



# Bury St Edmunds Day Nursery & Pre-School Registration Form

**PLEASE USE BLOCK CAPITALS TO COMPLETE THIS FORM**

	Child 1	Child 2
Nursery room required:	Babies Toddlers Pre-school	Babies Toddlers Pre-school
Childs first name:		
Childs surname:		
Known as:		
Childs date of birth:		
Copy of birth certificate must be supplied	<input type="checkbox"/> Copy submitted	
Sex:	Male	Female
Home address:		
Childs ethnic group:		
Languages spoken:		
Languages spoken at home:		
Parents/carers detail (legal carer) 1	Parental responsibility	Yes No
Relationship to child:		
Title:		
First name:		
Surname:		
Parents/carers 1 home address:		
Telephone numbers:	Home:	
	Mobile:	
	Work:	
Email address:		
Employers name:		
Employers address:		
National Insurance Number:		
Parents/carers detail (legal carer) 2	Parental responsibility	Yes No
Relationship to child:		
Title:		
First name:		
Surname:		
Parents/carers 2 home address:		
Telephone numbers:	Home:	
	Mobile:	
	Work:	
Email address:		
Employers name:		
Employers address:		
National Insurance Number:		



Bury St Edmunds Day Nursery & Pre-School, Newmarket Road, Bury St Edmunds, Suffolk, IP33 3SN

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## Medical Details

Doctors name:							
Surgery name:							
Surgery address:							
Surgery telephone number:							
Medication/medical information? Details:	Yes    No						
Diet Please tick:	<p>General (Able to eat animal products)</p> <p>Vegetarian (No meat, fish and gelatin products)</p> <p>Pescatarian (Vegetarian diet, but who also eats fish and other seafood)</p> <p>Vegan (No animal products including meat, fish, eggs and dairy)</p>						
Does your child have an intolerance or allergy? Details:	<table border="0"> <tr> <td>Intolerance</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Allergy</td> <td>Yes</td> <td>No</td> </tr> </table>	Intolerance	Yes	No	Allergy	Yes	No
Intolerance	Yes	No					
Allergy	Yes	No					
Doctors Note supplied	Yes    No (please speak to the manager)						
Care Plan Completed	Yes    No (please speak to the manager)						
Other parties: (Speech therapist, health visitor, portage, etc....) Please use this section to write about any other people who may be involved with your child. Please include their name and contact details:	Yes    No						

## Any Legal Issues – please let us know

Any child custody orders either agreed or pending?	Yes    No *
If yes, please provide details:	
*If at any point the custody circumstances of your child change, you are required to notify your Nursery immediately.	



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## A little bit more about me!

My hair colour is...	
My eye colour is...	
My religion is...	
My ethnicity is...	
My nationality is...	
I speak (language)...	

## Emergency Contacts

### Emergency contact 1

Title:	
First name:	
Surname:	
Address:	
Telephone numbers:	Home:
	Mobile:
	Work:
Relationship to child:	Collection password:

### Emergency contact 2

Title:	
First name:	
Surname:	
Address:	
Telephone numbers:	Home:
	Mobile:
	Work:
Relationship to child:	Collection password:

### Responsible party 1

Title:	
First name:	
Surname:	
Telephone numbers:	Home:
	Mobile:
	Work:
Relationship to child:	Collection password:

### Responsible party 2

Title:	
First name:	
Surname:	
Telephone numbers:	Home:
	Mobile:
	Work:
Relationship to child:	Collection password:





# Permission

<p>Medical attention:</p>	<p>I/we give permission for emergency medical treatment to be given in the event that we cannot be contacted. We also give permission for my child/ren to be taken to the nearest hospital in the event of an accident.</p> <p>Parent/carer print name.....Date...../...../.....</p>
<p>Permission for transport activities and outings:</p>	<p>I/we give permission for my child/ren to go on outings and participate in organised activities by Kids Play, this may include visits to our local residential home. This may include use of transport such as people carriers and mini-buses or coaches. Transport may also be needed on school runs at some settings.</p> <p>Parent/carer print name.....Date...../...../.....</p>
<p>Permission for photographs:</p>	<p>Kids Play often take photographs of the children for visual reference for parents/carers. These photographs will be used for display purposes within the childcare facility.</p> <p>I do authorise photographs to be used for the above reasons.</p> <p>I do not authorise photographs to be used for the above reasons.</p> <p>Are you happy for photographs to be taken of your child for publicity, promotional and event purposes? (This includes the use of Social Media sites eg Facebook)</p> <p>I do authorise photographs to be used for the above reasons.</p> <p>I do not authorise photographs to be used for the above reasons.</p> <p>Are you happy for photographs of your child to be used once they leave the setting</p> <p>I do authorise photographs to be used for the above reason</p> <p>I do not authorise photographs to be used for the above reason</p>
<p>Permission for video</p>	<p>From time to time, Kids Play will film video content for the purpose of promoting the nursery, events and experiences that the children have whilst in the care of the childcare team. Are you happy for your child to be featured in Kids Play's publicity video footage? (This includes usage on the company website and social media sites eg Facebook.)</p> <p>I do authorise video footage to be used for the above reasons.</p> <p>I do not authorise video footage to be used for the above reasons.</p>
<p>Permission for television:</p>	<p>DVD's that the children in the setting may watch will be rated U or PG.</p> <p>I give permission.</p> <p>I do not give permission.</p>





# Permission

Permission for plasters:	In the event of your child needing a plaster, it may need to be applied.  I give permission for a plaster to be applied.  I do not give permission for a plaster to be applied.
Permission for sunscreen:	In hot weather conditions children need sun protection. Please provide sunscreen for your child. In the event where the child has no sunscreen we can provide our nursery sunscreen.  I give permission for a sunscreen to be applied.  I do not give permission for a sunscreen to be applied.
Permission for nappy cream:	In the event of your child needing nappy cream, it may need to be applied.  I give permission for nappy cream to be applied.  I do not give permission for nappy cream to be applied
Permission for teething gel:	In the event of your child needing teething gel, it may need to be applied.  I give permission for teething gel to be applied.  I do not give permission for teething gel to be applied
Calpol in the event of an emergency: high temperature	In the event of your child/ren getting a high temperature of 38°C or above, we can provide Calpol following the dose instructions. If we do need to give your child Calpol we still need either phone or email confirmation from you prior to administering Calpol. We can only administer one dose of Calpol and will still require you to collect your child.  I give permission for you to administer one dose of emergency Calpol if my child's temperature reaches 38°C or above allowing me time to collect my child.  I do not give permission for my child(ren) to be administered Calpol. You will be required to collect your child/ren within 30 minutes.
Piriton in the event of an emergency: allergic reaction that is unknown	In the event of your child/ren having an unknown allergic reaction, we can provide Piriton following the dose instructions.  I give permission for one dose of Piriton to be given in the event of an allergic reaction that is unknown.  I do not give permission for my child/ren to be given Piriton.
Permission for observations:	Under the EYFS Standards, Kids Play are required to carry out and record observations on your child. For full details please speak to a member of staff.
Please sign and date to confirm the completion of the above permissions.	Parent/carer print name.....Date...../...../.....



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# Kids Play Childcare - terms and conditions

**Introduction** - Kids Play Childcare, hereafter referred to as KPC, aim to work in partnership with parents and carers to create and maintain a safe, caring, stimulating and educational environment for children in its care. All parents/guardians wishing to make use of the service offered by KPC, must strictly adhere to the terms and conditions and sign this document as evidence of their acceptance and agreement to the terms, conditions, policies and procedures under which KPC will operate. As we aim to develop an interactive partnership with all users, we would welcome suggestions and discussion on ways to improve the service we offer.

**Application/arrangement forms** - An application form, which lists the child/ren's details and outlines the childcare arrangements, must be completed and signed by a parent/guardian. Listed must be names of responsible parties with access to the child/ren. Also listed must be the names, addresses and telephone numbers of two emergency contacts who may be called upon in case of an emergency when parents cannot be contacted and they too must be responsible individuals. Responsible parties or individuals must be those over the age of eighteen. It must be stressed that children left in our care will only be released to a responsible adult whose name appears on the child's registration form as a responsible party or emergency contact.

KPC require a non-refundable £100 deposit to secure your child's place, this will be deducted from your first month's fee. This fee will need to be paid via a cheque, cash, card, Bacs, Childcare Vouchers or tax free childcare. The deposit is not needed for children only attending grant funded sessions.

**Kids Play Childcare Privacy Policy** – KPC privacy notice provides you with details of how we collect and process your personal data. To view our full privacy policy please visit [www.kidsplaychildcare.co.uk/privacy-policy/](http://www.kidsplaychildcare.co.uk/privacy-policy/)

**Attendance** - Children are expected to attend each weekday however, should a child become ill or a holiday is to be taken and will not be attending KPC must be notified.

**Emergency contacts and access** - Parents/guardians must ensure that emergency contact and persons with access in accordance with the above, are familiar with the necessary procedures. In cases of emergency and parents/guardians cannot be contacted, KPC will get in touch with an emergency contact named. He or she will then take on responsibility for the child/ren. KPC must be notified immediately of any change of details to emergency contacts and/or their telephone numbers.

**Fees** - Full fees will be payable, unless written notification of discounts has been made. Wrongful information given will result in the child/ren's place being withdrawn. Evidence for discounts must be supplied to the nursery manager (for example NHS card) at the time of registering with the nursery. Unclaimed discounts will not be backdated; in the event that you are no longer entitled to discount you must notify KPC immediately as claiming discounts that are not true to circumstance will result in KPC claiming back the discounted money. Kids Play hold the right to remove any discounts with one calendar month's written notice to the parent/carer.

Fees are payable monthly in advance as agreed in writing by direct debit; cancelled direct debits without the prior agreement of the manager will incur a £25.00 surcharge added to your account.

Late fee payments incur 10% interest, KPC reserve the right not to admit children for whom fees are in arrears. In the event of arrears accumulating, this will be discussed with you by management and if these are not settled within agreed time limits, the child/ren's place will be withdrawn.

Fees are payable during holidays and fees are not reimbursed for absence due to illness or for any other reason. In the rare event that the nursery has to close due to extreme weather conditions that pose a health and safety risk fees will still be payable.

KPC reserve the right to increase its fees; it is unlikely that fees will increase more than once annually; this will generally be in January.

Confirmed sessions cannot be changed unless on a permanent basis. Four weeks written notice is required to request a permanent change

One calendar month's notice of removal is required. Notice should be written and handed to the childcare manager or deputy. Failure to give the required notice will result in one month's fees being charged. One month's written notice is also required if you wish to change your child's nursery sessions.

Please note if you are late picking up your child a fee of £5 will be charged for every 5 minutes late. Bank holidays are chargeable.

By signing these terms and conditions you agree that payment of your invoices will be made strictly in accordance with the credit terms stated thereon. You recognise that if payment of your invoices is not made by the due date for payment, this may result in the matter being referred to the Credit Protection Association for recovery of the invoice debt; if so, you will indemnify Kids Play for the costs we incur in referring the matter to CPA pursuing the debt including CPA's current applicable fees for writing to you, any commission payable to CPA, all reasonable incidental costs of recovering the debt and interest as applicable.



Please note, if your child is entitled to free government funded sessions, a maximum of 51 weeks will be fully funded. Therefore 1 week in December will be fully payable for all sessions.

**Medical Health** - KPC will not admit children suffering with any infectious disease or virus. KPC reserve the right not to administer medicine, however, a request to administer medication will be considered on an individual basis. Children who have been suffering with an infectious disease or virus will not be re-admitted unless a doctor's letter is presented stating that the child has made a full recovery.

Parents/guardians must sign a form authority in the event of emergency hospital treatment becoming necessary. Staff shall administer minor first aid treatment as and when necessary.

KPC must be informed in writing of any special dietary requirements or allergic food substances.

**Visitors** - Any visitor to the nursery must take full responsibility for anybody accompanying them. The nursery takes no responsibility for any non-registered persons on the premises.

**Outings** - We do on occasions go on educational outings, related to themes. This may be on public transport, staff cars or by foot (to local shops/parks). On such occasions our ratio on leaving the premises is 1:3 for children under 2 years, 1:6 for children 3-4 years and 1:8 for children aged 5-8 years. Please indicate clearly if you do not wish your child to be considered for such an outing on the appropriate registration forms. Babies will be taken for walks in push chairs. They will be securely strapped and supervised as for the above ratio.

**Out of School Clubs - Morning collection** - Children may be dropped between the hours of 7.30am-8.15am if breakfast is to be provided, depending on opening hours of the setting. Children must be ready for collection at the time specified on the application form/timetable unless



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prior agreement to the time alteration has been made. Children not ready at the agreed time will be left and you will need to make your own alternative arrangements to get your child/ren to school, however fees remain payable. Children will be collected only if there is a responsible party present who is over the age of eighteen (18). Child/ren being independently brought to the centre must arrive by the specified time on the form. Late arrivals will result in you having to make your own arrangements to get your child/ren to school and fees will remain payable.

Arrangements broken on more than two occasions may result in your child/ren's place being withdrawn. If children are not to be collected KPC must receive at least one-hour notification. Fail to do so on more than three (3) occasions may result in your child/ren's place being withdrawn.

**Out of School Club - Collection from school** - KPC will endeavour to collect children as quickly as possible, however this will not be later than thirty (30) minutes after the school closes. Children will be collected by KPC personnel or their representatives and will not be allowed to make their own way to the centre. Parents/guardians must arrange with the school for their child/ren to remain in their care until they are collected. Notification of children who are not being collected must be received at least one hour before the close of the school. Failure to notify in accordance with this clause will result in an additional charge of £5.00 on each occasion to cover time spent trying to locate the child/ren. Should this occur on more than three occasions it may result in the loss of the child/ren's place. KPC must be kept up to date with changes relating to access to children's or collection arrangements. We will not allow access or collection of children unless confirmation has been received.

**Out of School Club - Delivery home of children** - (only applicable in some settings)

KPC will deliver children to their home no later than thirty (30) minutes after the time specified on the application form. The child/ren will only be left if a responsible party is present in the home, an additional charge of £6.00 may be made on each occasion that KPC staff are unable to leave the children at home or specified location at the specified time due to no responsible party being available to accept the child/ren. Other than parents/guardians, only those listed in accordance with above may collect children from the setting. If other parties are asked to collect the children, then prior written authority must have been provided before the time of collection. If on more than three occasions there is no one at home, or a reasonable party available to receive a child this will result in the loss of the child/ren's place. In the event that the child/ren are not collected from the setting or there is no responsible party with whom they can be left with at home, KPC will make every endeavour to get in touch with the emergency contacts given. Failure to locate one of these contacts will result in KPC contacting the local safeguarding children board and may result in the loss of the child/ren's places.

**Complaint Procedure** - It is hoped that parents/guardians will not have to complain about any aspect of the service we provide, however, should the need arise, there are three stages at which complaints can be considered.

**Stage 1 - The informal Resolution**

Discuss your complaint with the relevant staff member. If you are still dissatisfied you may discuss the matter with the Manager. It is hoped that the matter may be resolved to all parties' satisfaction at this stage.

**Stage 2 - Formal Complaint to Management**

If unresolved at the Informal Stage, the complaint should be sent in writing to the manager. You will then receive a written request to attend a meeting with management to discuss the matter.

**Stage 3 - Formal Complaint to Ofsted**

This stage is to be used if the outcome of stage 2 is not satisfactory. A written complaint should be set out and sent to the Ofsted, Complaints Investigation team, Piccadilly Gate, Store Street, Manchester, M1 2WD

**Violence at Work** - Violence against any KPC personnel will not be tolerated and will result in the loss of your child/ren's place.

A working definition of violence at work is "any incident where an employee is abused, threatened or assaulted by a member of the public, parent, or child cared for by KPC in circumstances arising out of the course of his or her employment."

Violence will be deemed to include physical force, verbal abuse with threats, rude gestures, and innuendoes, sexual or racial harassment.

**Termination** - This contract will last for a period 4 years the maximum amount of time in which the child is at the nursery, effective from the child's start date. However, during this period KPC reserve the absolute right to terminate this agreement with immediate effect, in the event that any of the clauses listed in these terms and conditions are broken.

**Seasonal Opening Hours** - On Christmas Eve and New Year's Eve, the setting will close at 4:00pm. Your child's normal sessions on these days are fully chargeable.

I/We parents / Guardians of

.....

Date of birth .....

Residing at.....

Agree to comply with the Terms & Conditions stated above.

Print Name..... Date.....



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# Bury Nursery Weekly Timetable

Please tick the session you wish your child to attend

Please note that we require a minimum of two sessions per week. We cannot accept requests for one full day/half day only.

Start date: .....

Session	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Full day</b> 7.30am - 6.30pm					
<b>Morning session</b> 7.30am - 1.00pm					
<b>Afternoon session</b> 1.00pm - 6.30pm					

Parent/carer print name.....Date...../...../.....

# 2, 3, 4 Year Old Funding Weekly Timetable

Please tick the session you wish your child to attend

Please note that we require a minimum of two sessions per week. We cannot accept requests for one full day/half day only.

Start date: .....

Session	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning Session</b> 7.30am - 1.00pm (2 days a week, 11 hours stretched)					
<b>Morning Session</b> 8.00am - 1.00pm (3 days a week, 15 hours)					
<b>School Session</b> 9.00am - 3.00pm (3 - 5 years only)					
<b>Afternoon session</b> 1.00am - 6.30pm (2 days a week, 11 hours stretched)					
<b>Afternoon session</b> 1.00pm - 6.00pm (3 days a week, 15 hours)					
<b>Full Day session</b> 7.30am - 6.30pm (2 days, 22 hours stretched)					
<b>Full Day session</b> 8.00am - 6.00pm (3 days a week, 30 hours)					

Parent/carer print name.....Date...../...../.....

Providing pack lunch    Yes    No    Paying £3.00 per session for nursery lunch or tea    Yes    No



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# Bury Nursery Fees 2022

	<u>Under 3's</u>	<u>Over 3's</u>
<b>Full day session (7.30am - 6.30pm)</b> Includes healthy snacks, lunch and tea	£67.50	£64.50
<b>Morning session (7.30am - 1.00pm)</b> Includes a healthy snack and lunch	£36.70	£35.50
<b>Afternoon session (1.00pm - 6.30pm)</b> Includes a healthy snack and tea	£36.70	£35.50
<b>School session (7.30am - 3.30pm)</b> Includes a healthy snack and lunch	£50.90	£49.50
<b>Full week (7.30am - 6.30pm Monday to Friday)</b> Includes a healthy breakfast, snacks, lunch and tea	£303.75	£290.25

## Our fees are inclusive of:

- Healthy meals, snacks and drinks
- Milk for children of all ages
- Nappy cream, wipes and other consumables

## Funded places are available

All children are eligible for Government funding from the term after their third birthday\*. This funding is available for all children, regardless of the family circumstances. We will claim the funding for you on your behalf, all we ask is that every term you complete a parent's declaration form.

## Discounts available

- 10% discount for NHS families
- 10% discount for siblings

## Payment terms

There is a registration fee of £100 to reserve a nursery space for your child, which is taken off your first month's fees. If you cancel your space the registration fee is non-refundable. Fees are due on the 1<sup>st</sup> of every month and are taken by Direct Debit. We accept all childcare vouchers against payment and Tax Free Childcare. One month's notice in writing is required if you wish to cancel your child's nursery place or change their sessions.

\*Government funding is also available for two year olds but this is based upon family circumstances.



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