

REGISTRATION FORM AND PARENT CONTRACT

Please return to:



Kippax Ash Tree Primary School
Kippax
Leeds, West Yorkshire
LS25 7JL

Reference no. (given using the website <https://www.childcarechoices.gov.uk/> when you check your eligibility and apply online):

CHILDS DETAILS

Boy Girl Gender Unknown

Child's full name: _____

Known as: _____ Date of Birth: _____

Birth Certificate/Passport Number: _____ Ethnic origin: _____

(we need to see a copy please)

(broad ethnic group not place of birth)

First Language: _____ Other languages: _____

MEDICAL DETAILS

Doctors name: _____

Practice address:

Telephone Number: _____

Health Visitor: _____

Telephone Number: _____

Are all Immunisations up to date: Yes No

If no: state exceptions: _____

Any Special Needs or other information we may need to care effectively for your child (please detail):

Any Special Medical Needs (please detail):

Any Special Dietary Requirements (please detail):

Any Allergies (please detail):

Please detail alternative food (if appropriate) and any medication control (if appropriate)

Please indicate your child's attendance pattern (15 Hours or 30 Hours)

15 hours a week

Monday 8:45 – 3:15, Tuesday 8:45 – 3:15, Wednesday 8:45 – 11:45. Lunchtime between 11:45 – 12:15 is chargeable at £4.20 per day including a school dinner or £2.00 per day with lunch provided from home.

Or

Wednesday 12:30 – 3:15, Thursday 8:45 – 3:15, Friday 8:45 – 3:15. Lunchtime between 11:45 – 12:15 is chargeable at £4.20 per day including a school dinner or £2.00 per day with lunch provided from home.

30 hours a week – if eligible and relevant code is given to school

Monday to Friday 8:45-3:15. Lunchtime between 11:45 – 12:15 is chargeable at £4.20 per day including a school dinner or £2.00 per day with lunch provided from home.

PARENT / GUARDIAN DETAILS

We need to have the details of all persons who have Parental Responsibility & Legal Contact along with those who have permission to collect the child and those who may be contacted in an emergency

PARENT / GUARDIAN

Full name: _____

Salutation: Mr Mrs MS Dr Other _____

Address: _____

NI Number _____

Date of Birth _____

Parental Responsibility: Yes No

Who does the child live with: _____

Telephone Numbers

Home: _____

Work: _____

Mobile: _____

Email Address: _____

If working please give details below:

Employers Name & Address:

PARENT / GUARDIAN

Full name: _____

Salutation: Mr Mrs MS Dr Other _____

Address: _____

NI Number _____

Date of Birth _____

Parental Responsibility: Yes No

Home: _____

Work: _____

Mobile: _____

Email Address: _____

Employers Name & Address:

Please provide details of any other person with Parental Responsibility:

AUTHORISED TO COLLECT

Names and telephone numbers of any other persons who have permission to collect your child regularly

Full name: _____ Full name: _____

Home: _____ Home: _____

Work: _____ Work: _____

Mobile: _____ Mobile: _____

EMERGENCY CONTACT

Names and telephone numbers of appropriate adults who may be contacted in time of emergency if you are not available

First

Full name: _____

Home: _____

Work: _____

Mobile: _____

Second

Full name: _____

Home: _____

Work: _____

Mobile: _____

PASSWORD

Please provide a password that may be used to authorise an emergency collection _____

PARENT CONTRACT

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

This is a contract between the Governors and the Headteacher of Kippax Ash Tree Primary School Nursery (referred to as 'the Nursery') and the Parent(s) or legal Guardian (referred to as 'the Parent') of a child (or children) that is enrolled at the Nursery.

The Nursery: -

1. Is part of The Brigshaw Learning Partnership.
2. Will be known as the Kippax Ash Tree Primary School Nursery' and will operate from Kippax Ash Tree Primary School, Gibson Lane, Leeds, LS25 7JL.

The Contract: -

- a) Children can access the Nursery from the term after they turn 3 subject to availability of places.
- b) All payments for lunchtime care and school lunches must be paid for in advance of the session.
- c) Additional sessions for children on 15 hour contracts are available subject to availability and are charged at £12 per 3-hour session which again must be paid for in advance. The lunchtime session is charged in addition to this.
- d) Early Years Nursery Education Scheme places or special short-term contracts are available, subject to agreement and availability of places.

HOURS OF OPERATION

Monday to Friday 08:45 to 15:15 during Leeds City Council published Term Time dates.

SESSION FEES

Session fees are charged at the prevailing fee schedule. The setting reserves the right to increase said fees at any time giving one calendar month's notice of the proposed increase to parents / guardians. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days, but we will try to accommodate swapping of days in cases of emergency or under special circumstances

PAYMENT POLICY

Parents agree that all fees will be paid in advance. Additional sessions must be paid for in advance of the session taken. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days and holidays booked.)

Payments for fees can be made via our online payment system or in cash at the School Office.

ILLNESS POLICY

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

LATE ARRIVAL/PICKUP POLICY

Please advise the nursery immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 15:15 (or 11:45 on Wednesdays for 15-hour contract children). If you are not able to pick up your child by these times alternate arrangements must be made.

Please notify the nursery if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. The password must be used.

TERMINATION

Kippax Ash Tree Primary School Nursery reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in my care.

WITHDRAWAL

Parents agree that a minimum notice of one full month (notice to given in writing) will be given for permanent withdrawal of, or reducing hours of any child from care. The responsibility is of the parents to ensure that the notice has been received by the office. No exceptions will be made.

HEALTH & SAFETY

Any health & safety queries please arrange to meet with the Nursery Manager. We would ask all parents to make sure doors are closed when entering or leaving the building and that they are mindful of little fingers. If the nursery has to close due to any health and health & safety and illness reasons including bad weather, fees will not be charged during the period closed.

POTTY TRAINING

Children must be toilet trained before they start at Kippax Ash Tree Nursery unless there is a medical need and therefore an Intimate Care Plan will be put in place for your child following a meeting with our school SENCO.

PARENT CONTRACT continued

BEHAVIOUR MANAGEMENT

If a child's behaviour is seen to endanger others and all routes according to our Behaviour policy have been adhered to Kippax Ash Tree's Primary School Nursery will take advice from the local authority and arrange a meeting with the parents to discuss the options available.

WHAT TO WEAR

Children should wear the Kippax Ash Tree school uniform. To aid independent toileting children can wear navy or black jogging bottoms or leggings if they wish. The Nursery also requests that each child is provided with a pair of Wellington boots, a set of waterproofs and a coat which is clearly labelled. Children should also bring a set of spare clothes in a bag to keep on their peg.

DATA PROTECTION

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

SAFEGUARDING

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

PARENT CONTRACT continued

CONSENTS

Emergency first aid

Do you give permission for emergency First Aid and for staff to seek further medical advice or medical intervention in an emergency or if your child falls seriously ill whilst in the care of Kippax Ash Tree Primary School Nursery? Yes No

Emergency medical treatment

I give my permission for a member of staff to accompany my child to hospital in an ambulance should the need arise. I understand that all medical decisions in my absence are the responsibility of medical professionals and that I will be contacted as soon as possible. Yes No

Sun cream

I give permission for sun cream to be applied to my child. Yes No

Photographs

I agree to photographs/Video clips being taken of my child within the Nursery environment to be used on the school website, Facebook page, Twitter, nursery class page blog and assessment. Yes No

Learning Journey's

I agree that my Child/children's learning journey may be taken home by their key person to be worked on outside of nursery hours. Yes No

Administer Medication

See school medicine policy. Yes No

Face Paints

I give permission for my child to have his/her face painted whilst at the nursery. Yes No

Website

I give permission for photos of my child/children to be used on the nurseries website. Yes No

Seasonal Food

I give permission for my child to have seasonal/festival snacks in Nursery E.g. pumpkin soup, Christmas party food, Chinese new year, baking biscuits etc. Yes No

Soiled underwear

I give permission for Nursery Staff to throw away heavily soiled underwear Yes No

ACCEPTANCES

a. The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect.

b. The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

This agreement must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees

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

SIGNED: _____ PRINT NAME: _____ DATE: _____
(Parent/Legal Guardian)

SIGNED: _____ PRINT NAME: _____ DATE: _____
(Parent/Legal Guardian)

SIGNED: _____ PRINT NAME: _____ DATE: _____
(On behalf of Kippax Ash Tree Primary School Nursery) Terms and Conditions are subject to change without prior notice.