***Legal Information*** Please tick each box that you agree to comply with:

|  |  |
| --- | --- |
| I agree for my child to be taken on walks or outings in the local area. |  |
| I agree for my child’s photo to be taken for displays and Learning Journeys. (this may include other children in the setting) |  |
| I agree for my child’s photo to be taken inside and outside of the nursery for our website. |  |
| For security reasons I agree to supply a password for collection  Password: |  |
| I understand that the nursery must receive one months written notice if a place is no longer required. |  |
| I understand that I must only use the 15 hours funding at Tinkerbells Nursery. |  |
| I agree to comply with the nursery equal opportunities policy. |  |
| I agree to my child seeking medical attention if required. |  |
| I agree for my child to be given calpol by nursery staff if needed. |  |
| I agree that a late fee will be charged if my child is not collected on time |  |
| I agree not to bring any personal items to the nursery. |  |
| I have read the nursery brochure and agree to comply with nursery regulations. |  |
| I give permission for staff to apply sun cream to my child. |  |
| I agree for staff to apply a plaster to my child if needed. |  |
| I agree not to bring my mobile phone in to the nursery under the mobile phone policy. |  |
| I understand that the nursery has the right to inform social services if they feel for the safety of my child. |  |
| I understand that my child will not be released to any person for any reason other than someone that the nursery staff have personally met. |  |
| I agree to contribute to my child’s online Learning Journey. |  |

Signed: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Full Name:



|  |
| --- |
| Child’s Full Name: |

|  |
| --- |
| Preferred Name: |

|  |  |
| --- | --- |
| Date of Birth or E.D.D: | Sex: Male Female |

|  |
| --- |
| Religion: |

|  |
| --- |
| Language Spoken at Home: |

|  |
| --- |
| Home Address: |

|  |
| --- |
| Telephone Number: |

|  |
| --- |
| Parent/Careers Name: |
| Address (if different from above):  **Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Home Telephone Number: |
| Mobile Number: |
| Job Title: |
| Work Address: |
| Work Telephone Number: |
| Hours of Work: |
| Days at Work: |

|  |
| --- |
| Parent/Careers Name: |
| Address (if different from above): |

|  |
| --- |
| Home Telephone Number: |
| Mobile Number: |
| Job Title: |
| Work Address: |
| Work Telephone Number: |
| Hours of Work: |
| Days at Work: |

|  |
| --- |
| Emergency Contact: (if Parents/Guardians are not able to contact): |
| Name: |
| Telephone Number: |
| Relationship to Child: |

|  |
| --- |
| Doctors Details: |
| Name: |
| Address: |
| Telephone Number: |
| Immunizations:  Polio: MMR: Tetanus:  Diphtheria: Whooping Cough: |
| Any Allergies: (please provide necessary medication if required) |
| Any Special Diets: |

|  |
| --- |
| Start Date: Minimum 2 full days per week |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Full Day |  |  |  |  |  |
|  |  |  |  |  |  |
| Funded |  |  |  |  |  |
| Start date |  |  |  |  |  |

|  |
| --- |
| Parent sign: Date: |

Terms and Conditions of Tinkerbells Day Nursery

Tinkerbells Day Nursery is committed to providing a safe and secure environment in which the welfare of the children is paramount and supported by our policies and procedures.

Below are our terms and conditions of Tinkerbells day Nursery:

The Nursery will be open from 8.00 to 6.00  with early and late sessions from 7.30 to 8.00 and 6.00 to 6.30 available to book, Monday - Friday all year round closing on bank holidays, and over the Christmas period approximately for one week.

Fees are paid a month in advance on the first of every month  an invoice is sent out one week before they are due. There is a late fee of £5.00 a day for every day that they are late. The nursery takes all childcare vouchers.

All fees must be paid monthly by direct debit or by cash on the 1st working day of each month, unless previous arrangements have been made with management.

All fees are worked out on a 12 month basis period subject to start date and leaving date, unless prior arrangements have been made with management.

To help children settle into Tinkerbells we only offer a minimum of two full days a week.

Sessions per week cannot be dropped below two days per week.

A one months notice must be given in writing prior to the removal of your child or decreasing days otherwise fees will be charged for this period.

In cases of persistent lateness in collecting a child, if not booked in, a charge of £5 every 5 minutes will be made if you have not booked a late session with staff.

In cases of children not being collected 30 minutes after the closing of the Nursery, and there has not been any contact from parents we will contact your two contacts on the registration forms. If we still have no contact we will refer to social services as our next course of action for the welfare of your child.

All children should bring suitable outdoor clothing for all weather. ALL must be clearly marked with child’s name.

All medicines must be prescribed by a doctor and clearly named, accompanied by a medical form completed and signed stating clearly any prescribed instructions and handed to the key person / supervisor of your child.

No child will be released from nursery to anyone other than the parent/guardian unless nursery staff has been notified by the parent/carer in advance and a password is given to us. THE NURSERY RESERVES THE RIGHT TO KEEP A CHILD IN NURSERY IF THEY ARE UNHAPPY WITH THE COLLECTION ARRANGEMENT.

A registration form and parent agreement form for new parents must be completed and signed.

If your child has had sickness and diarrhoea in the past 24hrs they are unable to attend nursery, and staff must be notified of this

Parent’s evenings are held once year as to ensure that we continue to meet the needs of your child.

Your child will receive a learning journey online throughout their time here and you are able to actively contribute to this with your personal online account details.

Policies and procedures are available on request from management stating all of the nurseries regulations.

Admission to Tinkerbells Day Nursery is conditional upon acceptance of these terms and conditions.

Please sign and date below:

I/we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have understood the above Terms and Conditions and agree to abide by them.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed and Dated by Management on receipt:

Guidance to Parental Responsibility and Legal Contact

Under the EYFS (Safeguarding and promoting children’s welfare) settings need to know who has parental responsibility and legal contact for each child in their care.

Parental Responsibility

In England and Wales, if the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non resident parent.

This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:

· (from 1st December 2003) by jointly registering the birth of the child with the mother

· by a parental responsibility agreement with the mother

· by a parental responsibility order, made by a court

Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

All parents (including adoptive parents) have a legal duty to financially support their child, whether they have parental responsibility or not.

More than one person can have a parental responsibility for the same child at the same time and any one who has parental responsibility for a child does not lose that solely because some other person subsequently acquires parental responsibility for that child.

Legal Contact

This means who legally has contact with the child whether they have parental responsibility or not. This is usually through a court order, for example, residency, contact or care orders, or it could be because a parent has re-married.

If there are court orders in place for the child, settings are advised to obtain copies if relevant.

CHILDS NAME ............................................................................................................

Who has Parental Responsibility for your child/ren? PLEASE STATE NAME AND RELATIONSHIP?

NAME...........................................................................................................................

Who has Legal Contact with your child/ren? PLEASE STATE NAME AND RELATIONSHIP.

NAME ............................................................................................................................