

# *Sunflowers Day Nurseries (EY) Ltd*

## Registration Form

### **CHILD'S DETAILS**

Forename:	Middle Name:	Surname:
Date of Birth:	Sex:	Nationality:
Proof of Identity:	Birth Certificate/Passport:	<i>Staff sign/date:</i>
Address:		
Post code:	Home No:	Mobile No:

Please select day(s) required:

Monday	Tuesday	Wednesday	Thursday	Friday

Start date: \_\_\_\_\_ How did you hear about Sunflowers? \_\_\_\_\_

Please give details of any allergy/medical/dietary requirements:

Language spoken at home:	Child's ethnic origin:
Name of Children's Centre registered to:	Does your child have an Early Support plan in place? If so, please give details:

I acknowledge that Sunflowers Day Nurseries (EY) Ltd adheres to the Special Education Needs & Disability Code of Practice, and that staff have a duty to keep records with a regard to Safeguarding Children Issues. Outside agencies may be contacted for further assistance regarding the above if staff feel it would be beneficial to both child and parent/carer.

Parent/Carer signature:

Date:



## PARENT/CARER DETAILS

Name of first carer:	Name of second carer:
Relationship to child:	Relationships to child:
Home address:	Home address:
Post code:	Post code:
Home No:	Home No:
Mobile No:	Mobile No:
National Insurance No:	National Insurance No:
Email Address:	Email Address:
Name of Employer:	Name of Employer:
Address:	Address:
Post code:	Post code:
Work No:	Work No:

Child's Siblings:

Name: _____	Date of Birth: _____
Name: _____	Date of Birth: _____
Name: _____	Date of Birth: _____

Are you claiming Tax Credit? (Please circle)

Yes / No



## MEDICAL DETAILS

Doctors Name:	Health Visitor Name:
Address:	
Post code:	Telephone No:
Social Worker Name:	Name of Surgery:

## FAMILY INFORMATION

Please give details of any medical history or conditions that your child may have that we should know about, including any support they may be receiving from different agencies:				
Who has parental responsibility of the child? Name(s):				
Who is the child's next of kin? Name(s):				
If your child uses any long term medication or creams, please name these and give instructions on when and how they need to be applied:				
I understand that staff reserve the right to refuse admission of a child that is unwell, and that it is my responsibility to notify the nursery as soon as possible of any infection or sickness and diarrhoea.				
Please circle if your child has had the full immunisation programme at:				
8 weeks	12 weeks	16 weeks	1 year	3-5 years

## Family Structure

Who is involved in your child's life i.e. siblings, grandparents, pets etc?



## PERMISSION FOR COLLECTION OF YOUR CHILD

Your child will only be released to an authorized person listed on this form (parent/carer). Please indicate the name and telephone no of any other person(s) which you allow:

Name:	Name:
Relationship to child:	Relationship to child:
Telephone No:	Telephone No:
Password:	Password:

When you sign your child in please complete who will be collecting, if this changes please inform us as soon as you can. We may also ask for the person who is collecting to show photographic I.D. If I.D is not shown, and management have not been informed the child will not be released.

Please give contact details of two persons we can call in case of an emergency if we are unable to contact the main carers.

Name of first carer:	Name of second carer:
Relationship to child:	Relationship to child:
Home Address:	Home Address:
Home/Mobile No:	Home/Mobile No:
Email Address:	Email Address:



## POLICIES & PROCEDURES

Please sign, print and date to confirm you have been informed about the location of our policies and that you are able to access these at any time or request a copy.

Signed:	Print:	Date:
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**I allow Sunflowers Day Nurseries (EY) Ltd to...**

**Please circle**

To take my child on short walks on a 1:2 staff/child ratio	Yes / No
To take photo's for child's files and wall displays in the grounds of Nursery, or on our Facebook page - no faces will be seen on Facebook and or Instagram	Yes / No
To administer medication when full completion of a medication sheet	Yes / No
To administer sun cream/nappy cream/Sudocrem provided by parents/carer	Yes / No
To allow Staff qualified in first aid to administer it to my child in case of an accident	Yes / No
For staff to do observations on my child's development, via Tapestry	Yes / No
For my child, on special occasions, to participate in party tea for afternoon snack	Yes / No
In an emergency the staff will always seek medical assistance; however, they are not legal guardians of your child and therefore cannot consent to treatment being given by any medical practitioner. Do you give permission for your child to be taken to hospital to seek medical advice and to receive treatment when necessary	Yes / No
Share information on my child with other nurseries/childminders that they attend	Yes / No
Send your child's transition sheet directly to school when they leave	Yes / No
Provide paracetamol in an emergency situation, with verbal consent or if child has attended nursery for a minimum of 4 hours	Yes / No
I agree to follow all Sunflowers Policies and Procedures	Yes / No
I give permission for my child to sleep in a nursery buggy	Yes / No

I agree to pay the fees in accordance with Sunflowers Day Nurseries and the Fees Policy terms & conditions:

- All deposits paid are non – refundable, to be later deducted off your first months invoice.
- Fees to be paid by the 7<sup>th</sup> each month or incur 10% late fee.
- Yearly fees are calculated by weekly fee x by 51 weeks: 12 months. All funding is calculated on an individual basis.
- A £10 non-refundable admin fee is due upon registration.
- We are closed the week between Christmas & New Year.
- Failure to pay fees your child's place will be suspended, then withdrawn.





- I understand I must give 4 weeks' notice of leaving the Nursery. If you are on funding, you are required to give half a terms notice.
- All Bank Holidays and child sickness days are payable.
- Sunflower Day Nurseries (EY) Ltd, takes no responsibility for items that are lost or damaged on nursery premises.
- Late Collection of child incurs a late fee of £10 every 10 minutes
- Under the General Data Protection Regulations, 25/05/2018, we ask for written permission to use and hold and process the sensitive information requested on this form for administrative, academic and health and safety reasons, below to give consent, please sign, without your consent, we regret your application will not be processed.

Parent/Carer Signature(s)	
Name:	Name:
Date:	Date:

### GOVERNMENT FUNDING

Please email [sunflowers.nurseries@outlook.com](mailto:sunflowers.nurseries@outlook.com) or speak to management for details on Funding for 2/3/4-year old's.

Start Date:				
Days and Times of Attendance:				
Monday	Tuesday	Wednesday	Thursday	Friday
Full time: Yes / No				
Deposit amount paid:				
Cash	Card	Direct Debit		

### OFFICE USE

#### Privacy Notice for Parent / Carers of Sunflowers Day Nurseries (EY) Ltd

Sunflowers Day Nurseries (EY) Ltd take your privacy seriously and in accordance with the General Data Protection Regulation (GDPR) we will commit to the following.

Sunflowers Day Nurseries (EY) Ltd will be asking you for personal data about you and your child/ren in order to deliver a childcare service to you. We must have a legal basis for collecting this data, and there are six lawful bases:



**(a) Consent:**

The individual has given clear consent for you to process their personal data for a specific purpose.

**(b) Contract:**

The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**(c) Legal obligation:**

The processing is necessary for you to comply with the law (not including contractual obligations).

**(d) Vital interests:**

The processing is necessary to protect someone's life.

**(e) Public task:**

The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**(f) Legitimate interests:**

The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

Sunflowers Day Nurseries (EY) Ltd will be processing your data under the following bases:

Where we require consent, we will provide a way for you to positively decide about the information that you make available and how this is shared. We do not sell, share or trade your details with a third party.

This information will be collected by the Management team as part of the child's induction to the setting. We collect the data via the child's registration form, allergy/medical/dietary sheets as required, and your Tapestry Online Learning Journal. We will ask for this information at regular intervals to ensure it is up to date and will do this by asking you to complete and return a data form.

The information that we require will be:

- Child's name
- Child's date of birth
- Child's age
- Child's address
- Parents' names, addresses, contact numbers, email addresses
- Who has parental responsibility for the child



- Emergency contact names, addresses and contact number
- Dependants/Siblings
- Parent/carer National Insurance No
- Doctor/Health Visitor
- Any Medical/allergy/dietary requirements
- Information about immunisations
- Whether your child has any special educational needs or disabilities
- Ethnic group
- Religion
- Home language

We are required to hold and use this personal data in order to comply with the statutory framework of England/Wales, Ofsted/CIW, the Department for Education and my local authority early years. This data will be used to:

- Support your child's development
- Monitor and report on your child's progress
- Share information about activities in our setting
- Contact named people in an emergency
- Share with other professionals in accordance with legislation
- Ensure a contract of service is delivered and maintained
- Ensure that this setting receives the statutory funding for which it is eligible.

With your permission this data may be, when necessary, shared with:

- Other professionals supporting your child, for example health visitor, pre-school, nursery, school, other health or education professional
- My local authority through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census (England)
- My local authority for the purposes of funded services that they support e.g. Flying Start or the Childcare Offer (Wales)
- The local safeguarding children's board or Social Services Referral and Assessment Team if I ever have any concerns about the safety of your child.
- Ofsted/CIW

If you want to see a copy of the information we hold and share about you or your child, then please contact the Management Team at your nursery.

We are required, by law, to keep some information about your child for a period of time after a child has left the setting. We will keep a record of this and dispose securely at the correct time.





We understand the information you hold is to ensure the Safeguarding, welfare and well-being of my child.

**Please see the data protection policy for further information on data sharing, safe storage and your rights to access your data.**

Child's Name:	
Parent/Carer 1 Name:	Parent/Carer 2 Name:
Parent/Carer 1 Signature:	Parent/Carer 2 Signature:
Date:	Date:



# *Sunflowers Day Nurseries (EY) Ltd*

## Fees and Payments Policy

Sunflowers Day Nurseries (EY) Ltd has a clear policy on money management, it is

### **No Pay, No Play**

We require your fees on time please.

All fees are to be paid before the 7<sup>th</sup> of each month.

It is expensive to provide high quality childcare, qualified staff, staff continuous professional development, meals and snacks, rent, utilities, security, disposal of nappies, etc. If fees are not paid on time, it causes great difficulties and hardship on the nursery. Please help us by paying your fees on time.

Invoices will be sent 24<sup>th</sup> of each month, for the following month.

If fees are not paid in full by the 7<sup>th</sup> of each month there will be a 10% late payment fee added. Failure to pay this in another 10 days will result in your child's place being suspended. If fees are still outstanding by the end of that month, we reserve the right to withdraw your child's place, and your debt passed on to our debt department.

All children's absences must be paid for, absences due to sickness, or if we have asked you to collect your child, fees are still payable.

Holidays are calculated annually; please let a member of staff know at least a week in advance if your child will be absent due to holiday.

If you are late collecting your child, after their allocated session has finished, there is a charge of £10 for every 10 minutes per child. If this does occur, payment in cash is required, within 48 hours please.



If you pay your child's monthly fees using a credit card there will be a 2% surcharge on the payment.

If your fees have previously been in arrears, Sunflowers Day Nurseries (EY) Ltd reserves the right to require any future fees to be paid monthly in advance.

Sibling discount will only apply if all children are fee paying.

Yearly fees are calculated by weekly fees times by 51 weeks divided by 12 months. Sunflowers Day Nurseries (EY) Ltd closes the week between Christmas and New Year.

## **Funding**

Funding for 3 & 4 year olds is for 15 hours per week over 38 weeks per year.

The funding you are entitled to is deducted from your annual fees and the remainder divided over 12 equal payments. You will receive an annual invoice in November/December, clearly showing your fees for the following year and showing your free hours. If you have a funded only place, you will receive an annual invoice detailing a zero balance.

Any changes to your circumstances, for example changes in days or sharing hours with a second setting, will require a £10 admin fee to be paid.

## **30 hours funding**

It is your responsibility to get your voucher code and update when required, failure to update will lead to full fees being paid. When you first get your voucher, you need to email [sunflowers.nurseries@outlook.com](mailto:sunflowers.nurseries@outlook.com) where Maddy will give you a form to complete, and then we can verify your code. Your fees are calculated on an individual basis by the owner, and you will receive a statement letting you know payments each month.

Name	Date	Review date
Karen/Tracy/Koren/Amy/Sheila	August 2019	February 2020

