



Childcare Registration and Agreement

Child's full name:		
Preferred or familiar name:		
Date of birth:		
	Parent/ Carer 1	Parent/ Carer 2
Parent/carer names:		
Parent/carer address:		
Telephone (Landline):		
Mobile:		
Email address:		
Relationship to child:		
Parental Responsibilities:	Yes/ No	Yes/ No

This section details other people that are allowed to collect your child (who must be over 16 years of age). Please select whether the nursery can contact these people if we are unable to contact parents in the event of an emergency. For safeguarding reasons, we require details of everyone that may pick up your child. Please continue onto another page if necessary.

	Parent/ Carer 3	Parent/ Carer 4
Parents / carers names:		
Parent/carer addresses:		
Telephone (Landline):		
Mobile:		
Email address:		
Relationship to child:		
Parental Responsibilities	Yes/ No	Yes/ No
Emergency Contact:	Yes / No	Yes/ No

	Parent/ Carer 5	Parent/ Carer 6
Contact names:		
Contact addresses:		
Telephone (Landline):		
Mobile:		
Work:		
Relationship to child:		
Emergency Contact:	Yes/ No	Yes/ No

Password

Password: (for collection of your child. Please note: Photo ID may be requested also if we have not met them before.)	
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Moorwell Miracles Duty to Safeguard Children

Moorwell Miracles Children's Nursery takes safeguarding matters very seriously and does all it can to protect its children from harm, abuse, and neglect.	
Please sign to indicate you have read and understood our Safeguarding Children Information Leaflet	Signature:

Parental Responsibility/ Disputes

Is there a parent listed on your child's birth certificate that has not been listed on page 1? *	Yes / No
Is there a court order in place to prevent the other parent named on your child's birth certificate collecting your child? *	Yes / No / Pending Details Attached: Yes / No
	Parent (Unknown to Setting)
Parent / carer name: *	
Parent/carer address: *	
Telephone: *	
Relationship to child: *	

*We ask for this information for the purposes of safeguarding your child. This parent will be unknown to the setting so if they come to collect, we will refuse entry. We can then inform you of an attempt to collect. We will contact the police if we deem them to be a threat to the child and to the nursery.

Health Information

Doctor's name:	
Doctor's address:	
NHS Number (0-2's only) Used for Integrated Health Checks	
Doctor's Telephone:	
Health Visitors Name (0-2's only):	
Health Visitors Telephone (0-2's only):	
Does your child have any additional health requirements?	
Does your child have any known allergies?	
Does your child have any special dietary requirements, preferences or food allergies?	
Are all childhood vaccinations up to date?	

Formula Fed Babies

Please indicate below (by circling) whether you are happy for your baby's bottle to be made with the Tommee Tippee Perfect Prep Machine, or whether you would prefer a kettle to be used.	
Perfect Prep Machine	Kettle
Signed:	Date:

Consent Information

I give permission for the nursery to take my child on trips to local amenities such as the park or Library.	
Signature 1:	Signature 2:
I consent to the nursery holding personal information (paper and computer based) about me and my child.	
Signature 1:	Signature 2:
I give permission for the nursery to take photographs of my child to be used in-house only, e.g. photo observations for child's personal folder or for displays.	
Signature 1:	Signature 2:
I give permission for the nursery to take photographs of my child to be used in nursery publicity material, including on the internet? Please note the children's names will not be used in any publicity.	
Signature 1:	Signature 2:
I give permission for the nursery to include my child in the professional photoshoots held in the nursery. These are for parents/carers to buy copies of if they wish.	
Signature 1:	Signature 2:
I give my consent for the nursery to administer first aid and emergency medical treatment, including the administration of Calpol should my child's temperature rise suddenly above 39°C.	
Signature 1:	Signature 2:
I give permission for the nursery to contact NHS 111 about the child when staff need advice on a medical condition.	
Signature 1:	Signature 2:
I agree that the nursery can apply my child's own sun cream that I have provided, or a named brand supplied by the nursery.	
Signature 1:	Signature 2:
I consent to the use of plasters on my child.	
Signature 1:	Signature 2:
I consent for my child to help care for the animals in the nursery.	
Signature 1:	Signature 2:
I give permission for my child to be taken to hospital, admitted, and treated if necessary. Also for any other emergency medical care. I understand every attempt will be made to contact me first and that such measures would only apply if I am not available in the case of an emergency.	
Signature 1:	Signature 2:

Car Seat Agreement

I consent to my child being transported on trips in the nursery car.				
Signature 1:		Signature 2:		
My child requires the following care seat if taken on trips:				
A high-backed booster seat provided by the nursery	A high-backed booster seat with a five-point harness provided by nursery	A rear-facing car seat (provided by parents)	A car seat provided by parent only	A booster seat provided by nursery. I confirm that my child is above 135cm tall.

Other Information

Childs first language:	
Other languages used at home:	
Ethnic origins:	
Festivals celebrated at home:	

Imagination Library

Are you signed up to the Imagination Library?	Yes/ No / Please sign me up
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Other Settings Attended


Details of any other settings or childcare attended:	
Details of any other agencies or professionals working with your child and their roles:	

Childcare Requirements

Required Start date:		
Please state the days and times you require below:		
	Start Time	Finish Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Other Information

How did you hear about the nursery?		
Why did you choose Moorwell Miracles?		
The nursery uses Family* to document your child's learning as well as to send invoices, newsletters, event reminders and other notifications. Do you consent for your details to be added to Family?	Parent / Carer 1	Yes / No
	Parent / Carer 2	Yes / No

*The Family  app can be downloaded to your smart phone or tablet from your app store/ google play account for free or you can access it from a computer.

Invoicing and Payments

Please state which of your contacts named on page 1 and 2 are able to receive any paper copies of invoices and reminders from the nursery.

	This person can receive invoices:	This person is responsible for paying invoices:
Parent/ Carer 1	Yes / No	Yes / No
Parent/ Carer 2	Yes / No	Yes / No
Parent/ Carer 3	Yes / No	Yes / No
Parent/ Carer 4	Yes / No	Yes / No

Support from External Agencies

As a registered early years provider, we have a duty to work within the Early Years Foundation Stage Framework and the SEN Code of Practice. As early years practitioners it is our responsibility to observe your child and respond appropriately to their individual needs.

We are committed to encourage parents to contribute their knowledge and understanding of their child, sharing information and raising any concerns they may have about their child's needs.

In our efforts to do our best for your child we will talk to you if we have any concerns about their progress within our setting.

There are occasions when it is helpful for us to ask for guidance on how to offer further help and support to a child in our care. We are fortunate to have a number of professionals we can contact who are able to give us that vital support and advice.

In such an event we always seek parental views and permission, but we like to make all our parents aware of the services we can call upon should there be a need.

In the case of Moorwell Miracles raising a concern about my child, I give my permission for the appropriate professionals to be involved, regarding receiving advice and support for my child. Some examples of the professionals we have contact with are:

Early Years Team

Emotional health and wellbeing team

Health Visitor

Education Preparation Unit

Speech and Language Therapy

Early Years Educational Psychologist

Hearing Support Service

Visual Impairment Team

Autism Spectrum Education Team

Name of child..... D.O.B.

Signed..... Parent / Carer Date.....

Medication Administration

As per our policy:

Medicines **MUST** be in the original containers and with the child's name on it as dispensed by the pharmacy. Antibiotics must have been given at home for 48 hours before administering at nursery.

However, the nursery management at their discretion will administer paracetamol suspension to children who are found to have a high temperature within our care. We will always ring the parent beforehand. This form is your given permission to administer this.

For temperatures that do not go down within half an hour of administering parents will be called to come and collect their children.

I give consent to the nursery staff administering medicine in accordance with the nursery policy.

Long-Term Medicines - I will inform the nursery immediately, in writing, if there is any changes to the administration of these medications.

Signature of Parent: _____

Terms and Conditions

Admission

A completed Childcare Registration and Agreement Form, along with a signed copy of our Terms and Conditions is required to secure your child's place. Verbal agreements of a secured nursery place will not be given, and parents/carers should not assume a place has been secured until the above forms have been completed and returned. The nursery encourages parents/carers to return the above forms as soon as possible, as places are secured on a first come first served basis. Three 1 hour settling in sessions can be booked free of charge prior to starting at the nursery. For any additional 1 hour settling in sessions, a charge of £5.40 will incur.

Opening Times

The nursery sessions run from 7:00am to 7:00pm Monday - Friday. The nursery is open all year except bank holidays.

Termination, Cancellation and Change of Sessions

Four weeks' notice is required by either party for any permanent change of sessions or termination of agreement (please see 'Funded Places' for the terms of permanent changes). If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Agreement form.

Ad-hoc and swapped sessions are subject to availability and should be booked a minimum of 4 weeks in advance. The nursery appreciates that there may be times when an ad-hoc or swapped session may need to be booked with less than a month's notice. In these instances, ad-hoc sessions are subject to availability and we may have to decline requests due to staffing and room ratios. Ad-hoc sessions that are booked and then cancelled with less than a week's notice will incur a holding fee charge. All ad-hoc or swapped sessions must be requested via a message on the Family app to the Nursery Administrator. Family messages may not be monitored by the Nursery Administrator past 5:30pm, so please call the nursery for emergency next day ad-hoc sessions. Requests to swap sessions with less than 48 hours' notice will be declined.

The nursery reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases, the standard notice period of four weeks will apply.

Fees, Invoices, and Holiday Days

Childcare accounts are payable by the 1st of the month, in advance for a calendar month of childcare. Accounts are payable by bank transfer or standing order made payable to "Moorwell Miracles Children's Nursery" or by cash, childcare vouchers or via a Tax-Free Childcare Account.

Invoices will be issued in the week around the 10th of the prior month and will be due for payment on the 1st of the month. Unless there is a prior arrangement, a charge of £25.00 will be made for fees outstanding, or yet to clear, after the 1st of the month.

Any parent or carer whose fees remain unpaid after the 4th of the month, without prior arrangement with the Nursery Manager, risks their child's place at the nursery being withdrawn.

All funded sessions from the age of 3 are required to pay a fee for snacks, meals and consumables. If parents choose to send their children with a packed lunch, the same charge will still stand. Consumables include all resources for activities and your child's personal care throughout the day.

A 10% sibling discount is applied to the costs for the eldest child if both children attend more than 2 days per week. All discounts are applied to core childcare provision only and do not apply to extra sessions or Meal and Consumable Fees. When the eldest child transitions to school, or attends the setting on a funded only place, the sibling discount will no longer apply.

Unless we are in breach of these terms and conditions, all booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or unavoidable nursery closure. Swapped days will not be authorised for missed sessions due to sickness. Parents/Carers should be aware that the number of days childcare provided each month may vary meaning each month's invoice may vary. Bank holidays will not be charged for.

It is the parent/carer's responsibility to ensure that their child is attending the nursery on the correct day and time. Members of staff from different rooms may welcome children into the nursery each day and will not be aware of the register for the child's specific room. If a child attends the nursery on a day or time that they have not been booked in for, parents/carers will be liable for the cost of the full session they have attended. Alternatively, children can be collected within the hour from when contact is made to ensure that a fee is not charged.

Each full-time child is entitled to two weeks' worth of holiday per year. For children who do not attend full time, holiday days will be pro-rata based upon the amount of days attending each week. For example, 1-day attendance per week equates to 2 days' holiday entitlement a year. Full time funded children who incur a Meals and Consumables Charge are entitled to two weeks' worth of holiday per year. For funded children who do not attend full time, holiday days will be pro-rata based upon the amount of days attending each week. Holidays must be booked by the 10th of the month for holidays the following month (E.g. 10th October for a holiday in November). We reserve the right to charge for missed sessions at nursery due to holidays if requested after this date for the following month. Holiday entitlements run September to August and cannot be carried over. Holiday days requested that exceed the allowance will be charged for. Holidays must be requested via the holiday QR code or link and not added or taken off by parents/carers via the app. We reserve the right to charge for missed sessions due to holidays when not requested through the QR code/link provided to parents.

If parents decide to cancel their child's holiday day or absence, please contact the Nursery Administrator via a Family message. When a holiday day or absence is requested and applied, this automatically makes the day/session available for other parents to book ad-hoc sessions. If parents send their child in on a day that they had requested as a holiday or absence and they have not informed the Nursery Administrator of cancelling their request, they may be asked to collect their child if we do not have availability to keep within our ratios.

If you expect to be late collecting your child, please notify the nursery as soon as possible. If notified, the additional time will be charged at the standard hourly rate. Unexplained early drop offs or late pick ups will be monitored and charged for at our standard hourly rate. If you collect your child after 7:00pm a late fee of £20.00 per 15 minutes will be charged to cover emergency staffing costs.

The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance.

The nursery will give parents and carers one month's notice to increase fees which will be reviewed annually, normally in January.

Funded Places

If you are eligible for a funded place for your child, the funding can only be used if stretched over 52 weeks of the year. The nursery does not offer any Term Time Only funded places.

Children who are funded for either 15 or 30 hours (stretched over 52 weeks) cannot swap days or 'make up' missed hours. Any request to do so will be declined. If a funded day falls on a bank holiday, this day cannot be swapped to another day.

To permanently change a funded day/plan, this must be requested to, and approved by the Nursery Manager prior to the start of the new term (terms begin September, January & April) to ensure that we are compliant with the terms of government funding.

Family App

The nursery uses the Family App for communications with parents. On the app, you will receive your invoices, be able to message members of staff, track meals, sleeps and nappy changes, as well as viewing pictures and observations of your child. Whilst we endeavour to respond to parents as soon as possible, as well as keep the app up to date in real time, our number one priority is the wellbeing and education of the children in our care, meaning that at times there may be a delay in responding to messages or updating the app. We endeavour to have meals and nappy changes updated for each child within an hour of their work happening and messages responded to by the end of the day. We ask you to be mindful that staff work on a rota and may have differing start and finishing times each week. Due to this, staff may not monitor their messages once they are out of nursery and will respond during their next shift. We advise phoning the nursery if you require talking to someone urgently and we will pass you to the appropriate member of staff. If a staff member is on leave, they will place an out of office response on their messages and who to contact as an alternative. In all instances, messages sent to the Family app after 7:00pm may not be monitored and will be answered the next working day. We are grateful for your understanding on this matter.

Insurance

The nursery has extensive insurance cover for nursery-based activities and outings. Details of the insurance may be requested from the Nursery Manager. The certificate is displayed in the reception area.

Personal Property and Belongings

The nursery cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parents, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

Liability

The nursery accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason. We accept no responsibility for children whilst in their parent's care on nursery premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

Accidents, Illness and Absence

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to acknowledge an Accident record form on our Family App. If emergency treatment at hospital is required, the nursery will make all reasonable attempts to contact the parents but if this is not possible, we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have acknowledged a Medication Form using the nursery app. Any unprescribed medicine is at the manager's discretion.

We may require parents to withdraw their child from nursery in the event they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend nursery. We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from, or has suffered from, communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to the Health Protection Agency's 'Guidance on infection control in schools and other childcare settings' document regarding exclusion and incubation periods by which we are bound. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery.

Please inform the nursery if your child will be absent from nursery as soon as practicable for staffing and ratio purposes. Please advise the nursery of the reason for the absence and an anticipated return date.

The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/amend these Terms and Conditions at any time. One month's notice will be given of any changes made and will be updated on the Nursery's website for parents/carers to view.

I have read and understand these Terms and Conditions and agree to be bound by them.

Signed (parent):

Print name:

Date:

Parent/Guardian Agreement Declaration for Funded Places

By signing the Parent/Guardian Agreement Form you agree with the following conditions of the funded early education and childcare (funded entitlement).

- I authorise my childcare provider to claim funded early education on behalf of my child. I have agreed to pay the setting for any additional services I have chosen to take up outside of the funded entitlement and understand there may be a charge for consumables.
- The details I have given on the agreement are true. I understand that any false or incorrect information could lead to the funding being withdrawn and I will be liable for the amount owing to my childcare setting. I agree to inform the setting should any of my child's personal details change.
- I must show the provider confirmation of my child's date of birth.
- I confirm that my child is/will be attending the setting declared for the number of hours claimed.
- I understand that it is my responsibility to ensure that my child attends for their funded early education and will inform the setting of the reason for any absence. I understand that if my child is persistently absent the setting will terminate this agreement and my child will be unable to attend.
- I confirm that my child does not receive any funded entitlement elsewhere which, when added to the funded entitlement hours here, exceeds the number of hours per week they are entitled to (15 hours maximum universal/15 hours maximum expanded/extended where eligible).
- I agree to my information being shared with North Lincolnshire Council and where appropriate being shared with other agencies that are involved in the health and welfare of young people.
- If eligible for the Working Parent Entitlement, I agree to provide my (the applicant's) National Insurance Number, Eligibility Code, and to sign the Parent Agreement Form. I understand that I must inform the childcare provider when my circumstances change, and my child enters the grace period.
- If my child is eligible for Disability Access Funding, I agree to give a copy of the child's Disability Living Allowance letter (no originals) to the provider to access the additional funding for my child. I understand that I can only nominate one childcare provider if my child's funded early education is split.
- I understand that my details will be held and used by my childcare setting and North Lincolnshire Council for the purpose of processing, monitoring, and supporting my child's funded entitlement place. I also understand that this information may be used for statistical purposes.
- I agree that the information that I have provided can be shared with North Lincolnshire Council and the Department for Education (DfE), who will access information from other government departments to confirm and re-confirm my child's eligibility and notify this provider to enable them to claim two-year old funding for families receiving additional support from the Government, Working Parent Entitlement (from 9 months to 4 years, Early Years Pupil Premium and/or Disability Access Fund on behalf of my child (where applicable)). I also agree that my information can be re-checked from the date I sign this form until I am no longer eligible for funded early education.
- I understand that information about my child is also collected to allow North Lincolnshire Council to perform its statutory duties when planning and providing services for parents with young children. This means that information about children aged 9 months, to four-years who attend an early years setting is returned to the Department for Education and the council is still obliged to still collect and return this information even if you withdraw your consent for funded early education. The council has a legal basis for collating and processing this data in the Childcare Act 2006, Childcare Act 2016 and the Small Business, Enterprise, and Employment Act 2015.
- If my funded early education is not satisfactory, I may make a complaint to North Lincolnshire Council if issues cannot be resolved with the provider. The complaints procedure can be viewed at www.northlincs.gov.uk/eef. Complaints about the quality of childcare should be referred to Ofsted at <https://contact.ofsted.gov.uk/online-complaints>.

Signed:

Date: