

Date received:



**PRE SCHOOL
ACADEMY**

REGISTRATION FORM (please use capitals)

Child's surname:

Date of birth:

Child's forename:

Male/Female (please circle)

Preferred name:

Home address:

Post code:

Home Tel no:

Religion:

Ethnicity:

First language:

Other languages:

Mother's/key carer's name:

Mother's/key carer's home address:

Post code:

Home Tel no:

Mobile no:

Email address:

Work Tel no:

Father's/key carer's name:

Father's/key carer's home address:

Postcode:

Email address:

Home Tel no:

Mobile:

Work Tel no.

Doctor's name:

Doctor's address:

Postcode:

Tel No:

IN CASE OF EMERGENCY WHO SHOULD BE CONTACTED FIRST? (Parents will be contacted first, please provide another)

Name:

Tel No:

Relationship with child (eg: aunt, uncle etc):

Alternative Name and Tel No:

Relationship with child (eg: aunt, uncle etc):

Are there any health conditions which may affect your child?

Yes/No (**please circle**)

If yes please specify the nature of the condition:

Does your child have any dietary requirements or food allergies, if yes please specify:

Has your child **had** any of the following: Measles [] Mumps [] Chicken poxs [] German measles [] Scarlet fever []

Has your child been **immunised** against the following: Diphtheria [] Polio [] Tetanus [] Whooping cough [] MMR []

Sessions Required: (please tick)

Days	Monday	Tuesday	Wednesday	Thursday	Friday
Full day					

Could you be flexible on days (if it is not a full time place)?

Start date required:

Phasing in date* (official use):

Please specify who will be dropping off/picking up your child from the nursery on a regular basis

Dropping off name:

Relationship to child

Picking up name:

Relationship to child:

**(If not yourselves) I/We _____ hereby
give permission for the above named person/s to collect my child from Pre School Academy nursery**

(Please sign)

(Please sign)

How do you hear about us?

We agree to abide by the terms and conditions and agree to follow Policies and Procedures specified by Pre School Academy Nursery

Parent/key Carer 1
(please sign)

Date:

Parent/key Carer 2
(please sign)

Date:

£75 Non-Refundable Registration Fee and a 2 week deposit of your child's monthly fees will have to be paid once you have been offered a place.

Registration fee enclosed (Official use): £
Date received (Official use):

(Cash/Cheque /Bank transfer)

Deposit enclosed (Official use): £
Date received (Official use):

(Cash/Cheque/ Bank transfer)

Official use only

PLEASE KEEP THE BELOW; DO NOT RETURN WITH FORM

Pre School Academy Terms and conditions

Minimum booking

The minimum number of days your child should attend nursery for is: 2 full days.

Nursery fees and charges

The nursery closes for 3 days between Christmas and New Year and is closed all bank holidays. We are closed for two staff training days (one at the beginning of the year and one towards the latter part of the year). Reasonable notice will be given of training dates.

Please note we do not charge for the 3 days closure between Christmas and New Year and for the two staff training days.

Nursery fees are payable by the 5th of each month for which they relate. Please set up a standing order for the monthly fees and **put your child's full name as reference. Late payments will incur a late fee charge.**

Pre School Academy reserves the right to increase fees at any time upon giving one month's prior written notice.

No refund will be given in the event of the child/rens absence due to illness, holiday or closed due to unforeseen circumstances. In the event of a prolonged / mandatory closure fees will be reviewed.

A late fee will be charged if parents / carers are late to collect their child. The charge for this is £15 for every 15 minutes or part thereof.

Deposits

Once a place has been offered, we require 50% deposit of your child's monthly fees to secure your place. The deposit is held as a retainer until your child leaves the nursery. (Please note once your child starts the nursery the deposit is only refundable if one month's written notice is given, and they have attended for a minimum of 3 months). If you terminate your child's place before their start date or within 3 months of starting your deposit will be **non-refundable**.

The £75 registration fee is non-refundable.

Arrears

If there are any outstanding fees at any time the nursery reserves the right to immediately suspend or terminate childcare services for the child until the position is rectified. Any cost incurred as a result of suspension or termination will be paid for by the parent/guardian of the child.

Cancellation of place

If a place is offered to parents/carers they have one week from the date of offer to accept/decline their place at the nursery. After the one-week period if we do not hear from the parent/carer the place will be terminated.

Leaving the nursery

We require a month's written (email is sufficient) notice should you wish to terminate your nursery place for any reason. If you wish to decrease/change your child's day (but still abiding to our minimum requirements) we require one month's written notice. Similarly, one month's written notice is required to increase attendance and we will let you know if / when we can offer the extra day(s).

Infections & Illnesses / Medication

Pre School Academy cannot **undertake the care of sick children**. The nursery must be informed of any absence via email or telephone call.

In the interest of other children and staff it will be necessary to exclude any child who has been diagnosed with certain contagious illnesses and diseases (please see our sickness/illness policy and medication policy for further details).

As noted above no refund will be given in the event of the child's exclusion due to illness/sickness.

If your child is unwell before arriving at nursery we urge you to keep them away from nursery until they are fit to return. If your child becomes unwell whilst at nursery you will be called to collect them.

Medication can only be administered at nursery if it has been prescribed by a GP, is clearly labelled with the dispensing label and the first 24 full dosage has been given. Calpol / Ibuprofen cannot be given unless prescribed.

Opening Times

Pre School Academy is open Monday – Friday 7.30am – 6.00pm (excluding bank holidays and 3 days between Christmas and New Year and 2 staff training days).

Please arrive 10 minutes before the end of the day to receive feedback.

We reserve the right to alter these times if required.

If your child is coming into nursery late for any reason please phone or email to let us know **BEFORE 9:30 so we can make sure meals are ordered.**

Personal Property

Pre School Academy cannot be held responsible for the loss or damage of any item on the premises. This also applies to children's clothing and toys as well as motor vehicles, prams and buggies. Every reasonable effort will be made by the nursery staff to ensure the children's belongings are not lost or damaged.

- Please ensure your child's items/clothing/shoes etc. are labelled clearly.
- Nappies, wipes, creams, milk feeds, blanket need to be provided by the parent / carer

- All children need to have a bag containing at least 2 full change of clothing which should be clearly marked with their name.

Collecting your Child/ren.

If you are unable to collect your child/ren for any reason and a third party will be collecting them you MUST contact us with the full details of the person collecting (full name), a photo, a password you have given them and they must bring photo id with them. We will not permit your child to leave our premises without your prior permission.

Changes to Terms and Conditions.

In the case of an emergency where the nursery must close due to circumstances beyond our control, no refund will be given.

Pre School Academy reserves the right to vary any terms and conditions.

Please make sure you have read and policies and procedures on our website.

www.preschoolacademy.co.uk

FAQ's

What does my child need to bring on his/her first day of nursery?

- Nappies
- Wipes
- Nappy cream (named)
- Teething gels or rings
- Beaker or bottle (if your baby is on formula milk the powder should be in measured amounts and water in the bottle. Staff will mix / heat at time required)
- Comforters if required (dummies should be named and in a named pot)
- Blanket for sleep time
- Sun cream (named)
- Sunhat
- Small bag with a change of clothes (no carrier bags or drawstring bags)

We advise that all parents **clearly label** their child's belongings with their names in full to ensure that their things do not get mixed up with other children's belongings or even get misplaced.

Should I stay if my child is unsettled when I drop him/her off?

All children are individuals, as are all parents. What works for one family may not work for another, so we will discuss with you the best way to go about settling in your child.

We feel the handover period should be simple and as quick as possible once your child has completed his/her initial settling in period. This will enable your child to establish a good routine.

What if I am late collecting my child?

In the unlikely event that you are unable to collect your child from the nursery at the agreed time and you have not informed us of any alternative arrangements then every attempt will be made to contact you. If we are unsuccessful then we will contact the nominated emergency contact person and request that they collect your child as soon as possible. Two members of our staff will remain with your child until he/she is collected. You will be invoiced £15.00 for every 15 minutes (or part of) you are late. *Cash payments only.*

What can my child bring in from home?

We recommend that your child does not bring in toys or any other belongings from home. This can cause minor disputes over sharing with the other children and also things can easily be misplaced or damaged. However, we will allow certain belongings such as comfort aids or books to aid activities but these should be handed over to a member of our staff. **Please make sure all belongings are clearly labelled.**

Can you toilet train my child?

We are happy to assist parents with their child's toilet training if they are at the stage where we feel they are ready. We do suggest additional clothes are brought in, in case of any accidents. Must be started for one week at home first.

Pull ups are very similar to nappies so we will not use them. If we feel your child is not ready to be toilet trained then we will request parents go back to using nappies. We will try toilet training your child again at a later date. Please see toilet training policy.

Will my child be safe and secure whilst at the nursery?

Great emphasis is placed on security and nobody is allowed into our nursery if they are not known by any member of our staff. We have an extensive CCTV system in operation to ensure maximum security.

How will I get feedback on my child's day?

We use an online system called Blossom educational and at the end of each day a daily summary will be sent to you via email. This can also be accessed via the Blossom Parent app. The app can be downloaded from your

app store and also allows you to update information and share observations of your child with the staff. You can also discuss your child's day or anything else you wish to discuss in person with a member of staff when you come to collect.

What do I do if my child is ill?

If your child is unwell before they arrive we would urge you to keep them away from nursery until they are fit to return.

If your child becomes unwell whilst at nursery, a member of staff will inform you and ask you to come and collect your child. This will reduce the risk of infection spreading to the other children and keep illness to a minimum level.

Will you be able to administer medicine?

The nursery staff will be able to administer medications prescribed by your GP or a pharmacist providing the medication is clearly labelled with the child's name and relevant information and your child has received the first 24 hours full dosage.

Will you take children out for trips?

Occasionally we may go on trips that the children have shown an interest in i.e. going to the park, shops or for short walks in the local area. By taking the children on these trips, this will help extend their learning and development. All trips will be planned for and parents/carers will always be advised before these trips occur.

Are my child's fees payable if he/she is away from nursery?

Fees are still payable if your child is away from nursery due to sickness or away on holiday.

Welcome pack

You will receive a welcome pack on your child's first day of phasing in. The packs contains relevant policies and procedures, terms and conditions, child information, funding etc.. All information must be completed and returned to the nursery after the 1st week of phasing in.