protection cream is applied to my child on hot sunny days (when needed). I also give permission for staff at Kingswood Early Years Nursery to apply the settings own sun protection cream if I have forgotten. If my child has an allergy to certain sun-creams, I agree to provide my own. I understand that if I do not supply my own sun-cream, the staff will apply the settings. If my child has an allergic reaction to the settings sun-cream, I cannot hold Kingswood Early Years responsible.
- I / we give our consent to my / our child/ I do not give consent for Kingswood Early Years Nursery to share information and reports on my child/ren with the new school they will attend when they leave the setting.
- I understand it is my responsibility to provide nappies, wipes, Sudo cream (or other nappy creams)
- I give permission for my child to use "real tools" (scissors, hammers, E.T.C) with close adult supervision.
- I/we give consent of my child/ren to be observed on Eylog online learning journals in order so that Kingswood Early Years Nursery can document my child's educational journey and meet individual needs relating to the EYFS (Early years foundation stage). I understand that this is a secure website and only I and requested family's members will have access to this via a protected password.
- I / we understand that any extra session I/we need to pay upfront/time of booking.
- I/we understand that the nursery has a right to enforce closure due to unforeseen circumstances.
- I/we understand that any information that is not disclosed to the nursery may affect my child's place.

Parents Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Get to know your child.

What are your child's interests, like and dislikes? (Particular activities games they like)	
What does your child find challenging or what would you like us to support your child with? (For example meal times, listening, sitting at activities)	
What is your child current routine?	
Are any outside agencies working with your child or family? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please state <u>any/all outside agencies</u> involved with your child including social services:
Is your child potty trained/training? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please provide more details:
Does your child have any dietary requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide details regarding dietary needs:
Has your child attended another nursery setting? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please provide details:
Do you have any concerns regarding your child's development or how they would settle into a new nursery?	
Is there any other information you wish to add to help us get to know your child?	