



**Broadstone Christian Nursery Ltd.**  
**161 Lower Blandford Road**  
**Broadstone**  
**Dorset BH18 8NU**

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*‘Celebrating an OUTSTANDING Ofsted 2009 & 2015’*

### Registration form

#### Child’s details

First name|(s) ..... Surname.....

Known as ..... Date of birth .....

#### Please specify the following:-

Religion..... Ethnicity ..... Nationality.....

Languages spoken .....

Start date ..... Collection Password.....

Estimated leaving date for school.....

Previous/existing childcare.....

Is your child subject to (PEHA) Poole Early Health Assessment yes / no

If so name of Family Outreach Worker.....

Religion..... Language .....

Ethnicity..... Nationality .....

Second language (if any) .....

#### Main parent / carer

Mr/Mrs/Miss First Name ..... Surname.....

Home tel..... Mobile.....

Email address .....

Home address.....

..... Post code.....

Employer's name ..... Work tel.....

**Secondary parent / carer**

**Parent/carers** Mr/Mrs/Miss ..... First name ..... Surname.....

Home address (if different from above)

.....

..... Contact tel.....

Employers name ..... Work tel.....

Name(s) of other people who may collect your child.....

.....

**How did you hear about the nursery?** Recommendation / Dr's surgery / web search / advert

**Would you like a home visit before your child commences at nursery** yes / no

**Emergency contact details**

Name.....Relationship.....

Tel nos. ....

**Doctors details**

Surname.....

Surgery address.....

..... Tel: .....

Name of Health Visitor.....

Permission given to contact and exchange information with other professionals / providers about your child (if applicable) yes / no

**Permission granted for the following:-** (please tick all those that apply)

Outings            Photo on web site            Photo in brochure            Photo displayed in nursery

Face painting            Hypo allergic sticking plaster            Food tasting            Cooking activities

Change of clothes            Nappy cream            Vaseline            Sudocrem

**I give / do not give permission for my child to have sun cream applied that I will supply**

All administrating of medicines see separate forms in nursery

**I agree/ do not agree** to the nursery administering first aid on my child and if necessary seeking treatment from a doctor or hospital **and emergency treatment**

**I give / do not give** my permission for you to inform who ever collects my child from nursery information about them.

**Allergies** (please list it is very important that we are aware of any. If none please state none.)

.....

.....Signed by parent .....

**Dietary** (please list any special requirements if none please state none known)

.....

.....Signed by parent.....

Any other preferences or information we need to be aware of

.....

.....

Does your child have any additional needs or receive any SEN support? Yes / no If yes please give details

.....

.....

**Immunisations:-** (please tick and add dates My child has been immunised for the following:-

Measles(MMR) Mumps (MMR) Rubella (MMR) Scarlet fever Whooping cough

Diphtheria (DTap/IPV/HiB) Polio (DTap/IPV/Hib) Tetanus (Tap/IPV/HiB)

HIB (DTap/IPV/HiB) Meningitis C (MEN C)

**Medical** (please tick all that apply and date) my child has had the following:-

Measles Mumps Rubella Scarlet Fever Diphtheria Polio Tetanus HIB

Meningitis C Whooping cough Pneumococcal PCV ROT

**Additional information**

Please indicate your reasons for choosing our Nursery

Location      Staff      Price      Ofsted      Recommendation      Other

**Nursery opening hours:- 8.00am – 18.00pm Please see separate sheet**

**We are open 49 weeks of the year. No charges for Bank Holiday. Full fee charged for sickness.**

**I will provide my child’s original birth certificate on my child’s initial settling in session.**

**I understand that fees must be paid by 28<sup>th</sup> of each month. Late charges will apply after that date.**

**If your child is entitled to the Government funding which is at present for a maximum 15 hours a week you will be invoiced for the additional time at nursery if over the 15 hours. The funding can also be spread across the year.**

**30hrs funding – if your child is entitled to the 30 hours please complete the online form to access the code – see tax credit letter attached.**

Quote from the Government's latest report to providers and Local authorities recently released *“Government funding is intended to deliver 15 or 30 hours a week of free high quality childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities. Parents can also expect to pay for other consumables (the list is endless paint, paper, tissues, toilet rolls, paper towels, resources, photos, all about me books, cooking....) or additional activities offered by the provider.” Dfe also state “Private, voluntary and independent providers are free to set own criteria for the admission of children. We recognise that there is no ‘one size fits all’ approach.”*

**Although this is voluntary there is no way we can remain sustainable without the additional charges. The funding we receive from Poole is below £4.00 an hour and will remain at this rate until 2020.**

**Please note that we will offer the 30 hours only across the whole year which equals to 22.5 hours per week for term time only children as well as all year round.**

**I have discussed the free entitlement with the manager and how it is implemented at the nursery and fully understand what the additional charges are for.**

**Signed by both parents .....**

**Date.....**

I would like the following sessions for my child:-

	<b>AM 8.00am or 8.30 am – 12noon please state time</b>	<b>PM 12.30pm – 16.00 Pm or later Please state time</b>	<b>Whole days Please state time from and till eg 8.00am – 16.30pm</b>
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			

A minimum of two sessions is required per week

**Term time only yes / no**

**Please note that one months notice of withdrawal is required / or months fees in lieu of notice.**

**If you need to decrease your sessions please note that a month's notice is required.**

**Please note that if your child is funded then a term's notice is required for withdrawal or reducing sessions/hours to fall in line with the Borough.**

This information is for the sole use of the Nursery in it's administration of your child's place at the nursery. It will remain confidential as required by Ofsted. All information will be retained and used in accordance to the Data Protection Act and will not be passed to any third party unless the nursery is legally required to do so by UK legislation in the course of carrying out its statutory duties under such laws.

**I have read and agree with the nursery conditions**

**I enclose a non refundable registration fee of £30.00**

**Signed by both parents.....**

**Date.....**

## Terms and conditions

### 1. Child care places and bookings

- a) **Prior to allocating a places for your child at the nursery we need to receive a completed application form with the stated non refundable registration fee.**
- b) **In order to secure a place at the nursery a minimum of two sessions a week must be booked.**
- c) **To secure a place please return the completed registration form and non refundable registration fee to the nursery. If you wish a place to be held for you until a later date then we will invoice you for 50% of the fees to cover the cost of holding a place.**
- d) **Once you have received written confirmation from the nursery that a place has been reserved for your child**
- d) **Should you wish to reduce you child's session if more than two per week then a months notice is required where possible. Or if funded a terms notice.**
- e) **If you only want term time childcare then you must clearly state that on the form prior to your child commencing at the nursery.**

### Fees

- a) The registration fee is paid by cheque or in cash before the child starts.
- b) Payments can be made direct through the bank, by cheque or cash
- c) Fees can be paid in advance ie. Termly
- d) You will be invoiced at the beginning of each month
- e) Fees to be paid by the 28th of each month or as arranged with the manager
- f) A charge of £10.00 will be made for each week your fees remain unpaid after the months end.
- g) If payments via the bank are cancelled or returned then a fee of £20.00 will be made to cover the costs
- h) Charges for additional sessions / hours will be invoiced separately
- i) All sessions booked must be paid for, regardless of whether your child attends. No refunds will be given for sessions missed due to holidays or illnesses.
- j) No fees will be charged to you when the nursery is closed ie. Bank holidays
- k) If you are more than one month in arrears with you child's fees then a payment plan will be put in place. Should this not be cleared by the agreed date then your child's place will be terminated.
- l) If you are late collecting your child then a late collection fee will be charged of £5.00 for every fifteen minutes after your child's session has ended .
- m) Our fees are reviewed annually. A minimum period of four weeks notice will be given to you.
- n) We are registered to claim the Nursery Free entitlement on behalf of children aged three and four years who do not attend Local education Authority classes. The free entitlement is paid direct to us and you will then be invoiced for the additional services. The Government funding is at present for 15 hours a week for 38 weeks of the year. You will therefore be charged for all additional services and hours. Snack may be charged at £1.00 per da

- o) We accept childcare vouchers which are then credited to your invoice each month.
- p) Sessions are provided as half days. Extra sessions may be booked if spaces allow and invoiced accordingly.
- q) Regular booked sessions cannot be swapped, however you may book extra sessions providing we have space. Once extra sessions have been booked they cannot be cancelled and will be charged.

### **Absences**

- a) Please notify us if your child is going to be absent.
- b) Please notify us at least one month in advance of any holidays when your child will not be at nursery.

### **Opening times**

The nursery is open 48 weeks of the years. We are closed for one week at Easter, one week the end of August and two weeks at Christmas as well as on all Bank Holidays.

### **Sickness**

Please refer to our sickness policy.

**No** sick child can be admitted to the nursery under Ofsted guidelines and if your child falls sick during a session and causes a concern, you or the identified person will be contacted.

### **Hot food**

Hot lunches can be provided upon request at an additional charge.

### **Health and Safety**

- a) Refer to our Health and Safety procedures
- b) We are registered under part XA of the Children's Act 1989 and are legally bound to follow the national care standards as set down by Ofsted.
- c) You accept that the nursery and staff are under a duty to and will without reference to you report any suspicion of a child having been abused or neglected to Social Services.

### **Policies and procedures**

Copies of these are available on request. A set is available also in nursery for you to read. These form part of our nursery's terms and conditions which we ask that you comply with. By accepting a place for your child at the nursery you are entering into a contract and acknowledge that you have read and accept the terms and conditions.

### **Notice**

The nursery requests one month's notice if possible to terminate a place or a month's fees in lieu.

The nursery requests the right to terminate a child's place for non payment of fees.

### **Liability**

- a) The nursery aims to provide a high quality childcare establishment for your child
- b) We accept no responsibility for your child whilst in your care on nursery premises.
- c) We accept no liability for any damage to your vehicle or loss of personal belongings whilst parked in the nursery grounds.

I / we agree to keep the nursery updated with any changes of information relating to my child,

I / we agree to the terms and conditions as set out above.

The nursery reserves the right to amend the policies and procedures as appropriate at anytime, giving parents at least one months notice.

**Both Parents/carers to sign this contract**

Both Parent/carer name..... Signature.....

Child's name..... .Date.....

