

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
8. Is your child’s immunisation record up to date? 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);

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

If you would like to request a Term Time Place, please tick here

(The minimum booking for a Term Time place is 3 Full Days, these places are limited and are subject to availability)

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.

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 please see our policies and procedures here <https://www.littlepeoplenurseries.co.uk/downloads/>. 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.

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 two days a year for staff training**. We may be able to offer the staff training days in lieu within the same month. 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 Local Council's Academic Calendar for that site. Any additional holiday care is charged at the term time full day rate. **Absences must be paid for - Including holidays, sick and unforeseen nursery closure.**

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 £7 per 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 Fees are due by the 1st of the month for that month. Customers receive a Statement of Account, via email, on the 20th of each month which shows the upcoming months fees and details any over/underpayments. 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 invoiced the correct amount and check this 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 1st of each month. Monthly fees paid late will incur an additional interest charge of 8% above current base rate per week until all money owed is paid. Consistent late payments will result in your place being withdrawn.

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