

Section 3 – About Your Child

Surname

Prefers to be called

NHS Number

Gender

Male

Female

Forename(s)

Date of Birth / Estimated Due Date

Important –We require sight of your child’s birth certificate. This can be brought on your first visit. **Certificate seen by;** _____

1. Does your child suffer from any ongoing health problems/conditions? Yes No
2. Does your child take any continuous medication? Yes No
3. Has your child ever been admitted to hospital? Yes No
4. Has your child been offered support for speech & language? Yes No
5. Have you any concerns regarding your child’s development in any area? Yes No
6. Do you have a case worker / support worker linked to your family? Yes No
7. Are there any other professionals associated with your child?
(For example; Social Worker, Speech therapists etc.) Yes No

If you have answered “Yes” to any of the above, please expand. Please also include the contact details of any professionals associated with your child. (You will have the opportunity to discuss this further with the Nursery Manager);

Is your child’s immunisation record up to date? Yes No

If “No”, please expand;

Does your child have any dietary requirements (for reasons of health or religion)? Yes No

If “Yes”, please expand;

Prior to joining Little People, what were your childcare arrangements?

If your child has attended a day care setting, it may be useful for us to contact them for handover information.

Section 4 – About your place with us

Times / Days Required

Monday

Wednesday

Friday

Tuesday

Thursday

Start Date (or estimate)

Will you be claiming Government funding towards your child’s place? Yes ‘15hrs’ Yes ‘30hrs’ Not eligible yet

If yes, please complete the Council’s contract in “Section 8” to allow us to claim the funding and apply this to your account.

Please be aware that incomplete information may result in failure to process your free hours.

Will your child also be attending a different Early Years Setting? Yes No

If yes, please give details below.

Anything else we need to know about your booking with us?

Section 5 – Key Policies from our Policies and Procedures

Medication & Emergency Treatment: Medication will only be given once a written authorisation has been signed. Any medication must be clearly labelled with your child's name and handed to a member of staff by an adult. For planned medication you can complete and sign the consent form on arrival. For unplanned medication (e.g. Calpol) we will contact you at the time and ask for written consent (i.e. email). By signing this form you are authorising the Nursery to administer your child with emergency medication and to give emergency treatment and / or seek emergency help or treatment if necessary.

Infectious Diseases: Following medical advice, your child may need to be absent for a specific period. Please inform the Manager of your child's illness, it will be at their discretion as to whether your child may attend. For further information as to exclusion periods please see our handbook located in the entrance of each site. All settings follow the Department of Health's recommendations for exclusion periods.

Loss or Damage: The Proprietors of Little People will not be responsible for loss or damage to children's property or clothing. We strongly recommend personal items, including clothes, are clearly labelled.

Trip Consent: Your child will have the opportunity to participate in local trips off the premises (for example to the library or park). By signing this form you are acknowledging your awareness of this. If you **do not** wish your child to participate in such trips, please advise the Nursery Manager in writing.

Sun Protection: Parents should provide sun hats and sun cream to be used over the Summer months.

It is nursery policy to protect **ALL** children from the sun.

Child Protection: We have a professional obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you.

Use of Photographs: We will use photographs of your child to enhance development profiles, in displays around the nurseries, in the press, and for our publicity material (including our website and twitter). If you would prefer your child's photograph **not** to be used in this way, please put it in writing to the nursery manager.

Children's Centre: We work closely with our local Children's Centre and they would like us to share your details with them by way of a Children's Centre Registration Form which will be given to you by your Nursery Manager.

GDPR: We do not share your information with anybody other than those we are legally obligated to share it with. For full details on how and why your information is stored and used, please see our Privacy Policy.

Section 6 – Terms and Conditions

Opening times The nurseries are open from 7:30am until 6:00pm for 51 weeks a year, closing at 6:00pm Christmas Eve reopening the day after New Year's Day Bank Holiday. We are also closed Bank Holidays, **including Good Friday and one day a year for staff training**. We charge for 51 weeks per year, there is no reduced fee during bank holiday weeks. It is at the managers' discretion subject to availability whether your day can be swapped within the week for an alternative. Days are not transferable from week to week. Term-time places are booked in line with the academic year of the settings Local Authority. **Absences must be paid for - Including holidays and sick.**

Our prices include: All meals whilst your child is in attendance, prepared by the Nursery cook including:

- Breakfast is served between 7:30am – 8:45am
 - 2-course hot lunch at 11:30am
 - 2-course afternoon tea at 3:30pm
 - Mid-morning and mid-afternoon healthy snacks
- All nappies, wipes, sudocrem
 - Whilst a weaning menu is fully included, you will need to provide your choice of formula/breast milk for your baby.

2nd Child Discount

We offer a 10% discount on your oldest child when a second or subsequent children starts with us, and waiver the booking fee. Please note the discount is for full day care only and not applicable to Funclub.

Additional Charges

A non-refundable booking fee of £50 is required with your application. This includes 3 hours visits for your child and covers a home visit for your child before starting, we will discuss with you. The booking fee is waived for Fully funded FEEE places taking up no-extras, and siblings of existing customers with us.

During Usual Opening Hours – If you collect your child late, or bring them early for their planned session, we will charge **£4.50 for each half hour** or part of.

After 6pm – For collections after the nursery has closed, we will charge **£10.00 per 15 minutes**, per child.

Termination of your contact with us We need 1 months' notice to cancel a place, or for any reduction in hours, we accept email for this. If a child is leaving/changing mid-month the daily rate will be used to calculate their fees.

Funded Places only You are required to provide evidence of funding, and complete relevant paper work as requested by your nursery manager, failure to do this will result in a full charge for the Nursery Place booked. You will need to sign your contract for the funding BEFORE using your funded hours – failure to do so may result in you having to pay for the place. **PLEASE NOTE:** Regular attendance is expected or this may impact your funding.

Payments and Invoicing You will be invoiced on the 1st of the month and expected to clear this in full by 7th of the month.

All customers receive a Statement of Account, via email, on the 1st of each month to show this invoice has been added to your account, and to detail any over/underpayment from the previous month. If you have not received the email, or have any queries about your statement, or your invoice, please contact us on finance@littlepeoplenurseries.co.uk or 0113 2556394. In order to allow our Nursery managers to concentrate on the childcare our invoicing is managed by our admin team. We do our best to ensure that you are invoice the correct amount, and check this at internally at regular intervals. Please check your invoice as if you are attending more than you have been charged we will need to charge the additional attendance in arrears. Our managers send through extra attendance in arrears, and additional holiday attendance when you book. We accept Childcare Vouchers, please contact Head Office on (0113) 2556394 to find out any reference numbers you made need. We also accept payment the Government Tax Free Childcare payment scheme, for more information on this please call Head Office or speak to your Nursery Manager.

Charges for late payments In order to minimise costs we do not allow credit. Fees are due in advance by the 7th of each month. Fees paid late will incur a "Late Payment Fee" of £25 on a monthly basis. Consistent late payments will result in your place being withdrawn. Should we need to pass your debt on for collection on our behalf you will be responsible for all costs added by the collection agency. Current costs are an administration cost of £50 and a referral cost of 50% of any amount outstanding.

Section 7 – Declaration

I agree to abide by the Terms & Conditions and to the Nursery's Policies & Procedures, these are displayed in each Nursery, verbally discussed at your show-around and a full copy is emailed with your booking confirmation.

Please note – if both parents are detailed in Section 2, we require both signatures below.

Signature

Print Name

Date

Signature

Print Name

Date

Section 8 – Application for Free Early Education Entitlement (for local authority purposes)

Child's Name	DOB	Ethnicity
<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent/Carer 1 Name	DOB	Parent/Carer 2 Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
National Insurance Number		National Insurance Number
<input type="text"/>		<input type="text"/>

2 year old FEEE

To access the 2 year old FEEE your child must meet the eligibility criteria, please indicate below if your child meets the criteria and which of the criteria they meet. Either **Economic (ECO)** checked with Leeds City Council, **Looked After Child (LAA)** proof shown to provider, or **SEND (HSD)** proof shown to provider.

Eligible for 2 year old FEEE:	YES	NO	2 year FEEE Eligibility (Please state under which criteria the child is eligible):	<input type="text"/>
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FEEE Additional Entitlement

To access the FEEE Additional Entitlement you must have applied for a voucher code via the [HMRC's childcare service](#) and confirmed your eligibility with your childcare provider, please indicate below if your child meets the criteria and input your voucher code.

Eligible for the FEEE additional entitlement:	YES	NO	30 hour code:	<input type="text"/>
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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 and accessing 3 and 4 year old FEEE. 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 that your child may qualify for the EYPP please indicate below if your child meets the criteria and which of the criteria they meet. Either Economic (EE) or Looked After (EO).

Eligible for Early Years Pupil Premium? (EYPP):	YES	NO	EYPP Eligibility (Please state under which criteria the child is eligible):	<input type="text"/>
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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
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Attendance details

- You need to agree and complete this Declaration Form with each setting your child attends for their FEEE universal entitlement (Eligible 2 year olds and 3/4 year olds) or FEEE additional entitlement (Eligible 3/4 year olds only) per annum (Financial Year April-March) in order to ensure that funding is paid fairly between them.
- The maximum entitlement per annum (Apr-Mar) is 570 hours Universal Entitlement, and if eligible 570 Additional Entitlement. Please speak to your childcare setting about the FEEE sessions they operate (hours and days). These should be detailed on your contract with them, and via child registers.
- Your child can attend a maximum of two sites (refers to provider postcode) in a single day. It is the parent's decision how the funding is allocated between all providers who offer both universal and extended funding. However, if one of the Providers only offers universal entitlement funded places, that Provider must inform the parent prior to the child taking up the place that they will claim Universal Entitlement only.

My child is claiming FEEE with this setting from:

Claim start/end date	
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My child is attending the following settings for the FEEE Universal Entitlement (570 hours) for eligible 2 year olds and 3/4 year olds:

Setting Name(s)	No. of hours
A	
B	
C	
Total Annual FEEE hours Attended (max 570hrs)	

My child is attending the following settings for the FEEE Additional Entitlement (570 hours) FEEE for eligible 3/4 year olds:

Setting Name(s)	No. of hours
A	
B	
C	
Total Annual FEEE hours Attended (max 570hrs)	

If your child attends any hours above the Universal or Additional FEEE, please indicate this here:

Hours Attended Above FEEE	
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If your child is splitting their free entitlement across two or more providers please nominate the main setting where the local authority should pay the DAF/EYPP (this should be the provider claiming universal entitlement):

Setting Name	
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Please note all claims must be a minimum of three weeks.

If the child attended a previous setting in the same term, please complete this information)

*Providers are allowed to include a notice period as part of their business model, however for the purposes of FEEE it is between the Provider and the parent whether this is claimed for or paid by the parent.

Previous Setting Name	
Hours claimed with setting in the term	
Claim end date*	

Parent/Carer/Guardian with legal responsibility declaration

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/s)

..... to claim free entitlement funding as agreed above on behalf of my child, and inform me which funding streams my child is eligible for.

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

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Print name		Print name	
Date		Date	

If any of the above information changes a new parental declaration form must be completed immediately.

Data privacy

The Data Protection Act 1998: How we use your information

We use information about children and young people to enable us to carry out specific functions for which we are responsible. We also use this personal data to derive statistics which inform decisions we make (e.g.) regarding the funding of early education, assess their performance and to set targets for them. These statistics are used in such a way that individual children cannot be identified.

Education and training: The Local Authority and your childcare provider hold information about children and young people living in our area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to us to help us to do this¹.

We share some of the information we collect with the Department for Education (DfE) to enable them to; produce statistics, assess our performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

We may also share information with post-16 education and training providers to secure appropriate support for them. We may also share data with education establishments which shows what their pupils go on to do after the age of 16.

For children under 16, a parent or guardian can ask that no information other than their child's name, address and date of birth (or their own name and address) be passed to a local authority. This right transfers to the child on their 16th birthday. Pupils and/or a parent/guardian will need to inform the school/LA if this is what they wish.

DfE may share individual level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you require more information about how we and/or DfE store and use your personal data or if you want to see a copy of information about you that we hold please visit:

- <http://www.leeds.gov.uk/opendata/Pages/Data-Protection-Act-1998.aspx>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

¹ Under the Education and Skills Act 2008, parts 1 and 2