

# REGISTRATION FORM AND PARENT CONTRACT

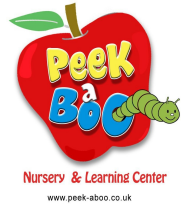
Please return to:

## Peek-A-Boo Nursery & Learning Centre

Brown's Field Youth & Community Centre, 31a Green End Road, Cambridge, CB4 1RU. UK.

Tel: 07857152815, Email: [hello@peek-aboo.co.uk](mailto:hello@peek-aboo.co.uk)

Website: [www.peek-aboo.co.uk](http://www.peek-aboo.co.uk)



We need some details about your child and family. We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 and therefore we do not require your consent for the first section of this form. Where information to be supplied is voluntary or where we do need consent this is identified. The information provided will be kept in paper form and used for the purpose of maintaining appropriate contact details and for the safety and well-being of your child.

## Parent Contract and Terms and Conditions

### PART A

This contract is between Peek a Boo Nursery a *limited partnership* the principal address of which is Brown's Field Youth and Community Centre And

Parent's name ..... of

Address .....

The Terms and Conditions in Part B apply to this contract. Please read them carefully.

<b>Basic Details</b>	Male <input type="checkbox"/>			Female <input type="checkbox"/>		
Child's full name:						
Known as:				Date of Birth:		
Any visible birth marks:						
<b>Please indicate your child's attendance pattern required (minimum requirement 2 full days and enclose the registration fee (if applicable) with your form</b>						
<b>Days (Term-time only)</b>	<b>Morning (09:00 – 12:00)</b>		<b>Afternoon (12:00 – 15:00)</b>		<b>Full Day (09:00 – 15:00)</b>	
Monday						
Tuesday						
Wednesday						
Intended start date						
Current fees for non-funded places £5.50 per hour for children age 3+, £6.00 per hour for children age 2+ until the term child turns 3						
Charges for late collection of the Child			£5 per [5 minutes] that you are late in collecting the Child			
Notice required to terminate this contract: <b>One month's written notice</b> is required to be given						
Registration Fee:			£35 on signing the contract (only for non-funded children)			
Do you consent to our calling an ambulance in the event of an emergency?			Yes / No			

**Parents / Carers**

Parental Responsibility [ ]      Pick up [ ]      Emergency Contact [ ]

Mother's Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_ Profession: \_\_\_\_\_

Parental Responsibility [ ]      Pick up [ ]      Emergency Contact [ ]

Father's Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_ Profession: \_\_\_\_\_

**Emergency Contact Details : Please provide the names and contact details of 2 people who we can contact in case of an emergency.**

**NOTE: It is your responsibility to ensure these people are happy for us to contact them and to hold their details.**

**Emergency Contact 1**

Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

**Emergency Contact 2**

Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

**People Permitted to collect your Child**

**Contact 1:** Name: \_\_\_\_\_ Emergency Contact [ ]

Relationship to child: \_\_\_\_\_ Mobile No: \_\_\_\_\_

**Contact 1:** Name: \_\_\_\_\_ Emergency Contact [ ]

Relationship to child \_\_\_\_\_ Mobile No: \_\_\_\_\_

**Security Details**

A secure password is required and should be used by emergency contacts and persons authorised to collect your child. If they do not have the password we will not release your child to them.

My secure password is: \_\_\_\_\_

Persons authorised to collect the child. This is any other adult who may collect your child in your absence. Authorised persons must be over 18 years of age.

Health Information: Does your child suffer from any of the following (please tick those which apply)			
Asthma		Epilepsy	
Heart Condition		Kidney/Bladder problems	
Diabetes		Bee Sting Allergy	
Sight Impairment		Deafness	
Wears Glasses		Other	
If you have ticked any of the boxes above please give details here:			
Does your child <b>require medication</b> , either long term for existing conditions or life saving drugs such as Ventolin?		<b>Yes / No</b> (Please delete as applicable). If yes please give details of the medication & dosage	
Does your child have any special <b>dietary needs or preferences</b> ?		<b>Yes / No</b> (Please delete as applicable). If yes please give details below	
Does your child have known <b>allergies</b> ?		<b>Yes / No</b> (Please delete as applicable). If yes please give details below	
Does your child have known <b>allergies to animals</b> ?		<b>Yes / No</b> (Please delete as applicable). If yes please give details below	
Does your child have known <b>allergies to face-paints</b> ?		<b>Yes / No</b> (Please delete as applicable). If yes please give details below	
Name of GP: _____			
Surgery: _____			
Address: _____			
Postcode: _____ Tel. No.: _____			

### Special Educational Needs and Disabilities

Does your child have any special needs or disabilities?

**Yes/No** *(Please delete as applicable)*  
If yes please give details below

What (if any) special support will your child require in our setting?

### Professionals involved with the child

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Role: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

### Safeguarding Children

Does your family have a social worker for any reason? **Yes / No** *(Please delete as applicable)*

Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Based at: \_\_\_\_\_

What is the reason for the involvement of Social Services with your family?

**FOR OFFICE USE** - NB If the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social worker named above and keep these securely in the child's named Child Protection file.

### Health Visitor

Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Based at \_\_\_\_\_

Has your child had their two year old progress check?

**Yes / No** *(Please delete as applicable)*

If so, on what date was this completed? \_\_\_\_\_

Are you able to share this information with the setting?

**Yes / No** *(Please delete as applicable)*

The following section requires information classed as 'sensitive personal data' for which we need your consent to collect and process. We request this data as, in some cases we have a contractual obligation to do so with our Local Authority, but also as we have a legitimate interest to allow us to plan and meet your child's needs.

Ethnicity and Cultural background			
How would you describe your child's ethnicity/cultural background? _____			
What is the main religion of your family? _____			
What is/are the main language(s) spoken at home? _____			
If English is an additional language, will this be your child's first experience of being in an English-speaking environment? <b>Yes / No (Please delete as applicable)</b>			
Nationality: _____			
<u>Asylum Seeker</u> (please tick one category)    Asylum Seeker [ ]            Refugee [ ]            Not Applicable [ ]			

**SPECIAL NOTE:** Please notify us immediately of any changes to the information provided. Please feel free to come and discuss any problems or concerns with us. If there are any other notes you would like to add, please use the space below:

I / We confirm that the information provided on this form is correct to the best of our knowledge.

Signature of Parent (s)/Carer (s) \_\_\_\_\_ Date \_\_\_\_\_

The following section contains information for which we need your consent. As required by data protection we have a duty to inform you that you can withdraw your consent for any of the permissions detailed below at any time. Should you wish to withdraw consent please discuss this with a member of staff in the first instance.

Permissions and Consent	
Permission for the setting to act in loco parentis	
If emergency treatment is required, either whilst your child is on the premises or on an outing, (for the duration of your child's time with us) and the parents or legal guardians cannot be reached immediately, your signature in the space provided below empowers the settings management to exercise their own judgement in calling the doctor/dentist indicated above or to transport the child to a hospital casualty department by ambulance. Please read and fill in the declaration below.	
I / We parent(s)/guardian(s) of _____ do / do not give consent on my / our behalf for an anaesthetic to be administered or for any other urgent medical treatment to be given.	
I / We do not agree to this statement and indicate our wishes as follows	
Signatures of parent(s) _____ Date _____	
Please tick the statements below if you consent to the following:	
<input type="checkbox"/>	I consent for emergency First Aid and for staff to seek further medical advice or medical intervention in an emergency or if your child falls seriously ill whilst in the care of Peek-A-Boo Nursery
<input type="checkbox"/>	I consent to my child participating in off-site outings as part of daily practice e.g. trips to park, shops, etc
<input type="checkbox"/>	I consent to my child having their photograph taken for use in displays, for name pegs, etc within the setting
<input type="checkbox"/>	I consent to my child having their photograph taken to be used for publicity purposes – website, flyers.
<input type="checkbox"/>	I consent to my child's photograph being used on the settings social media sites
<input type="checkbox"/>	I consent to my child's artwork (with their name) being displayed in the setting
<input type="checkbox"/>	I consent to my child's photograph being used in learning journeys of other children within the setting
<input type="checkbox"/>	I consent to my child being videoed for use by the setting staff only with regards to observational purposes either assessment of children, an activity or for monitoring children's behaviour
<input type="checkbox"/>	I consent to the video, as mentioned above, to be shared with other professionals visiting the group such as Early Years Advisors, SENCO, Health Visitor etc if necessary
<input type="checkbox"/>	I consent to my child's learning journey being shared with Ofsted inspectors and/or as part of audits by the local authority
<input type="checkbox"/>	I consent for nappy cream to be applied to my child whilst in the care of the nursery.
<input type="checkbox"/>	I consent for sun-cream (provided by nursery) to be applied to my child whilst in the care of the nursery. If the child only uses a specific kind of sun-cream then please your own supply clearly labelled to be kept at the nursery at all times.
<input type="checkbox"/>	I consent for my child to have his/her face painted whilst at the nursery.
Please sign below to confirm your consent for the indicated statements above:	
Signature of Parent(s)/Guardian: _____	

Further information regarding how we use children's images within the setting can be found in our Image Use Policy.

## PART B - TERMS AND CONDITIONS

We believe that there needs to be a formal agreement between the Nursery and Parents. The contract will outline the obligations and commitment, of both the Nursery and the Parent(s).

This is a contract between the Owners and Management of Peek-A-Boo Nursery (referred to as 'the Nursery') and the Parent(s) or legal Guardian (referred to as 'the Parent') of a child (or children) that is enrolled at the Nursery.

### The Nursery: -

1. Will be known as 'Peek A Boo Nursery & Learning Centre' and will operate from Brown's Field Youth & Community Centre, 31A Green End Road, Cambridge, CB4 1RU.
2. Is registered with Ofsted as a Full Day Care (URN EY501656) and operates within their regulations, guidelines and rules. Their Inspectors regularly visit the Nursery to ensure the appropriate standards of care & education are being provided.

### The Contract: -

- a) Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 1 Calendar months written notice, commencing from the first day of the month, to reduce or cancel your child's normal booking. However, the contract can, in some circumstances be terminated immediately\*.
- b) Increasing your booking is subject to availability.
- d) Early Years Nursery Education Scheme places or special short-term contracts are available, subject to agreement and availability of places.

**OUR OBLIGATIONS** We will use all reasonable efforts to provide Services to you, in all material respects with these terms & conditions. 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.

If we determine, in our sole discretion that reasonable adjustments cannot be made for a Child and as such we cannot continue to adequately provide for that Child then we shall be permitted to request that you withdraw the Child without being charged fees in lieu of notice.

**YOUR OBLIGATIONS:** You shall Co-operate with us;

Provide to us such information as we may reasonably require about the Child e.g.: Any known medical condition, health problem, allergy, or diagnosed dietary requirement;

Any prescribed medication; Any lack of any vaccination which the Child would ordinarily have by their age;

Any family circumstances or court orders affecting the Child;

Any concerns about the Child's safety; and

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

**HOURS OF OPERATION** Monday to Wednesday 09:00am to 03:00pm. Late collection is charged at £5 per 5 minutes after the end of your child's session. We operate during term times only and will be closed on all Statutory Holidays also we close for the last week of Ramadan and a week for Eid 'Ul Adha (reviewing each year on when with falls) and these days are not charged.

**MONTHLY FEES** Monthly fees are at the prevailing fee schedule. The setting reserves the right to increase said fees at any time giving one calendar month's notice of the proposed increase to parents / guardians. Monthly fees include all sick days and holidays taken as these are paid days. Any statutory holidays will be deducted from your monthly bill. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability, we will try to accommodate swapping of days in cases of emergency or under special circumstances.

**GOVERNMENT FUNDING** Parents who qualify for funding will have this amount deducted from the invoice. All tax efficient funding from your company will not be deducted from the invoice; it is up to the parent/carer to deduct this. Any fees not covered by a subsidy are the parents' responsibility and are payable at the beginning of the term in advance. Currently Peek-A-Boo asks for a contribution of £1 per week towards daily snacks which is not covered by a subsidy. Our charges will not be made in respect of the ~~fund sessions~~, but we are entitled to make a reasonable charge for additional activities provided during any free session.

**PAYMENT POLICY** Parents agree that all monthly fees (full time and part time attendance) will be paid within 15 days of invoice for the month. Additional sessions will be invoiced at the end of the each month and will be due for payment immediately. Unpaid fees are subject to a £50 late payment fee if fees not received within 15 days of receiving Invoice. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Extra hours are billed at the session rate or hourly rate. Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days and holidays booked.) Bank details are as follows:- Name: Peek A Boo Nursery & Learning Canter Bank: Santander Sort code: 09-01-29 Account number: 03387067. Please use your child's name or invoice number as a reference.

**ILLNESS POLICY** Please advise the nursery prior to 8:30 am if a child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree should a child become ill while in our care that immediate arrangement will be made to remove the child from the nursery. Children will not be allowed to return to nursery until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases, a note from a doctor may be necessary. By signing this contract you are agreeing to staff seeking any necessary emergency medical advice or treatment during their time at Peek A Boo Nursery. Please refer to our sickness policy for more information about this topic. 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.

**LATE ARRIVAL/PICKUP POLICY** Please advise the nursery immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 03:00pm. If you are not able to pick up your child by 03:00pm alternate arrangements must be made. Please notify the nursery if an unauthorised person will be picking up your child.

Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. They must know the password as indicated on registration form.

**TERMINATION** Peek A Boo Nursery reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care.

**WITHDRAWAL** Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 1 Calendar months written notice, commencing from the first day of the month, to reduce or cancel your child's normal booking.

**HEALTH & SAFETY** Any health & safety queries please arrange to meet with the Nursery Manager. We would ask all parents to make sure doors are closed when entering or leaving the building and that they are mindful of little fingers. If the nursery has to close due to any health and health & safety and illness reasons including bad weather, fees will still be due to be paid during the period closed.

**REGISTRATION** A non-refundable registration fee of £35 (per child) is required upon completion of registration to secure your child's placement in care. The registration fee is non-refundable. Spaces will not be held unless the registration fee is paid in full. Funded children are not required to pay a registration fee.

**FOOD / DIETARY REQUIREMENTS** Peek-A-Boo Nursery will provide a free healthy snack & milk. Pack lunches are to be provided by parents. All reasonable care will be taken to ensure that a Child does not come into contact with certain foods with support from parents. No packed lunches supplied by parents for Children will be heated up by us. All pack lunches supplied are to be provided with ice pack.

**POTTY TRAINING** We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, We will discuss this with you and probably choose to discontinue and try again at a later date. Parents of Children who are not potty trained must provide disposable nappies.

**BEHAVIOUR MANAGEMENT** If a child's behaviour is seen to endanger others and all routes according to our Behaviour policy have been adhered to Peek A Boo Nursery will take advice from the local authority and arrange a meeting with the parents to discuss the options available. If a parent does not support the nursery in gaining help and advice from outside agencies then The Avenue Day Nursery reserves the right to terminate the parent's contract and will no longer provide care for that child.

**WHAT TO WEAR** In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is advisable to send children dressed in clothes that are easily washable and preferably not new. It is good for children to practice the skills, which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet unaided and to put on and take off their outdoor clothes without being too dependent on other people for help. The Nursery also requests that each child is provided with a pair of Wellington boots, waterproof coat and trousers , which is clearly labelled.

**DATA PROTECTION** I understand that my child's records will be held on a computerised database and that this is protected by the Data Protection Act 1984 & 1998 and that they will be used for no other purpose than company business. I understand that if I require a copy of this personal information I must make a request in writing. I agree to be contacted via email for the purposes of nursery or out of school club business.

**SAFEGUARDING** I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for me to view at any time.

**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, where necessary we may do so without your consent.

**EXCLUSION** If in the reasonable opinion of the setting manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well being of the child or other children in the setting or the setting practitioners or other staff so employed then the setting may serve notice to the parent/guardians or a request for the child to be immediately removed from the setting and the provision of one month's notice shall not apply.

## ACCEPTANCES

- The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect.
- The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

This agreement must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees. Your childcare may only commence once payment of the first invoice, or a minimum of one month's fees has been made.

I have read and understood the Parental Agreement and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time.

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Parent/Legal Guardian)

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Parent/Legal Guardian)

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(On behalf of Peek-A-Boo) Term and Conditions are subject to change without prior notice.

Thank you for completing this form. You are welcome to request to see the information we hold on you and your child at any time.