**Child Registration form & admission contract**

**for parent / carers / Guardians**

|  |  |
| --- | --- |
| Name of child |  |
| Date of birth |  |
| Home address / Postcode |  |
| Religion |  |
| Ethnic origin |  |
| Nationality |  |
| Gender Male/Female/ Other |  |
| Language spoken at home |  |
| Details of any disabilities / Special needs? |  |
| Where did you hear from us? |  |
| **PASSWORD** |  |

|  |  |
| --- | --- |
| Mother / Carer |  |
| First name |  |
| Surname |  |
| Date of birth |  |
| National Insurance number |  |
| Home address / Postcode |  |
| Email address |  |
| Mobile / home number |  |
| Work number |  |

|  |  |
| --- | --- |
| Father / Carer |  |
| First name |  |
| Surname |  |
| Date of birth |  |
| National Insurance number |  |
| Home address / Post code |  |
| Email address |  |
| Mobile / home number |  |
| Work number |  |

**Other contacts who can pick your child/ren up from nursery**

**Contact one in an emergency**

|  |  |
| --- | --- |
| First name  |  |
| Surname |  |
| Relationship to child |  |
| Home addressPostcode |  |
| Telephone number |  |

**Contact two in an emergency**

|  |  |
| --- | --- |
| First name  |  |
| Surname |  |
| Relationship to child |  |
| Home addressPostcode |  |
| Telephone number |  |

Can both parents collect the child from the nursery? Yes No

**Medical details**

|  |  |
| --- | --- |
| Does your child have any allergies? |  |
| If yes, please give details? |  |
| Does your child have any dietary requirements? |  |
| If yes please give details & care plan from your doctor / hospital. |  |

**Has your child had any of the following immunisations? Please tick and date**

|  |  |  |  |
| --- | --- | --- | --- |
| BCG |  | Meningitis |  |
| Diphtheria |  | Poliomyelitis |  |
| HIB |  | Tetanus |  |
| MMR |  | Whooping cough |  |

|  |  |
| --- | --- |
| Name of GP |  |
| Name & address of surgery |  |
| Doctor’s number |  |
| Health visitor name & address |  |
| Health visitor’s number |  |
| Any other agencies involved with your child? |  |

**Parent’s permission**

|  |  |
| --- | --- |
| Parent, Carer and Visitor Code of Conduct’. Parents are asked to sign this policy before starting and this will be kept in your child’s registration pack.  |  Yes No |
| In the event of an emergency whereby your child requires medical treatment. I consent that medical treatment can be given? |  Yes No |
| In an event of an emergency. I consent that members of nursery staff may take my child to the nearest hospital? |  Yes No |
| If your child has a high temperature and you cannot be reached, do you consent to nursery staff giving your child some Calpol to bring their temperature down?  |  Yes No |
| In case of a minor accident, fall, bump, graze. Do you give consent to nursery staff applying a plaster? |  Yes No |
| Do you want nursery staff to apply sun cream to your child during the summer months? |  Yes No |
| Do you give permission for your child to have their face painted during fun activities in the nursery? |  Yes No |
| From time to time the nursery staff take children on short outings, for example, to the library, pet shop and the park. Do you give permission for your child to go on outings with the nursery staff? |  Yes No |
| Do you allow your child to have their face painted during celebrations in the nursery? |  Yes No |
| Do you allow your child to have their photograph taken in the nursery? |  Yes No |
| If your child is attending for the 15 hours funded place, do you agree to pay £5.00 per week on a Monday for healthy snacks, and a contribution to your child’s online learning journey that you can access online at home. |  Yes No |
| If your child is attending for the 30 hours funded place, do you agree to pay £20.00 per week on a Monday for dinner and healthy snacks throughout the day and a contribution to your child’s online learning journey that you can access online at home? |  Yes No |
| We use an online system called Tapestry to record, track and share your child’s learning during their time in nursery. It will enable staff to take photographs, videos and observations of the activities your child does at nursery. You will then have access to this information (using your email address and a secure password to log in) so you can celebrate this learning at home too. Parents/carers can also add their own photos and comments to the journal. You will only have access to your child’s journal, and this cannot be seen by other parents.Do you give permission for your child’s learning journey with us at Tiny Steps nursery to be added to `TAPESTRY`. |  Yes No |

Food and drink are provided during your child’s attendance is included in the fee. However, formula milk is not included, and parents are responsible for providing this if needed. Also, if your child has any special dietary requirements then parents need to inform the nursery manager and arrange this before your child’s attendance, and a care plan will be set up.

Parents/ carers must provide nappies, nappy cream, and wipes, and sun protection cream during the hot summer months. You must also bring a spare set of clothes in case your child needs to change during the day

**Sessions** –please indicate your preferred sessions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Full time - 7.30am-6.00pm |  |  |  |  |  |
| 15 hours funded 8.30am-11.30am or |  |  |  |  |  |
| 15 hours funded 1.00pm-4.00pm |  |  |  |  |  |
| 30 hours funded 9.00am-3.00pm |  |  |  |  |  |

As part of the registration pack, we need photocopies of the following evidence:

* Your Child’s birth certificate
* Your child’s passport (If available)

We will need to see your:

* Current address identification (Example, gas or electric bill)
* Photo identification of both parents (Example, passports, driving licence, student cards)
* If your child is attending for the free 15 hours funding, please provide the golden ticket and a copy of evidence of benefits.

|  |
| --- |
| GDPR is a new EU regulation covering data protection and stands for General Data Protection Regulation. It came into force on 25 May 2018 and replaces our current Data Protection Act 1998 (DPA) and the Electronic Communications Regulations 2003 (PECR). To comply with this law, information must be collected and used fairly, stored safely in a locked cabinet and not disclosed to any other person unlawfully. **Do you give your permission for Tiny Steps nursery to hold and process your data safely, following the GDPR Law** (Please circle) YES NO |

**Children attending for the free early education sessions:**

If your child is two, three or four and attending for the free early education sessions (15 or 30 hrs per week)

* You **do not** pay any deposit for your child-care fees.
* If you require extra hours there will be a charge of £10.00 per hour.
* During the months December, July & August you will be required to pay full childcare costs as free entitlement is not paid by Manchester City Council during these months.

**Children attending for full time / part time childcare:**

You are required to pay a non-refundable administration fee of £50 to secure your child’s place.

* Fees must be paid in advance before starting nursery.
* We require four weeks’ notice to terminate your child’s place at the nursery.
* We require four weeks’ notice to change your childcare days.
* The minimum days required are 3 full days unless we can accommodate your request.
* Fees are still payable in the event of absence for example, illness or holidays, as the nursery still needs to maintain staffing levels.
* Fees will be charged for Bank Holidays and for staff training days. There will be 3 staff training days per year.
* If you do not give notice, you will still be charged the four-week notice period.

If you collect your child more than 5 minutes later then arranged, we will charge an additional £10.00. You will then be charged £5 for every five minutes thereafter. If your child is not collected by the end of our nursery day at 6 pm we must follow our policy and contact Children’s Services.

**N.B Failure to make payment will result in your childcare place being withdrawn with immediate effect and the Child Tax Credit office will be notified.**

I agree to abide by the terms and conditions and policies and procedures of Tiny Steps nursery. Which I have read and fully understand.

I parent / carer have agreed to give the documents mentioned above as part of my Child’s admission to nursery. The documents that I have provided are trustworthy documents and details on any documents agree honest to the best of my knowledge. I understand that giving false or outdated documents could lead to my child’s place being rebuked.

Signed ……………………………………….. Date

Print name ……………………………………

Relationship to the child………………………

Signed ………………………………………... Date

Print name …………………………………….

Relationship to the child……………………….

**Admin Only**

**Staff sign to agree they have seen the relevant documents below.**

|  |  |  |
| --- | --- | --- |
| Documents | Staff signature | Date  |
| Parents passport |  |  |
| Parents driving licence |  |  |
| A utility bill |  |  |
| National insurance number |  |  |

**Contract Start Date/ Commencement…………………………………………………………**

**Parent, Carer and visitors code of conduct policy**

Tiny Steps nursery is a caring and supportive nursery which aims to create a safe, happy, and secure learning environment: **Every Child, Every Chance, Every Day!**

The purpose of this policy is to provide a reminder to all parents, carers, and visitors at our nursery about expected conduct so that we can work together to ensure a safe and positive nursery environment for our children. Below is a summary of the key points:

**Parents, Carers and Visitors will:**

* Respect the caring ethos and values of our nursery.
* Work together with staff for the benefit of the children.
* Set a good example in their own speech and behaviour towards all staff members.
* Approach our nursery in a calm and respectful manner to resolve any issues of concern or to discuss and clarify specific events to bring about a positive solution.
* Support and reinforce the nursery’s policy on Behaviour.
* Park with consideration and respect for others when delivering and collecting children from nursery.
* Use social media responsibly.

**Nursery will not tolerate Parents, Carers and Visitors:**

* Acting aggressively, using inappropriate language, displaying temper, or acting in a threatening manner towards, staff, children, or parents on the nursery premises.
* Damaging or destroying nursery property.
* Smoking, consuming alcohol or other drugs on our nursery premises or accessing the nursery whilst intoxicated.
* Dogs being brought onto our school premises (other than guide dogs or other support dogs).
* Social media, phones and emails being used to fuel complaints or concerns against our nursery, children, staff, or parents or being used for libellous or defamatory posts or cyber bullying.

Tiny Steps Nursery Ltd will take appropriate action in these circumstances and reserve the right to terminate the childcare place with immediate effect as we will not tolerate any abusive or threatening behaviour from parents/carers towards any member of staff.

Thank you for abiding by this policy in our nursery. Together we can create a positive and uplifting environment for not only the children but also all who work and visit.

|  |
| --- |
| Please print and sign your name, agreeing to follow our Parent, carer, and visitor code of conduct.Name:  |

**Early Years Pupil Premium (EYPP) Registration Form**

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years’ experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child’s progress and development. For more information please speak to your childcare provider.

If you believe your child may qualify for the EYPP please provide the following information for the main benefit holder to enable the local authority to confirm eligibility.

|  |  |  |  |
| --- | --- | --- | --- |
| Parent / Carer First Name |  | Parent / Carer Last Name |  |
| Parent / Carer Date of Birth |  | Parent / Carer National Insurance Number |  |
| Parent / Carer Signature |  |

**Disability Access Fund Declaration**

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child’s early years setting as a fixed annual rate of £615 per eligible child.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?

YES

NO

If your child is splitting their free entitlement across two or more providers, please nominate the main setting to whom Manchester City Council should pay DAF as this cannot be split.

Is your child receiving any additional funding from Manchester City Council?

YES

NO

If yes, please declare here

**Declaration**

I (name)

of (address)

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (name of provider)

to claim free entitlement funding as agreed above on behalf of my child.

In addition, I also agree that the information I have provided can be shared with the local authority and Department of Education, who will access information from other government departments to confirm my child’s eligibility and enable this provider to claim 2, 3 & 4 year funding, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.