

Child Session Details

Child's Name: D.O.B: / /

Any previous names: Collection Password:

Please tick the session you require below (timings may be subject to slight changes):

15hr Funded: A.M session: 8.15am – 11.15am ☐ P.M session: 12.00pm-3.00pm ☐ 30 hours ☐

Non-Funded / 15 Hour Funded over 3 days (8:30am/9:00am start times only, up to 3pm):

Mon: Tues: Wed: Thur: Fri:

Identification provided: Birth certificate No. Passport No.

Is your child attending any other early year's provision at present? Yes ☐ No ☐

If yes, please provide details:

For office use only:

Intake Term: Autumn/Spring/Summer Admittance date: / / Sunnyside Registration No:

2 Year Funding: ☐ 3/4Year Funding: ☐ 30 Hours: ☐ Fee Paying: ☐ EYPP: ☐

Code: Code:

Deposit paid: Yes ☐ No ☐ Amount: £ Date Paid: / /

Routine Question asked? Yes ☐

Consent to share given (parents/carers can withdraw at any time) Yes ☐ No ☐

The nursery is registered with the early years development partnership; a branch of the Luton borough council, under the children act 1989 and is regularly inspected by OFSTED. Note: - This is a controlled document and contains confidential information, unauthorised copying and distribution is prohibited. Sunnyside Nursery 93A Marsh Road, Luton, Lu3 2QG. Tel: 01582 584177

Child Personal Details

Name of Child:

Family name (if different) Date of Birth: Gender:

Ethnicity: Country of Birth: Nationality:.....

Address: Postcode

Child lives with:.....

Agencies involved with family: Yes ☐ No ☐

Name of Mother/Carer: **Occupation:**

Address (If different from above):.....

Tel/Mob: Emergency No:..... Email:.....

Does this person have parental responsibility for the child (please tick): Yes ☐ No ☐ LAC ☐

Does this person have legal contact with the child (please tick): Yes ☐ No ☐ N/A ☐

Name of Father/Carer: **Occupation:**

Address (If different from above):.....

Tel/Mob: Emergency No: Email:.....

Does this person have parental responsibility for the child (please tick): Yes ☐ No ☐ LAC ☐

Does this person have legal contact with the child (please tick): Yes ☐ No ☐ N/A ☐

Please give details of someone who we can contact in case of an Emergency when we cannot reach you.

1- Name: **Tel:**

Address: Relation:

2- Name: **Tel:**

Address: Relation:

Emergency & Medical Details

Please list details of people who you authorise to collect your child from the nursery

Name	Relationship to child	Contact number

Is your child presenting any Learning & Development concerns:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is your child presenting any Speaking/Understanding concerns:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is your child presenting any Focus & Attention concerns:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Medical Information

Name of Family Doctor: Address:.....

Post Code: Tel:

Dentist Address: Post Code:..... Tel:

Does your child suffer from any:	Illness	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Disabilities	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Allergies	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If yes, please give further details:

Does your child have any special diets? Yes No

If yes, please give further details, particularly of the foods that they cannot eat:

.....

Emergency Medical Consent

I give consent for my child to have non-prescribed medication given to him/her in case of an emergency.

I hereby give permission for a first aider of the nursery staff to administer first aid or take my child to hospital should the need arise. To seek medical advice from NHS direct. I will not hold the nursery responsible for the implementation of the above.

Parent signature: Date:

Print name: Date:

Child Registration Form



Sunnyside Nursery monitors children's progress by ethnicity, home language and gender. These statistics are available to other professionals such as; OFSTED, Luton Early Years Team and within our setting. However, (individual names and personal details are never shared). In order to do this accurately we need to know the ethnic and language background of each child. Please complete this form and return it with your registration form. You are not obliged to give this information but if you do it will be very helpful. Thanking you in advance for your co-operation.

Name

Ethnicity (Please tick one)

White

British
Irish
Traveller of Irish Heritage
Traveller of Roma Heritage
Turkish/Turkish Cypriot
White Other

Mixed/Dual

White and Black Caribbean
White and Black African
White and Asian
Any other mixed background

Asian or Asian British

Indian
Pakistani
Bangladesh
Kashmiri Other
Other Asian

Black or Black British

Caribbean
African
Any other Black background

Any Other Ethnic Group

I do not wish to give this information

☐

Religion (state):

Language

What other languages(s) in addition to English does your child speak? (eg Urdu, Spanish, Italian, Polish, Maltese)

.....

Is your child a fluent speaker of this additional language?

Which language did your child learn to speak first?

Which language or languages are usually spoken at home?

Child Registration Form



CHILD HEALTH QUESTIONNAIRE

Child's Surname..... Child's Forename.....

Date of Birth..... Tel No.....

Address.....

Name and address of Family Doctor.....

MEDICAL CONDITIONS: - Does your child suffer from? (Please circle)

A Physical Disability	Yes	No
Heart Problems	Yes	No
Epilepsy	Yes	No
Diabetes	Yes	No
Asthma	Yes	No
Headaches/ Migraine	Yes	No
Allergies	Yes	No
Eczema	Yes	No
Any other medical problem?	Yes	No
Has your child ever had an operation?	Yes	No

If yes to any of the above, please specify.....

SIGHT & HEARING Is your child attending?

An eye specialist or optician for regular checks	Yes	No
An audiology clinic or hospital	Yes	No

If yes, please specify:

The name of the doctor/consultant.....

The name of the hospital/clinic.....

OTHER

Is your child immunised to date?	Yes	No
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If no, please give details.....

Signature of Parent/Carer: Date:

Parental Agreement

Terms & Conditions

Whilst we try to keep our terms and conditions as brief as possible, we take our responsibilities very seriously and in that regard we have to be very clear to our parents and carers about the framework within which we operate. The terms and conditions detailed below represent the key elements of our registration agreement. However, as you can appreciate there is a significant amount of day to day detail which cannot be reasonably contained in one document. Consequently, you are also provided with supplementary information about our policies, procedures and reports during induction, on our website as well as during our day to day exchange and communication.

1. Pre-Admission

- 1.1 All those who attend and/or who enter our premises must adhere to our Equal Opportunities Policy. Where we expect and will reasonable enforce the respect and inclusion of all persons, regardless of their; race, religion, ethnicity, class, gender, national origin, status, sexual orientation, disability, special educational needs, age or health.
- 1.2 All children must have a fully completed Registration Form and deposit (paying parents) are required to secure your child's place, providing there is no waiting list.
- 1.3 Parents must provide identification for each child they want to admit. This will include a passport and/or birth certificate. Staff will view the form of identification only not retain any copies, unless circumstances require retention.
- 1.4 Settling in of children is compulsory over a period of 3 days (or more) with one parent/carers (this can be subject to change) as long as it is safe to do so.

2. Opening times

- 2.1 The nursery is open from 08:30am to 3:00pm. Funded morning sessions are 8:30am-11:30am, afternoon sessions are 12:00pm – 3:00pm (timings maybe subject to change). The nursery is open term time only and closes during bank holidays, Eid, Christmas & New Year closure and occasional inset days.

3. Registration Fee and Deposit

- 3.1 Sunnyside Nursery does not charge a registration fee. However, a deposit of two weeks fees is required at time of booking. The deposit will be refunded by the 30th day of the following month of your child's leaving date, providing a minimum period of three months attendance and appropriate notice has been given.
- 3.2 Unfortunately, should you cancel your place; the deposit will become non-refundable.

4. Fees and Invoices

- 4.1 Childcare accounts are payable on the 24th of each month, in advance of childcare. Accounts are payable by BACS online, cash and/or cheque made payable to "Sunnyside Nursery", we also accept childcare vouchers. We can apply on your behalf for the Free Entitlement from your local LEA (more information will be given to you when your child becomes eligible).
- 4.2 Invoices will be issued 10-7 days prior to the due date and will be due for payment on the 24th of the month. Unless there is a prior arrangement, a charge of £20 will be made for fees outstanding after 24th of the month. Cheque payments will not be accepted after 24th of the month, cash and or BACS payment will be required. Any parent or carer whose fees remain unpaid after 24th of the month, without prior agreement of the Nursery Manager, risks their child's place at the nursery being withdrawn. Any payments that are cancelled or returned from the bank will incur a £25 administration charge, and the parent/carers will be asked to pay by cash and/or BACS payment in future.

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5. Discounts

5.1 A sibling discount is applied to the costs for the eldest child for the jointly attended sessions. All discounts are applied to core childcare provision only and do not apply to extra sessions, nursery lunches or other services.

6. Booking Sessions

6.1 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 holidays or unavoidable nursery closures. Be aware that the number of day's childcare provided each month may vary. Bank holidays and staff training days will not be charged for. Christmas and New Year closure will be deducted from December and January invoices accordingly.

6.2 The Nursery has already adjusted our fees and funded hours to take into account that we are closed during bank holidays and inset days.

6.3 **Changes to your booking before the start date** – Changes that do not reduce the number of sessions booked, to swap days for example, or changes to increase the number of sessions booked, can be made as available and may affect the deposit. Decreasing the number of sessions booked will be reasonably considered and taking into account circumstances, notice, amount of reduction and our other booking requirements. We reserve the right to cancel your booking and withhold all or part of the deposit if the decrease is greater than one full day or two half sessions or there is an unreasonable delay to the start date.

6.4 **Changes to your booking after the start date** – Swapping or increasing sessions can be considered as detailed in the previous point. If we cannot accommodate your request to increase or change sessions, then we can put you on our waiting list or you may wish to terminate the booking giving 8 weeks' notice. Decreases to your booking require 8 weeks' notice. We reserve the right to cancel your booking and withhold all or part of the deposit if the decrease is greater than one full day or two half sessions.

6.5 There is a minimum booking commitment for children aged 1 to 4 years of either two full day or two afternoon or morning sessions. Bookings must be for the same session(s) each week. It is not possible to swap days, so that for example, a normally booked Thursday is swapped for a Friday on a one off or temporary basis (unless agreed by the Manager). Additional days can be accepted as a chargeable extra and subject to availability and advance notice.

6.6 Fees can be paid weekly (however in advance) providing it has been agreed by the nursery Manager.

6.7 If your child's start date is part way through the month then we will invoice for the actual sessions taken and begin the calendar month calculation the following month.

6.8 Fees are reviewed once per year normally between January and February. Any changes to the fee rates will be notified to you at least 8 weeks in advance.

6.9 We are unable to refund fees for sessions not taken due to illness, absence or where the Nursery is forced to close due to circumstances beyond our control.

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7. Additional Charges

7.1 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 and/or at the immediate charge of £5.00, depending on the frequency. Un-notified late collection will be charged at a rate of £10 per quarter hour to cover emergency staffing and other arrangements. In case of default on payment the nursery reserves the right to apply a £50 administration fee for preparation of court papers. 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 two months' notice of increase of fees which will normally be reviewed in April.

8. Termination, cancellation and change of sessions

8.1 Two month notice is required for any change of sessions or termination of agreement. 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. 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 persons dropping and collecting the child(ren) 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 one month will apply.

9. Personal property and belongings

9.1 The nursery cannot be held responsible for any loss or damage to any parents, 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 parent, carer or child are not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home. Sunnyside do not take 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.

10. Accidents and Illness

10.1 The nursery reserves the right to administer basic first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. We will administer prescribed medicines only if parents have completed a Medicine Consent form and a satisfactory reason has been given as to why the medicine is necessary. We may require parents to withdraw their child from nursery in the event that they require special medical care or attention which is not available or it is considered that the child is not well enough to attend nursery.

10.2 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 any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Children who are experiencing vomiting and/or diarrhea must not attend the nursery for 48 hours since the last occurrence of illness. Please refer to our Health Illness and Emergency Policy 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. 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 by which the nursery is bound.

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10.3 It is parents and or carers responsibility to inform the nursery of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the Nursery of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the Nursery of any changes to key information.

11. Staffing

11.1 In all circumstances we strongly advise our staff not to take children to and from the nursery. However, if a member of staff is asked to take a child home in or out of Nursery hours it is the responsibility of the parent to ensure that the driver has appropriate insurance that the car is road worthy and that car seats are available. The Nursery requires written confirmation from the parent/carer of the child being taken home by a member of staff.

11.2 We strongly advise our staff not to 'baby-sit' outside Nursery hours. However, this is a contract between parent/carer and the member of staff. Arrangements must not be made on or around the nursery grounds and the Nursery takes no responsibility.

12. Health, Safety and Absence

12.1 It is understood that the Nursery is under an obligation to report to the appropriate authorities any incident where we consider a child may have been abused, neglected, long absences or in some other way harmed either physically or emotionally. This may be done without informing the parent or carer, in accordance with our Safeguarding Children Policy. Any out of setting accidents and/or concerns are recorded and both parties (nursery and parent/carer) are required to read and sign safeguarding forms.

12.2 At times intimate care is provided by our staff and can include feeding, washing, dressing, toileting and nappy changing. In instances where a parent or carer has requested that a particular member of staff perform certain activities, other members of staff will be informed and a full explanation given. Naturally, any confidentiality will be observed. Furthermore, the Nursery will ensure that practitioners' employment rights are not infringed.

12.3 All Nursery snacks are prepared on site with consideration to provide a well-balanced diet. Vegetarians and special dietary requirements are catered for. Please ensure you keep us notified about your child's dietary needs and preferences. Please label all containers.

12.4 The Nursery provides a car park when dropping and collecting your child. Please ensure your child is supervised at all times in the car park. Do not park close to the buildings obstructing and/or limiting entry/exit and be aware of your speed. The Nursery is not liable for any accidents or injury whilst parents/carers are using the car park.

12.5 Children should come in comfortable day clothes, which are free from restriction; joggers and plain top. Please avoid 'designer' clothes as accidents can happen. Two changes of clothes should be provided, in a labelled bag. Please label your child's clothes to help avoid items going missing or being misplaced. The Nursery does not accept responsibility for accidental injury or loss of property, although we take very good care of child property whilst in the Nursery. In addition to this children should attend the nursery clean (body, hair, nails, clothes, nappy etc) and appropriately dressed (for weather, comfort etc).

12.6 The Nursery does maintain those insurances required by law. Details are posted in the Office Area and Main Office.

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12.7 The Nursery acknowledges its duty of care to uphold the Statutory Guidance issued under section 29 of the Counter Terrorism and Security Act 2015, the central function of which is to take due regard to our role in assisting the prevention of adults and children in our care from being drawn into terrorism or radicalisation. All staff are trained to act accordingly in order to safeguard and maintain the wellbeing of our children, their families and the wider community.

13 Security and Publicity

13.1 At times we photograph the children taking part in their activities. Imagery is never published without the consent of the parent or carer. Our guidelines are as follows (1) Photographs in the Nursery are only taken with Nursery cameras or authorised devices such as Tablet, computers. (2) Staff mobile phones with or without cameras are not allowed in the playrooms or the garden whilst children are present. (3) Photographs taken of the children are stored on the Nursery computer for a minimal period and are password protected. (4) Photographs are vetted for suitability before being printed or published. (5) All children are dressed appropriately before pictures are taken. (6) No photographs are taken in sensitive areas such as toilets or nappy changing rooms. (7) Parents/cares and visitors are not to use their mobile phones within the Nursery premises unless absolutely necessary and in an area away from children. If you do **not** wish your child to be photographed please inform the Nursery in writing.

13.2 If your child is going to be collected by someone other than yourself the Manager will require prior notification and an agreed password. It is the responsibility of parents to keep us informed of any changes in contact numbers, addresses, collection persons, diary requirements and removal of consent.

13.3 Under no circumstances will the child be allowed to leave Nursery with anyone unknown to Nursery staff unless the parent or carer has previously arranged this. If the parent / carer have made alternative arrangements by telephone, the Nursery will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the Nursery. A list of responsible adults who are authorised to collect the child should be given to the Nursery Manager, parents are still required to inform the nursery who is picking up their child. The Nursery does also use a password system for entry to the building.

14 Other

14.1 If you have any complaints about the service that we are offering, can you please in the first instance contact your child's keyperson, then the Nursery Manager or Proprietor, and in the final instance, Ofsted – details provided at main entry.

15. Agreement

15.1 Acceptance of this agreement is implicit when you sign our registration form and applies to all parties noted on the booking form, irrespective of whether the secondary parties have signed the form. We reserve the right to update / amend these Terms and Conditions at any time. One month notice will be given of any changes made. The nursery is operated by Sunnyside Nursery Luton Ltd.

15.2 We would respectfully request that if parents / carers experience difficulty in fulfilling any of the conditions of this agreement, that they contact the Nursery Manager or the Proprietor as soon as possible. We will do our very best to resolve the issue. Thank you.

15.3 If necessary Sunnyside Nursery are pleased to explain this Agreement and in any case understanding is sought during Family Induction.

Symptoms of a respiratory infection including COVID-19

Terms & Conditions

Home/Nursery Agreement Addendum

This is a copy of the respiratory infection including Coronavirus Terms and Conditions which are to be read in conjunction with the Contract and Terms and Conditions documents. New procedures for attending nursery are in place and must be followed. These will be in place from June 2022. These terms and conditions are in addition to the main terms and conditions and have been added in light of the coronavirus covid19 pandemic of 2020. All existing terms and conditions remain in place unless specifically noted below.

By bringing your child into nursery you are agreeing to these terms and conditions.

Amendment to Terms and Conditions

- Parents and/or visitors may only enter the nursery if they have an appointment. Only one parent/carer/visitor may be seen at any one time, unless otherwise arranged.
- Parents and/or visitors must wash their hands and/or use hand sanitiser when entering and leaving the nursery building.
- Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.
- Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.
- Adults with covid-19 symptoms will not enter the nursery site at any time and are advised to follow current Government guidelines: www.gov.uk/coronavirus
- We encourage all households to get tested if they have symptoms of the coronavirus covid-19. Test results **MUST** be shared with nursery staff.
- If any child or member of staff test POSITIVE for Covid-19 we will follow current Government guidelines: www.gov.uk/coronavirus
- Closure due to covid-19 may be charged at the usual rates. This enables our Nursery to continue to be financially viable.
- Sunnyside will confirm via email and 'Parent Group Chat' any closures and/or changes to sessions due.
- In any event all current isolation periods (non-isolation periods) for covid-19 can be found on the NHS website: www.nhs.uk and/or www.gov.uk

Symptoms of a respiratory infection including COVID-19

Terms & Conditions Continued...

Additional Terms and Conditions:

These are in addition to the Terms and Conditions in the main document and including the amendments above.

- All families and staff members will follow all guidelines released by the Government regarding respiratory infection including covid-19. In particular all families, family members and staff members will follow the social distancing guidelines (if any apply).

Sunnyside Nursery reserves the right to refuse admittance to any child from any family who do not accept our Terms & Conditions and/or who are not following Government 'infection control' guidelines. This refusal to admit a child may happen in person at the main door, and the period of non-admittance will be confirmed by letter/email within 24 hours of a verbal refusal. Refusal to admit a child to a chargeable session does not mean that session will not be charged for.

I (Parent(s) have read and understand these Terms and Conditions and agree to be bound by them:

Parent (print name): Parent Signature:

Date:

I (Staff member) confirm full completion of child application form and Terms & Conditions discussed:

Staff member (print name)..... Staff Signature:.....

Date:.....