Mackenzie Drive

Folkestone

CT20 3LR

01303 278442

Shorncliffe.nursery@gmail.com



|  |  |
| --- | --- |
| **Childs Full Name:** | **D.O.B** |
| **Child known as:** | **Gender:** |
| Ethnicity | Nationality |
| Country of Birth | Religion |
| Childs First Language: | Childs Second Language: |
| Address:Post Code:  |
| **Parent/Carer with Legal Responsibility** | **Parent/Carer with Legal Responsibility** |
| Name: | Name: |
| Relationship to child: | Relationship to child: |
| Place of work: | Place of work: |
| TEL: | TEL: |
| Email: | Email: |
| Date of Birth: | Date of Birth: |
| National Insurance Number: | National Insurance Number: |

|  |
| --- |
| **Emergency Contacts/ people who may collect your child- (Different from Above)** |
| Name: | Name: |
| Address: | Address: |
| TEL: | TEL: |
| Relationship to child: | Relationship to child: |
| Password to be used, if you are unable to collect your child— |

|  |  |
| --- | --- |
| Doctor: | Health Visitor: |
| Address: | Address: |
| TEL: | TEL |
| **Has your child any Diet needs or Allergies?** |
|  |
| **Does your child have any health problems or disability?** |
|  |
| **Has your child ever has a convulsion?** |
| If yes please give details |
| **Does your child attend or previously attended any other setting? Or local Children’s Centre?** |
| If so please give details |
| **Does your family have help or support from social services/health visitor or early help team? (please include previous help)** |
|  |

|  |
| --- |
| **Required Start Date in Nursery:** |
|  |
| **Sessions Required (please Tick)** |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning 9-12 |  |  |  |  |  |
| Afternoon 12-3 |  |  |  |  |  |
| Full Day 9-3pm |  |  |  |  |  |

**Emergency Medical Treatment**

In the case of an emergency, I agree to my son/ daughter receiving medical treatment deemed necessary by the medical authorities attending, this includes aesthetic. In all cases parents and carers will be informed as soon as possible:

Parents Signature……………………….

Name ………………………………………

Date ………………………………………..

**Sun Cream & Plasters**

During the hot summer months the children will be spending short periods of time outside. Shorncliffe Nursery can apply your own sun cream to your child with your permission. Please provide the nursery with a bottle of sun cream you wish to be used, and kept at nursey for re application during your child’s session. Hats and other sun protection can also be brought in as you wish too. We will provide a hat for your child for outside play.

The nursery uses non fabric plasters for minor cuts and bumps. I give permission for Shorncliffe nursery to apply a plaster to my child if needed & apply my chosen sun cream as and when required to my child ………………………………..

Parents Signature……………………….

Name ………………………………………

Date ……………………………………….

**Photographs**

There are times where the Nursery would like to take photographs of the children. The photographs may be used for the benefit of the Nursery, this may include, displays advertising or promotions. The Nursery also has the opportunity to have professional photographs taken of your choice at specific times of the year.

I give my permission for Shorncliffe Nursery to take my child’s photograph

I also give my permission for Shorncliffe Nursery to allow a professional photographer to take my child’s photo with staff present within the nursery

Parents Signature……………………….

Name ………………………………………

Date ………………………………………..

**Caterpillar Room - 2 – 3 Year Olds.**

The nursery works with the local health visiting team and to receive the best care for your child, share information to help us with your child’s development.

Please let your child’s key person know when they will be having their 2 year old check, The nursery will provide you with a written summary of your child’s development to share at this health visitor check-up. We also ask that you bring a copy of the health visitors report into nursery to share with your child’s key person. This allows multi agency working and the best development steps for your child.

I give my permission for my child’s information to be shared with my health visitor.

Parents Signature……………………….

Name ………………………………………

Date ………………………………………..

My appointment date for the 2 year check with the health visitor is:……………………………………………………………

**Social Media**

Many nursery parents asked for a nursery Facebook page, allowing them to see different activities that have happened over the week. Also allowing parents who are currently away for long periods to keep up to date with their children’s activities and things the nursery offers.

The nursery does now have a nursery group & page. **Please search @NurseryShorncliffe**

**The nursery will not be posting pictures of any child to the site without your permission to do so, please note the pictures will always be checked for safeguarding concerns before uploading.**

* If you would like to see pictures of your child then please complete the slip below.
* If you do not sign this permission letter you do not wish for your child’s picture to appear, and no photo’s will be used.

I would like my child’s name and photo to be used on the “Shorncliffe Nursery” social media group. I understand that the nursery will only use appropriate photos of my child which comply with their safeguarding policy.

Parents Signature……………………….

Name ………………………………………

Date ………………………………………..

**Outings**

Shorncliffe Nursery recognises the importance for children’s learning and development outside of the Nursery setting. The Nursery management have identified the need for children to have more access to particular resources close to the Nursery. We would like to take your child on small trips to visit local places. These may include the library, bakery or greengrocer.

Each small outing will consist of:

* Parents will always be informed of our trip and time in advance.
* A risk assessment before the trip by Nursery management to identify any potential risks.
* With every outing a first aider will be present at all times, along with child details, mobile phone and first aid kit.
* Suitable food and drink will be taken for each child
* Staff ratio’s will be maintained at all times- more staff are always present on outings.
* Pushchairs - please speak with your child’s key person if you would like them to be in a pushchair- this option is available.
* Nursery manager will be present
* Any outings involving transport will be discussed with parents two weeks before the trip

Parents Signature……………………….

Name ………………………………………

Date ………………………………………..

**Privacy notice permission required:**

|  |  |  |
| --- | --- | --- |
|  | yes | No |
| My Childs name and date of birth used on their progress tracker  |  |  |
| Pictures of my child to be used around the play room to demonstrate different skills and their own voice (including hall display boards) |  |  |
| Observations to be taken and used within my Childs unique learning journey |  |  |
| Pictures to be taken and used within my Childs unique learning journey |  |  |
| A picture of my child and their name above their unique peg |  |  |
| A picture of my child and their name on their unique room tray |  |  |
| To appear in room based activity books (such as a cook book, our favourite toy book) |  |  |
| My Childs information shared with the school/nursery of our choice, during transition times. |  |  |
| My Childs enrolment form to be taken on nursery outings for emergency use only. |  |  |
| My Childs name, date of birth and start date within the nursery kept securely on a play room list. Or birthday board within the nursery. |  |  |
| **I give my permission for my above requirements** | **Please sign here** |

**Shorncliffe Nursery Fee & Funding Structure**

At our nursery we believe in open communication with all our parents/carers and staff and are therefore presenting this fees structure in order to ensure that everybody fully understands our charging. Our free structure is fully inclusive of all drinks/snacks. We are open 38 weeks of the year, closing on bank holidays. Our fee’s do not include any outings, or celebrations**.**

**Fees:** Fees are payable daily- weekly or termly in advance, in accordance with rates at the time. Fee’s are reviewed annually, or in the event of any change of practice. Any changes to current rates will be advised in writing, the term before any changes.

|  |  |
| --- | --- |
| **Morning 3 Hour Session 9-12pm** | **£14.50** |
| **Morning & Lunch session 9-1pm** | **£19.50** |
| **Afternoon 3 Hour Session 12-3pm** | **£14.50** |
| **Full Day 6 Hour Session 9-3pm** | **£28.00** |

**Illness and Absence**: Fees still need to be paid regardless of if your child is absent (Sickness) -No refund will be given in the event of a child’s absence due to illness, or any other reason. Fee’s will still be payable

**Holiday:** With prior notice of two weeks, you may request a holiday, where fees will not be charged. Authorisation from the nursery will be required, a maximum of two weeks per year, per child.

**Closures**: Should the nursery be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session if they have already made payment, or have it discounted form their next invoice.

**Late Pick Up:** Children need to be collected promptly at the end of the session. Should a parent fail to collect their child within 15 minutes a late collection fee will apply of £5.00 per every 15 minutes will occur.

**Change of sessions required** Parents can request to change their child’s hours (paying or funded) at the end of each term, for the start of the next term, if the nursery has spaces available. Parents of children receiving funding are required to sign a declaration each term.

**Payment Methods:** Invoices can be settled by cash, cheque made payable to Shorncliffe Station Nursery School, online payment –Shorncliffe Station Nursery School Account –82475634 Sort Code 40-16-11 or by childcare vouchers- please let the nursery manager know your preference.

**Ending your agreement**: If you require to cancel your childcare sessions, you will be required to give the nursery 4 weeks’ notice. Fees are payable until this date.

**Two Year Old Funding**

A child is eligible if:

* they come within the criteria used to determine eligibility for Free School Meals
* their families receive Working Tax Credits and have an annual gross income of no more than £14,500 per year
* they have a current statement of Special Educational Needs or an Education, Health and care plan
* they are entitled to Disability Living Allowance
* they are looked after by a local authority
* they are no longer looked after by the local authority as a result of an adoption order, a special guardianship order or a child arrangements order which specifies with whom the child lives.

Eligible children can start claiming after they turn 2, depending on when their birthday is.

The early education for 2 year olds is universal and offers 570 hours a year over no fewer than 38 weeks, the nursery makes sure the child has 38 of each day of the week available to them. At Shorncliffe Nursery offers 15 hours a week completely free, between Mondays to Friday 9-3pm. Hours over 15, will be invoiced to the family.

A child must fall into the relevant dates which apply from their date of birth; children can be enrolled appropriately throughout the term as a rolling program.

**15 Hours- for 2 & 3 year olds**

The nursery offer’s funding for eligible 2 and all 3+ year olds. Each child who is eligible 15 hours a week funding, are offered a core offer of 570 hours universal free early education. This is delivered across 38 weeks each year, the nursery offers sessions of:

Morning 9-12 pm (3 hours)

Morning with Lunch session 9-1pm (4 hours)

Afternoon 12-3pm (3 hours)

Full day 9-3pm (6 hours)

Parents/carers may choose how you wish to accept your 15 hours a week universal free early education from the above sessions as they wish to across a week completely free, to the maximum of 15 hours.

The nursery provides families and children with 38 of each day of the week. A yearly term date calendar is available each September or on request. Each parent’s newsletter will also contain this. A copy of each newsletter is on the notice board in the main hallway. This is updated each September.

**30 Hours**

The nursery offer’s 30 hours a week extended free early education for eligible 3+ year olds. Each child who is eligible for 30 hours a week funding, are offered a core offer of 1140 hours free childcare per year. This is delivered across 38 weeks each year, receiving Monday – Friday 9-3pm funded extended free early education sessions.

The nursery is open, term time only: **Monday to Friday - Sessions Available**

* Parents/carers they may choose which days, or how many sessions per week their child attends.
* The nursery does not charge a child registration fee or deposit
* Parents/carers are still required to pay if a child is sick and does not attend the sessions
* Parents can request to change their child’s hours (paying or funded) at the end of each term, for the start of the next term, if the nursery has spaces available. Parents of children receiving funding are required to sign a declaration each term.
* Additional sessions above the 15 hours funding, can be paid to increase children’s sessions per week.
* Parents/carers can access their funding, 15 or 30 hours completely free of charge
* Children must attend headcount weeks in nursery

Information for parents is available on the Kent Children & Families Information Service website. Kent.gov.uk/freechildcare

In Kent, children become eligible to claim their free early education from:

| **A child born between:**  |  |
| --- | --- |
| 1 April - 31 August (inclusive)  | The start of term 1 following their third birthday (after summer holidays) until statutory school age.  |
| 1 September - 31st December (inclusive)  | The start of term 3 following their third birthday (after Christmas/New Year holiday) until statutory school age.  |
| 1 January - 31st March (inclusive)  | The start of term 5 following their third birthday (after April holiday) until statutory school age.  |

**Child Enrolments**

Shorncliffe Nursery has a first come, first serve admissions policy. Parents/carers are asked to put an application on the waiting list if needed and they will be called as soon as a space in the correct room for their child becomes available, regardless of what funding or non-funding the parent, carer is receiving. Shorncliffe Nursery will strive to include all children from the service families, local community and local authority fairly and inclusive. Families that are entitled to a free educational place are not guaranteed a space within the Nursery. The local authority will check your personal details to determined eligibility for universal or extended free early education the funding, all information I held confidentially and is not passed on to anyone else.

Families are reminded that you may take up early education at another provider until your child reaches compulsory school age. You may split your funding between 2 settings – please make the nursery aware of this. Should you require more than 15 hours a week- parents will be then invoiced if a fee is required. This will be signed & dated before a start date is given.

You will only receive an invoice should you need to pay any fees. Statements are available to every parent to show how their free funding is delivered yearly.

* **Children must be attending during the designated headcount weeks of the academic year to continue to claim their funding.**
* **The nursery must see proof of the legal names and date of births/passports of all children to ensure eligibility**
* **Parents must sign this agreement, enrolment form & funding agreement showing hours they wish to claim.**

A full list of term dates is available every September or upon request, on the termly newsletters and on the parent’s notice board.

**I have read and understood the fee & funding structure given by Shorncliffe Nursery**

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |
| **Childs name** |  |

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**Staff use only**

|  |  |
| --- | --- |
| Birth certificate witnessed by: |  |
| Birth certificate number: |  |
| Date seen |  |