

**Registration Form - please return to confirm booking with signed terms & conditions**

DETAILS & HISTORY OF CHILD			
Surname:		First Names:	
Known as:		Date of Birth:	
Is English an additional language?		Religion:	
Languages spoken:			
Ethnicity:		Gender:	
Name of person completing this form:			
Relationship to the child:			
Who has parental responsibility for the named child?			
Address where the child usually lives:			
Do both parents have legal contact with the child? YES/NO If no please state who does NOT have legal contact and what documentation there is in place.			

Name of Parent/Carer (1)		Relationship to child	
Name of Parent/Carer (2)		Relationship to child	
Address of Parent/Carer (1)		Tel (Day):	
		Tel (Work):	
		Mobile:	
		Email:	
Address of Parent/Carer (2)		Tel (Day):	
		Tel (Work):	
		Mobile:	
		Email:	
Name and address of authorised person to contact in an emergency(1)		Tel (Day):	
		Tel (Work):	
		Mobile:	
		Relationship to child:	
Name and address of authorised person to contact in an emergency(2)		Tel (Day):	
		Tel (Work):	
		Mobile:	
		Relationship to child:	

Please tick sessions required:

Session	Monday	Tuesday	Wednesday	Thursday	Friday
All Day					

On what date would you like your child to start? ..... (Your start date will be confirmed in writing)

Doctor	Name:	Tel No:
	Address:	
Health visitor	Name:	Tel No:
	Address:	
	Email:	
Other settings attended	Name:	Tel No:
	Address:	
	Email:	
Medical History	Please advise if your child has been vaccinated against the following:	
	Tetanus: YES/NO                      Diphtheria: YES/NO Whooping Cough: YES/NO              Poliomyelitis: YES/NO MMR: YES/NO HIB (Meningitis): YES/NO	
	Known allergies/sensitivities: Please provide details:	
Food	Food intolerances/sensitivities:	
	Foodstuffs forbidden by religion or culture:	
Special religions or cultural needs		
Any special educational needs.		

Will you be paying with childcare vouchers? YES/NO

Name of voucher provider:

Do you have any individual skills, knowledge or interests which at certain times could be shared with the nursery during activities? Please give details
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**DROP-OFF & COLLECTION**

The following people are authorised 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 \_\_\_\_\_ Password \_\_\_\_\_

2 Name \_\_\_\_\_ Relation to child \_\_\_\_\_ Password \_\_\_\_\_

3 Name \_\_\_\_\_ Relation to child \_\_\_\_\_ Password \_\_\_\_\_

FOR OFFICE USE	Signed	date
Original copy of birth certificate viewed, copied and put on file		

## BLUEBELLS DAY NURSERY DECLARATION OF CONSENT

Child:	Date of birth:
Name of parent/carer/guardian:	

To ensure that the well-being of the children in our care is safeguarded, we have strict policies covering certain aspects of childcare. It would therefore be helpful if you would sign and date each section below in the spaces provided that will give us appropriate authorisations. This form will be kept safe in a file.

A: MEDICATION AND MEDICAL HELP		
	Signature	Date
I give permission for prescribed medication to be given to my/our child. A medicine form must be completed giving written instructions for the time, dose & name of medicine. Staff will only administer one dose during the nursery day.		
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 our child to a GP or hospital, as needed.		
Where there is a need to do so, I give permission for non-prescribed medicines e.g. Calpol, piriton to be administered. I understand that staff will contact me before administering either. I further understand that in the event of my being unable to be contacted, that a senior staff member may administer either.		
I/we give permission for sun cream to be applied to my/our child at nursery by a staff member. Nursery uses 5 star UVA rating factor 30 or above.		
I/we give permission that, when appropriate, nursery staff can apply nappy cream e.g. sudocream/metanium to my/our child at Nappy change.		
I/we give permission for the administration of a plaster when staff feel it is appropriate when treating my/our child.		
B: TRIPS AND OUTINGS		
I/we give consent to my/our child being taken out of the nursery on day trips and outings. (A separate Form is required for trips using transport).		
C: PHOTOGRAPHY		
I/we give permission for our child's photographs to be used for display purposes and in learning journeys. I understand that from time to time my child may appear in other children's photographs and give my permission for this.		
I understand that from time to time Bluebells will put photographs of special events they have held on their website. I do/do not give permission for photographs of my child to be used on the website and social media sites.		
D: OTHER PROFESSIONALS		
I/we give permission for Bluebells to contact other settings my child attends to make transitional links.		
I/we give permission for Bluebells to share information with other professionals and local agencies i.e. speech therapists, health visitors etc		



## TERMS AND CONDITIONS

The terms and conditions below reflect the custom and practice of Bluebells day nursery. The terms are designed to encourage stability, consistency and good working practice within the nursery.

### **REGISTRATION**

A place is reserved upon receipt of a completed registration form and £100 deposit. This will be deducted from your first month's fees provided there are no changes to your start date or sessions of attendance. If you do not take up your place from the date stated on your registration form or if there are any reductions to sessions required the deposit is non-refundable. A place is deemed accepted upon receipt of the registration form and the deposit is non-refundable if a child's place is not taken up.

A child's place is reserved in the order of the date on which we received the completed registration form and deposit. We will contact the parent/carers to confirm the place in writing confirming the start date.

A minimum of 2 full days is required. The term following your child's 3<sup>rd</sup> birthday they are entitled to 15 hours free nursery early years entitlement funding. (Please see EYFE section).

Parents are requested to inform the nursery of any changes to all information kept in the nursery

### **WHAT IS INCLUDED**

Here at Bluebells we provide:

- Breakfast/Lunch/Snack (please refer to allergy and dietary requirements section)
- Water beaker/water bottle - refilled throughout the day
- High quality disposable nappies
- Sensitive wipes/ cotton wool
- All linen- including bedding ,bibs, face cloths
- Powdered formula Milk/Cows Milk/soya milk/Almond milk
- Nappy creams
- Suncream - 5\*UVA protection factor 30 and above
- Toothpaste
- Emergency medication i.e Calpol, piriton

### **WHAT TO BRING EACH DAY**

- Suitable labelled clothing - weather dependent i.e. sunhats/scarf/gloves/coats/wellies
- Baby bottles & teats
- If providing own formula - UHT cartons only
- Pacifiers/comforters
- Multiple changes of clothes
- Toothbrush
- Non allergy related food preferences
- Inhalers and emergency medication i.e epipen
- Long term medication i.e. eczema cream
- Small pump bag
- Specific nappy preference i.e pull ups

### **FEES**

Fees are payable on the first day of attendance by bank transfer to

ACCOUNT NUMBER: 10051057

SORT CODE: 83 04 25

Fees must be paid monthly, in advance, on the 1<sup>st</sup> by standing order. Fees are payable during periods of absence from the nursery including sickness, holidays, public and bank holidays. No further allowance will be made for bank or public holidays.

Fees are calculated weekly cost x 52 weeks divided by 12 months

Any payments received after the 10<sup>th</sup> will incur a £10 late fee charge with an additional £10 charge for every week afterwards that fees are unpaid. If you experience difficulty in paying your fees, you must speak to the nursery manager immediately. A child may be excluded from the nursery at any time when fees are unpaid.

Childcare vouchers are accepted but must be credited to the nursery by the 5<sup>th</sup> of the month.

Our fees are reviewed annually and you will be informed of the revised amount at least one month before it takes effect.

Discount is available for siblings in the nursery. If both children attend full time a discount of 5% will be given. You will receive a reduced rate after your child's 3<sup>rd</sup> birthday. This will take effect from the first day of month

after your child's birthday.

We close for approximately one week over Christmas. You are entitled to use the days we are closed which are not statutory bank holidays in lieu to book in extra sessions (subject to availability).

We are unable to swap a child's days/sessions from the pre agreed days set out during registration. Adhoc extra sessions may be available upon request subject to availability. If you request any extra sessions payments must be received in advance or attendance will be refused on the day.

### **OPENING HOURS**

For insurance purposes the nursery will not open its doors before 8.00am. Parents are requested to collect their child by 5.50pm so they are able to dress them and leave the premises by 6.00pm.

Our morning session times are 8.00am with a last collection of 12.20pm in order to leave the premises by 12.30 pm. Our afternoon session starts at 1.00pm with a last collection of 5.50pm in order to leave the premises by 6.00pm. Parents arriving after 12.20pm for the morning session or 5.50pm will be charged a late fee of £15 for the first 15 minutes of non-collection and £10 for every 15 minutes thereafter.

Nursery may close early on Christmas eve, the time of closing will be decided by Helen Lloyd and you will be informed via email at least 4 weeks before.

### **CHANGE TO DAYS/INCREASE SESSIONS ATTENDING**

Request to change or increase days/sessions must be made in writing by e mail to [bluebellsbeb@gmail.com](mailto:bluebellsbeb@gmail.com)

The change/increase in days is subject to availability and we are not able to guarantee when a swap or increase of days will become available.

Once an increase/change to days has been confirmed an agreement e mail will be sent the parent/carer to confirm the change. The parent must reply within 3 working days to secure the change and pay £100 deposit for any increases. Once the agreement email reply has been received we will require 8 weeks' notice to cancel the change, your £100 deposit is non-refundable if you decide against the increase. Your £100 deposit will be taken the first months fees when your increase begins.

### **NOTICE TO LEAVE**

You may terminate your contract by giving us at least one month's written notice of leaving. You still remain liable for fees throughout the notice period. If you withdraw your child before or during the notice period the fees still remain payable.

If you leave within 6 months of starting, you will be required to pay 2 months full fee's as compensation for holding your place as we are in high demand are booking up more than 12 months in advance.

### **TERMINATION**

We may terminate your contract with immediate effect if:

- You fail to pay your nursery fees
- Your child's behaviour is unacceptable or puts the safety and well-being of other children in the nursery in danger.
- You or your child causes any disruption that is deemed inappropriate or not conducive to a nursery environment. We will not tolerate abuse towards staff including physical or verbal.

### **ACCIDENTS AND ILLNESS**

We reserve the right to administer basic first aid and treatment when necessary. You will be informed of all accidents and will be require to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by the nursery to contact the parents but failing this we will act on your behalf and authorise necessary treatment.

Any child suffering from a doubtful rash, sickness or diarrhea etc. should be kept at home until a doctor has certified that the symptoms have disappeared. Should a child become sick at nursery parents or the emergency contacts will be contacted to collect the child. Please make sure we know how to contact you during nursery hours. Public health advises all providers that a child should not return to a setting until 48 hours after their last episode of sickness and/or diarrhea. The nursery will rigorously enforce this.

If a child requires medicine, they will not be administered unless the parent has provided clear instructions for dosage. Any medicines, including antibiotics, will only be administered after 24 hours treatment at home. Only ONE dose of any medicine can be administered in one day. Medicine must be prescribed by a doctor, dentist, nurse practitioner or pharmacist. They must be clearly labelled with the child's name and instructions for dosage. For the protection of other children, the nursery cannot accept responsibility for the care of sick children and we reserve the right to refuse admission to a child if they appear unwell. We have a realistic attitude of the needs of

working parents but we reserve the right to contact parents if a child becomes ill during nursery hours.

We will ask you to collect your child if we have reason to believe they are suffering from any contagious disease or infection and there remains a danger that other children at the nursery may contract such a disease/infection. For the safety of other children in the nursery you must adhere to our exclusion policy included in your welcome pack. We accept no responsibility for children contracting contagious diseases/infections.

If a child requires medicine for an ongoing condition e.g. asthma/eczema, we must have written instructions from the parent and an ongoing medicine form will be completed.

#### **ALLERGIES AND DIETARY REQUIREMENTS**

Parents are requested to inform the nursery of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction. Parents must provide details of the severity of the reaction/allergy and must continue to inform the setting of any changes to the condition, in writing, as and when they become aware.

**Parents are requested not to send any foods or empty packages which may contain nuts.**

- All dietary requirements will be catered for where possible.
- If dietary requirements are backed via a doctor's letter - we will cater accordingly for your child's needs.
- If your child does not have a medical reason for dietary needs - we may ask you to provide food for your child for the day.

#### **INSURANCE AND PROPERTY**

We cannot be held responsible for any loss or damage to children's property. Every effort will be made by staff to ensure children's belongings are not lost or damaged. Practical 'inexpensive' clothing is strongly recommended for children attending Bluebells day nursery. Please clearly label all items of clothing. Please leave all toys, books, jewellery, money, valuables or other equipment at home. Articles are left at the nursery at the owner's risk.

#### **SAFEGUARDING CHILDREN**

We have an obligation to report any instance where we consider that a child may have suffered any form of abuse to the relevant channels. We may do so without your consent and/or without informing you if the child is at harm.

#### **SECURITY**

Under no circumstances will a child be allowed to leave nursery with anyone unknown to nursery staff unless the parent has previously arranged this. We operate a password system for collection of children and in addition photographic ID may be required. A list of adults authorised to collect your child should be given on the registration form along with a password.

Once children have been collected from their room by the parent/carer, the child's safety is the sole responsibility of the parent/carer. The nursery cannot be responsible for accidents or injuries.

#### **PARKING**

Please respect other cars and our neighbours when using the car park. PLEASE DO NOT BLOCK THE BACK GATE AS THIS IS A FIRE EXIT. People using the car park do so at their own risk. The nursery accepts no responsibility for injury, damage or loss to vehicles or personal property. We reserve the right to serve notice to any parent/carer that persistently parks inconsiderately or dangerously when dropping off or picking up their child from the nursery.

#### **BABY SITTING**

Bluebells day nursery does not provide a baby sitting service outside of our normal operating hours. We are not responsible for any private babysitting arrangements or agreements that are made between a parent/carer and a member of staff. We will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the arrangements. The member of staff will not be covered by Bluebells day nursery insurance whilst babysitting. Parents should be aware that other adults accompanying the staff member may not have had relevant checks and it may not be appropriate for them to care for children. No member of staff will take a child away from the setting unless they are a named person on the child's records. Management must be advised if a private arrangement has been made between a staff member and a person associated with Bluebells day nursery which will then be recorded in the babysitting diary. Please see our babysitting policy for full details.

#### **GENERAL**

If you want to reduce the amount of sessions your child attends nursery you must give us 4 weeks written notice of the reduction. You still remain liable for fees throughout the notice period.

Bluebells day nursery are unable to offer any refunds or compensation for closure or suspension of provision of activities as a result of third party action such as fire, flood, inclement weather or other causes beyond reasonable control of the nursery.

We reserve the right to alter our terms and conditions and policies at any time. Written notification of all revised terms and conditions will be given.



## GENERAL DATA PROTECTION REGULATION

This is a new legal framework that is being enforced from 25<sup>th</sup> May 2018 and is replacing the current Data Protection Act 1998. It has been introduced to provide individuals with rights over their data. A new Privacy Notice has been introduced with immediate effect to comply with the new legislation.

### Privacy Notice

We collect and hold personal information relating to the children who attend our setting. We may also receive information about them from previous settings, local authority (LA) and/or the department of education (DfE). We use this personal data to:

- Support our children's learning
- Monitor and report on their progress
- Provide appropriate care and support
- Assess the quality of our service

This information will include their contact details, attendance information, any exclusion information, where they go when they are not with us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about children attending our setting without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your child that we hold please contact the manager by e-mail on [bluebellsinfo@gmail.com](mailto:bluebellsinfo@gmail.com)

We are required by law to pass some information about you to the department of education and the local authority through the annual early year's census. We will also share information to process the early year's education funding for 2, 3 and 4 year olds and to offer any relevant special educational needs support.

We will share information about your child's progress and development with Wirral LA, your local children's centre and any other early year's settings your child attends, so that we may work in partnership together to support your child's progress. We will also share relevant information with the admissions team to assist in the transition to primary school. If specific additional support may be of benefit to your child, you will be consulted.

If you need more information about how our local authority and/or DfE collect and use your information, please visit the DfE website at

[www.gov.uk/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/data-protection-how-we-collect-and-share-research-data)

**By ticking this box, you are consenting to us continuing to hold and process your data and sending you information.**

You can of course unsubscribe/ask us not to contact you by e mail, telephone and tapestry etc. at any time.

### **EYFE AND EYFEE for 3 and 4 years old.**

#### **(Early years funding entitlement and Early years entitlement Funding entitlement extended)**

EYFE Funding is eligible the term after your child's 3<sup>rd</sup> birthday. The funding is claimed during term time only based on Wirral terms for schools.

EYFE Funding will apply for 15 hours per week, and can be taken in one full day and one half day, you will be required to pay a top up fee to reach our minimum 2 days requirement, and this then secures your child's space across 52 weeks of the year.

Some 3 and 4 year olds may also be eligible for an additional 15 hours per week making your entitlement up to 30 hours free childcare over 2 or 3 days. If attending 3 days, you will be required to pay a top up fee to secure your child's place throughout the 52 weeks of the year. If you choose to attend 2 days, you can 'stretch' your hours to ensure your child's place is secure throughout the 52 weeks and this may **NOT** require a top up fee, depending on how far through the academic year your child starts.

You can find out more on what you are entitled to by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **2 YEAR FUNDING**

We accept 2 year funded children who can attend 15 hours term time only. If your child claims 2 year funding you **MUST** apply for 3 year funding with Bluebells day nursery the term after they turn 3. We require 2 full days all year round and you will be required to pay a top up fee.

For funded purposes only:

	Full Name	National Insurance Number	DOB
Parent/Carer (1)			
Parent/Carer (2)			

For a full version of all our policies and procedures please visit our website

[www.bluebellswirral.co.uk](http://www.bluebellswirral.co.uk)

A £100 deposit is required to secure your child's place. This will be deducted from your first payment provided there are no changes to your start date or sessions of attendance. If you do not take up your place from the date stated on your registration form or if there are any reductions to sessions required the deposit is non-refundable. The deposit is nonrefundable if a child's place is not taken up.

Deposit Paid via	Date
Cash	
Bank Transfer	

DECLARATION	
I have read and agree to the Terms and Conditions for Nursery placement for my child.	
Signature of parent/carer (1) Date:  Print name:	
Signature of parent/carer (2) Date:  Print name:	
Note: Only one signature is required by the nursery, however, more than one parent/carer may wish to act as a signatory.	

Please return to:

**Bebington 0151-645-3330**

Bluebells day nursery  
32 higher Bebington Road  
Bebington  
Wirral  
Ch63 2PP

E mail address: [bluebellsbeb@gmail.com](mailto:bluebellsbeb@gmail.com)

Registration number: EY424737

**Bromborough 0151-792-3405**

Bluebells Day Nursery  
Gratrix Road,  
Bromborough  
Wirral  
CH627BW

E mail address: [bluebellsinfo@gmail.com](mailto:bluebellsinfo@gmail.com)

Registration number: EY472238