|  |  |  |  |
| --- | --- | --- | --- |
| **CODE** |  | **START DATE** |  |

**New Starter Pack**

|  |  |
| --- | --- |
| Child’s Name |  |
| Date of Birth |  |
| Parent/Carer’s Name |  |
| Contact Telephone Number |  |



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| --- |
| **Form 06 – Registration Form (CONFIDENTIAL)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Child’s Name |  | | | | | |
| Date of Birth |  | | | | | |
| Parents/Guardians names |  | | | | | |
| Address |  | | | | | |
| Telephone (Home) |  | | | | | |
| Telephone (Work) |  | | | | | |
| Telephone (Mobile) |  | | | | | |
| Email Address |  | | | | | |
| Designated person  #1……………………………………….. | Telephone 1 | | | |  | |
| Telephone 2 | | | |  | |
| Telephone 3 | | | |  | |
| Designated person  #2……………………………………….. | Telephone 1 | | |  | | |
| Telephone 2 | | |  | | |
| Telephone 3 | | |  | | |
| Designated person  #3……………………………………….. | Telephone 1 | | |  | | |
| Telephone 2 | | |  | | |
| Telephone 3 | | |  | | |
| GP’s Name |  | | | | | |
| GP’s Telephone number |  | | | | | |
| Does your child suffer from any medical conditions? Please give details. |  | | | | | |
| Does your child have any allergies? Please give details. |  | | | | | |
| Does your child have any  special dietary needs? Please give details. |  | | | | | |
| Is your family currently working /has worked with Children’s Social Care (Y/N)? | | | | | |  |
| Is your child currently working/has worked with any childcare or medical professionals (Y/N)? | | | | | |  |
| Do you give consent for your child to be transported in a car using the appropriate car seat (Y/N)? | | | | | |  |
| Do you give consent for your child to have sun cream applied should it be considered necessary (Y/N)? | | | | | |  |
| Do you give consent for your child to leave the premises accompanied for trips, visits etc (Y/N)? | | | | | |  |
| Do you consent to your child being given emergency medical care (Y/N)? | | | | | |  |
| Do you give permission for us to contact you seeking your permission to  administer Calpol or equivalent supplied by you (Y/N)? | | | | | |  |
| Is your child up to date with their routine childhood vaccinations (Y/N)? | | | | | |  |
| Do you call your child by any other name? | | |  | | | |
| Name of any sibling/s? | | |  | | | |
| What language do you speak at home? | | |  | | | |
| What foods does your child enjoy? | | |  | | | |
| What is your child’s favourite toy or book? | | |  | | | |
| Does your child attend any other early years settings? | | |  | | | |
| What would you like your security password to be? | |  | | | | |
| Is there anything special you would like us to know about your child? | | | | | | |

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| I agree that the information recorded on this document is accurate.  Signature of Parent/Guardian………………………………………………………………………………..  Print Name…………………………………………………………………………………………………………………..  Date………………………………………………………………………………………………………………………………. | |
| I confirm that I have received the following documents from The Wincanton Early Years Centre   * Form 121 Parent/Carer Contract * Policy Document 03 – Our Admissions & Equal Opportunities Policy * Policy Document 12 – Exclusion Policy for Childhood Illness * Policy Document 20 – Payment and Fees Policy * Policy Document 21 – Emergency Closure of the Nursery Policy   I agree to abide by the terms of the above policy documents.  I confirm that I am aware that The Wincanton Early Years Centre has a Policy File containing the full list of policies. I understand that I can borrow and take this file home to read at any time.  I understand that The Wincanton Early Years Centre holds my personal information on both paper based & electronic systems. This personal data is kept confidential at all times and not shared with any other parties unless the safety or wellbeing of a child is at risk. | |
| Parent/Carer Name |  |
| Signature |  |
| Date |  |



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| **Form 121 – Parent/Carer Contract** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Child’s Name |  | | | | | | | | |
| Parent/Carer Name |  | | | | | | | | |
| Attendance  Schedule | **DAY** | | | **Time**  **IN** | | **Time**  **OUT** | **Lunch**  **(Y/N)** | | |
| Monday | | |  | |  |  | | |
| Tuesday | | |  | |  |  | | |
| Wednesday | | |  | |  |  | | |
| Thursday | | |  | |  |  | | |
| Friday | | |  | |  |  | | |
| Fee Breakdown  (office use) | Monthly Direct Debit | | | £ | |  | | | |
| Monthly Salary Sacrifice | | | £ | |
| Weekly Cash | | | £ | |
| Monthly Cash | | | £ | |
| Monthly Standing Order | | | £ | |
| Weekly Standing Order | | | £ | |
| 3rd Party Funded | | | £ | |
| TOTAL | | | £ | |
| Early Years Entitlement | | | hrs | |
| Start Date  (office use) |  | | | | | | | | |
| Manager’s  Signature |  | | | | | | | | |
| Parent/Carer’s  Signature |  | | | | | | | | |
| Copy to Parent |  | Copy Filed |  | | Accounts updated | | |  | |
| DD updated |  | Register updated |  | | Key Worker updated | | |  | |
| Entered in diary |  | Initial visit booked |  | |  | | | |  |
| Additional Notes | |  | | | | | | | |

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| I confirm that I have received the following documents from The Wincanton Early Years Centre   * Form 121 Parent/Carer Contract * Policy Document 03 – Our Admissions & Equal Opportunities Policy * Policy Document 12 – Exclusion Policy for Childhood Illness * Policy Document 20 – Payment and Fees Policy * Policy Document 21 – Emergency Closure of the Nursery Policy   I agree to abide by the terms of the above policy documents.  I confirm that I am aware that The Wincanton Early Years Centre has a Policy File containing the full list of policies. I understand that I can borrow and take this file home to read at any time.  I understand that The Wincanton Early Years Centre holds my personal information on both paper based & electronic systems. This personal data is kept confidential at all times and not shared with any other parties unless the safety or wellbeing of a child is at risk. | |
| Parent/Carer Name |  |
| Signature |  |
| Date |  |



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| **Form 101 – Parental Permission** |

I authorise that information relating to my child’s development may be shared with the following educational/healthcare professionals;

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional** | **Y/N** | **Signature** | **Date** |
| Health Visitor |  |  |  |
| Other Setting Attended |  |  |  |
| Chosen Primary School |  |  |  |
|  |  |  |  |
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Additional professionals may be added in the spaces above if subsequent professional involvement is required at any point during your child’s time attending the setting. This will always be discussed with you first and no information will be shared without your permission.

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| There are very occasionally times when it may be necessary to contact external agencies without your prior permission if we feel that making you aware of such contact could put a child’s safety or wellbeing in jeopardy. Such action will only ever be taken in line with Somerset’s Safeguarding Guidelines.  I have read and understand the above statement. | | | |
| Signature |  | Date |  |



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| **Policy Document 03 – Our Admissions & Equal Opportunities Policy** |

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| 01  02  03  04  05  06  07  08  09 | We can accept children aged from 3 months to 8 years of age (children aged 5 to 8 attend our After School or Holiday Clubs).  Parents & carers are invited to visit us at any time & to attend settling in sessions to familiarise their child with our setting.  Under no circumstances will we discriminate against a child or family on the grounds of sex, race, religion or colour. Our named Equality Needs Coordinator (ENCO) is Rob Green (director) for both settings.  The Special Education Needs & Disability Discrimination Act 2001 lays down a legal obligation for us to consider any child that is designated disabled or disadvantaged, using wherever possible the same criteria as those of all other children. In these cases we will carry out a detailed review of their circumstances & requirements and assess our own ability to meet those needs. This is to ensure that the care of other children is never compromised. Our named Special Educational Needs Coordinators (SENCOs) are Claire Rogers & Joellen Galliver, at The Wincanton Early Years Centre and Kelly Burgess at Chester’s House Childcare. When appropriate, both SENCOs work closely with the area SENCO, using them as a resource to provide guidance and advice.  If necessary we will liase with parents & work with external experts such as paediatricians, health visitors, psychologists, physiotherapists & speech therapists to maximise your child’s well being whilst in our care.  Wherever possible we will provide places for children that receive additional funding via the Local Authority, Social Services, Department for Work & Pensions, Children’s Centre supported places or Action for Children.  Once a child’s sessions have been agreed, with a minimum of 4 hours being booked per session, any changes must be received in writing, ensuring a minimum of 1 months notice.  All children are entitled to 5 weeks of their contracted hours, charged at half price, per year. This entitlement is deducted as a discount from the annual fee. At least a week’s notice of any holiday is requested.  Parent’s accepting a place must agree to our policies with specific note being drawn to Policy 20 Fees & Payment Policy. |

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| Prepared by | Rob Green |
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| **Policy Document 12 – Exclusion Policy for Childhood Illness** |

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| 01  02  03  04  05  06  07  08 | Staff cannot undertake the care of sick children, in particular those with infectious diseases, diarrhoea, vomiting and high temperatures. It is not acceptable for staff or other children to be exposed to these conditions unnecessarily.  Unwell children need to be at home with their parents/carers. Staff and other children are vulnerable and do contract illnesses from the children they come into contact with. Chester’s House Childcare and The Wincanton Early Years Centre reserve the right to refuse admittance to any child who appears unwell on arrival.  If a child falls ill during their time at Chester’s House Childcare or The Wincanton Early Years Centre staff cannot administer pain relief without both the written and, on the day of illness, the verbal permission of a parent/carer. A parent/carer or other designated adult will be contacted to seek this permission should we feel a child is in need of pain relief and they will be given a summary of the child’s symptoms.  The child’s condition will then be monitored for the next hour. If there is no improvement the designated person will be contacted again and asked to collect the child as soon as possible.  For conditions such as diarrhoea, vomiting or suspected infectious disease the one hour monitoring period does not apply. Parents/carers will be contacted and asked to collect their child immediately.  If the manager or a team leader feel a child is in need of immediate medical attention they will be taken to the appropriate facility by ambulance or staff transport. Parents/carers will be kept informed at all stages of this process and special permission sought prior to any treatment being given. A member of staff will remain with the child at all times.  The policy for the administration of prescribed medicines can be seen in the document Policy 06 Medication Policy.  The advise of the local authority and other government organisations will be applied regarding specific illnesses and their management.  The table below shows a list of illnesses and the minimum period that a child is to be kept away from Chester’s House Childcare or The Wincanton Early Years Centre. |

|  |  |  |
| --- | --- | --- |
|  | **Illness** | **Minimum exclusion period** |
| 01 | Chicken Pox | 7 days from the onset of the rash. It is necessary to wait until all spots have healed or scabbed. |
| 02 | German Measles | 5 days from the onset of the rash. The child is infectious before the diagnosis is made & most children should be immune due to immunizations. |
| 03 | Hand, Foot & Mouth | 5 days after diagnosis made by the GP. |
| 04 | Impetigo | Until lesions are healed. Antibiotic treatment is necessary. |
| 05 | Measles | 5 days from the onset of the rash |
| 06 | Ringworm | 3 days after treatment has been initiated. Anti fungal treatment by GP is necessary. |
| 07 | Scabies | Until effectively treated by GP |
| 08 | Scarlet Fever | 5 days from the commencement of antibiotics. |
| 09 | Diarrhoea and/or vomiting (with or without a specified diagnosis) | Until all symptoms are clear for at least 48 hours. |
| 10 | Conjunctivitis | Until treated with medication by GP (bacterial) or eyes are completely clear. |
| 11 | Mumps | 5 days from the onset of swollen glands. The child is the most infectious before the diagnosis is made. |
| 12 | Threadworms | Until effectively treated by GP. |
| 13 | Headlice | Until treatment has begun. |
| 14 | Other illnesses | The exclusion period will depend on the illness and guidance from the GP/local authority. |

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| **Policy Document 20 – Payment and Fees Policy** |

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| 01  02  03  04  05  06  07  08  09  10  11  12  13  14  15  16  17  18  19  20 | A place is not secured until the first monthly payment has been made in advance of the child starting. A child will not be able to begin attending until this first payment has been made. This payment is then deducted from the first monthly payment on the commencement of a place.  The rate per hour is £4.78. The hourly fee is reviewed regularly, usually annually, and a minimum of 2 months notice will be given for any increases.  The Wincanton Early Years Centre is able to provide a cooked, 2 course lunch. This is chargeable at a cost of £3.00.  A *minimum* of 4 hours must be booked in any one session. This is reduced to 3 hours for children in receipt of Early Years Entitlement funding.  If children are dropped off early or collected late their session time will be rounded up to the nearest quarter of an hour. If a child is collected after 6.00pm a £15 surcharge will be payable in addition to the normal nursery fee and any other overtime fees incurred.  Additional, ‘one off’, sessions may be booked (subject to availability). However, sessions/days are not interchangeable.  Additional sessions and any overtime fees are billed monthly in arrears. These invoices can be added to an existing Direct Debit, or settled separately by cash, bank transfer or card payment.  One months notice must be given in writing by the parent/carer of their intention to terminate their child’s nursery place or request a change to their standard hours or days. If the child leaves within the notice period they will continue to be charged until the notice period is complete. Additionally, if a child in receipt of Early Years Entitlement funding fails to provide one months notice we will continue to claim for the hours that were scheduled to be attended for the full notice period.  Children are entitled to 5 weeks worth of ‘holiday’ days when the fee drops to 50% of that usually payable. This holiday entitlement is deducted as a discount from the annual fee. Monthly fees do not change when children are on holiday. At least 1 weeks’ written notice must be given for all holiday days booked.  If a child fails to attend their session through illness or general absence the full fee is still payable.  The setting is closed on all statutory Bank Holidays. Normal charges will apply if your child attends on those days with the exception of Christmas Day, Boxing Day, and New Years Day. The nursery will also be closed on up to 4 INSET days per year. The days on which these occur will be rotated and normal charges will apply.  Invoices are generated on, or around the 28th of each calendar month and are paid one month in advance. Invoices are calculated based on the standard annual fee plus meal charges (The Wincanton Early Years Centre only) minus the holiday discount. This fee is then averaged over a 12 month period to provide a consistent, monthly amount. Parents/carers must pay the month’s fee by direct debit, cash, card or bank transfer into the bank account nominated by the setting.  Alternatively, parents/carers can choose to pay on a weekly basis in advance. Weekly payments must be paid in cash, by card, or bank transfer, cheques are not acceptable.  If the payment is not made in line with points 12 or 13 the child’s place will be automatically suspended. This means that the child will not be permitted to attend nursery but their place will be maintained and continue to be chargeable. For each week payment is not received a late payment fee of £15 will be added to the outstanding balance. Once the outstanding fee has been paid the child’s place will be re-instated.  If full payment is not received within one month of the invoice date the child’s place will automatically be **cancelled**. The debt will then be passed to our debt collection representative who will pursue the debt on our behalf. All collection, court & enforcement costs will be added to the outstanding debt.  Full or part monthly payments can be made using the vouchers provided by some employer’s salary sacrifice schemes or the HMRC tax free childcare scheme. These must be scheduled for payment on a monthly basis and will be deducted when calculating any direct debit amount.  Children that are in receipt of Early Years Entitlement (EYE) funding for 2, 3 and 4 year olds may claim up to 15 hours per week for a Term Time Only place or 11 hours per week for a full time place up to a maximum of 570 hours per year. Those parents that are entitled to the extended Early Years Entitlement may claim up to 30 hours per week for a Term Time Only place or 22 hours per week for a full time place up to a maximum of 1140 hours per year. The maximum hours that can be claimed on any one day is 10 with the minimum being 2.5. Additional hours can be booked above the available funding and these will be charged in the usual way. EYE funding for 2 year olds is means tested. Parents/carers can apply online or by contacting the Early Years Entitlement team at County Hall in Taunton. To access EYE funding for 2,3 or 4 year olds a copy of a valid passport or birth certificate must be provided to us.  If this documentation is not provided parents will be unable to access the funding and will be liable for the full nursery fees.  Children booked to attend Term Time Only in Preschool can book additional hours during school holidays (subject to availability) and these will be invoiced separately.  After School Club & Holiday Clubs are charged as follows:   * School Collection: £2.50 * After School Club Session: £3.50 per hour * Holiday Club Session: £8.00 (9.00am to 12.00pm or 1.00pm to 4.00pm) * Holiday Lunch Club: £2.50 (12.00pm to 1.00pm)   After School Club & Holiday Club invoices are generated on or around the 28th of each month and are payable in advance. Once booked fees are payable even if the child does not attend. |

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| **Policy Document 21 – Emergency Closure of the Nursery Policy** |

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| 01  02  03  04  05 | In some cases it may be necessary to close the nursery at short notice. This may be due to events out of our control such as (but not limited to);   * Power Failure * Water Supply Failure * Adverse Weather * Outbreak of serious illness   In some cases, a decision about emergency closure may be able to made the day before. If this is the case, a decision will be made by 3pm and notices will be displayed at the entrance of the setting informing parents of the closure.  When a decision can not be made until the day of the closure, a decision will be taken by 7.30am. Any members of staff who are able to safely attend the setting will do so and will telephone parents in order of their expected arrival at the setting to inform them of the closure.  In the unlikely situation that we have to close the setting part way through the day, for example if faced with inclement weather which could prevent safe collection of the children later in the day, then parents will be telephoned and asked to collect their children as soon as possible.  Any emergency closures of the setting will continue to be chargeable. |

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