

Ireland Wood Children's Centre Nursery Registration Form



Children's Details	
First name	Date of Birth
Surname	Gender
Ethnicity	First language used
Address	
Postcode	

Parent/Carer Details	Parent/Carer 1	Parent/Carer 2
Relationship to child		Relationship to child
Title		Title
First name		First name
Surname		Surname
Home address (if different from above)		Home address (if different from above)
Home telephone number		Home telephone number
Work telephone number		Work telephone number
Mobile phone number		Mobile phone number
Email address		Email address
Occupation		Occupation
Work address		Work address
Ethnicity		Ethnicity
First Language used		First language used

Emergency contact details

In the event of illness or an emergency, parents/carers will always be contacted first. However if there is no answer we will contact the individuals listed below. Please provide details for all individuals who have permission from you to collect your child from nursery.

Name	Relationship to child	Home telephone	Mobile

Please provide details of any other individuals who have your permission to collect your child.

Name	Relationship to child

Additional Information

The purpose of this section is to help us identify how we can best support your family's needs. The information you provide will help us to evaluate the services we offer and monitor how effective these services are.

Family Details	
Who applied for this childcare place?	Parent/Carer <input type="checkbox"/> Social Care <input type="checkbox"/> Health Visitor <input type="checkbox"/> Family Outreach Team <input type="checkbox"/> Other.....
What is the reason the child attending Nursery?	Working <input type="checkbox"/> Education/Training <input type="checkbox"/> Seeking Work <input type="checkbox"/> Family Support <input type="checkbox"/> Other
Are you applying for student funding to cover childcare fees?	Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes you will need to sign additional terms and conditions)
Has your child accessed any other form of childcare previously? (if yes please provide details)	
Do you have any contact with any other services (i.e health visitor, Social Worker etc. If yes please give details.	
Name of Family GP and Surgery	
How did you hear about us?	Family/Friend <input type="checkbox"/> Health Visitor <input type="checkbox"/> Family Outreach Team <input type="checkbox"/> GP <input type="checkbox"/> School <input type="checkbox"/> Website <input type="checkbox"/> Leaflet <input type="checkbox"/> Other
Do you know about the groups and services provided by the children's Centre?	Yes <input type="checkbox"/> No <input type="checkbox"/> I would like more information <input type="checkbox"/>
What groups and services do you feel would be of benefit to your and your family?	
Would you like to join the Parents Forum?(please ask at the Office for more information)	Yes <input type="checkbox"/> No <input type="checkbox"/> I would like more information <input type="checkbox"/>
Are you interested in becoming a member of our Advisory Board? (please ask at the Office for more information)	Yes <input type="checkbox"/> No <input type="checkbox"/> I would like more information <input type="checkbox"/>
Would you like to be on our mailing list ?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how would you prefer to be contacted? By post <input type="checkbox"/> By email <input type="checkbox"/>
Would you like us send your invoice via email?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide your email address

Please provide details of any other children in your family	Child 1	Child 2	Child 3
First Name			
Surname			
Date of Birth			
Gender			
Ethnicity			
First Language used			
Religion			
NHS Number			
Does your child have and disability or Special Need? (please give details if yes)			
Does your child attend any childcare or school? (please give details if yes)			

Parent/Carer Details	Parent/Carer 1	Parent/Carer 2
First Name		
Surname		
Date of Birth		
Gender	Male/Female	Male/Female
Religion		
Are you a lone parent?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you consider yourself to have a disability? If yes please give details	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Employment Status	Employed Full Time <input type="checkbox"/> Working less than 18 hours per week <input type="checkbox"/> Looking after Family/Full time carer <input type="checkbox"/> Maternity Leave <input type="checkbox"/> Permanently Sick/Disabled <input type="checkbox"/> Retired <input type="checkbox"/> In Training/Education <input type="checkbox"/> Unemployed <input type="checkbox"/> Volunteer <input type="checkbox"/>	Employed Full Time <input type="checkbox"/> Working less than 18 hours per week <input type="checkbox"/> Looking after Family/Full time carer <input type="checkbox"/> Maternity Leave <input type="checkbox"/> Permanently Sick/Disabled <input type="checkbox"/> Retired <input type="checkbox"/> In Training/Education <input type="checkbox"/> Unemployed <input type="checkbox"/> Volunteer <input type="checkbox"/>
Do you claim any benefits?	Income Support <input type="checkbox"/> Job seekers allowance <input type="checkbox"/> Other workless Benefits <input type="checkbox"/> Disability Benefits <input type="checkbox"/> In work benefits e.g.. Tax credits <input type="checkbox"/>	Income Support <input type="checkbox"/> Job seekers allowance <input type="checkbox"/> Other workless Benefits <input type="checkbox"/> Disability Benefits <input type="checkbox"/> In work benefits e.g.. Tax credits <input type="checkbox"/>
What is your Housing Status?	Home Owner <input type="checkbox"/> Private Tennant <input type="checkbox"/> Housing Association/ Council Tennant <input type="checkbox"/> Living with relatives or friends <input type="checkbox"/> Other	Home Owner <input type="checkbox"/> Private Tennant <input type="checkbox"/> Housing Association/ Council Tennant <input type="checkbox"/> Living with relatives or friends <input type="checkbox"/> Other
What is your highest level of qualification?	No formal Qualifications <input type="checkbox"/> GCSE grade D or below (level 1) <input type="checkbox"/> GCSE grade C or Above (level 2) <input type="checkbox"/> NVQ or other level 2 (diploma or certificate) <input type="checkbox"/> NVQ or other level 3 (diploma or certificate) <input type="checkbox"/> A level or other level 4 certificate/Diploma <input type="checkbox"/> Degree (level 6) <input type="checkbox"/> Postgraduate qualification <input type="checkbox"/>	No formal Qualifications <input type="checkbox"/> GCSE grade D or below (level 1) <input type="checkbox"/> GCSE grade C or Above (level 2) <input type="checkbox"/> NVQ or other level 2 (diploma or certificate) <input type="checkbox"/> NVQ or other level 3 (diploma or certificate) <input type="checkbox"/> A level or other level 4 certificate/Diploma <input type="checkbox"/> Degree (level 6) <input type="checkbox"/> Postgraduate qualification <input type="checkbox"/>
Are you an Asylum Seeker?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you're a Refugee?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Your Consent

Personal Data supplied on this form will be held on the computer and will be used in accordance with the Data Protection Act 1998 for statistical analysis, management and planning of services delivered by partner agencies and therefore information may be shared with other agencies (e.g health, education, social care) to meet the needs of your family. If you do not wish your information to be shared, please inform the Children's Centre. All information collected will be treated as confidential.

Parent/Carer 1 - Print Name.....Signed.....Date.....

Parent/Carer 2- Print Name.....Signed.....Date.....

Now please read and sign the Terms and Conditions attached and return both to the Centre office.

Ireland Wood Children's Centre

Terms and Conditions

The terms and conditions also run in conjunction with the payment policy which is available to read in the Centre or online at www.irelandwoodcc.co.uk.

Fees & Payments

- 1.1 Ireland Wood Children's Centre does not offer credit places. Payment must be paid in advance of the childcare you receive as you are paying to reserve and continue using a childcare place.
- 1.2 Fees are charged calendar monthly and are calculated over a 51 week time period.
- 1.3 Bank holidays, absence due to a child's illness, family holiday or any other reason are charged at full rates.
- 1.4 All fees are inclusive of meals and the most widely used brands of formula milk. Parents/Carers should provide the nursery with a supply of nappies.
- 1.5 Fees must be paid in advance by the 1st of every month. Fees are payable by standing order, cash or childcare vouchers. Our bank details are available on request and are stated on every invoice.
- 1.6 Fees are subject to an annual review in September which may result in an increase.
- 1.7 If full payment is not received in advance, you will be contacted by the Centre Office to arrange payment.
- 1.8 It is the parent/carers responsibility to inform the Centre Office as soon as they are aware that they are having difficulty paying fees.
- 1.9 Should you require 3 separate reminders regarding payment of fees your childcare place will be suspended and your details passed onto our debt collection agent without further notice.
- 1.10 Please be aware that we have a duty to share information about your childcare fees and account with HMRC and other Government organisations.

Days and hours of service

- 2.1 Ireland Wood Children's Centre is open Monday to Friday from 07.30 to 18.00.
- 2.2 The Centre is closed on all official bank holidays and fees are still payable on these days.
- 2.3 The Centre will close at 12.30pm on Christmas Eve and remain closed until 2nd January. There will be no charge for this week.
- 2.4 The Centre offers full day care for children aged 3 months to 4 years.
- 2.5 The Centre provides:
 - Full day care sessions (7.30 – 18.00, 7.30 – 13.00 & 13.00 – 18.00)
 - 2 year Free Early Years Entitlement (2YFEEE) sessions (15 hours per week term time only or 12 hours per week all year round) subject to conditions
 - 3&4 year Free Early Years Entitlement (3&4Y FEEE) sessions (15 hours per week term time only or 12 hours per week all year round)

Admission procedure (please refer to the Centre's Admissions Policy for further information)

3.1 To apply for a place in the nursery at Ireland Wood Children's Centre you are required to complete a nursery registration form and return it to the office along with a copy of your child's birth certificate.

For full day care sessions

3.2 If a space is available we will contact you in writing and ask that you provide a deposit of £100.00 to secure the place. Places will be held for 5 working days. If we do not hear from you within the specified timeframe the place will be reallocated.

3.3 The £100.00 deposit will be deducted from your final invoice when leaving the nursery.

3.4 Your child will be eligible for 3&4 Year FEEE sessions from the term after their 3rd birthday. We will contact you to inform you when the sessions start. The funding will be automatically deducted from your monthly invoice.

3.5 If you choose to claim the 3&4 Year FEEE sessions at another childcare setting, please inform the Centre in writing that it is your intention to do so.

For 2,3,&4 year FEEE only sessions

3.6 Children attending for FEEE only sessions are placed on a waiting list initially. Places are then allocated in accordance with our Admissions Policy.

3.7 The centre will notify you in writing two months before the term your child is due to start to inform you if your child has been allocated a place.

3.8 You will be required to respond to the letter within five working days to confirm that you still require the place. Failure to do so will result in your place being reallocated to another child on the waiting list.

3.9 FEEE session attendance is recorded and monitored daily. If your child fails to attend their full session entitlement for longer than 2 consecutive weeks, we reserve the right to re-allocate the sessions to another child on the waiting list.

Attendance

4.1 Sessions are booked on a regular weekly pattern and cannot be exchanged for other days or times.

4.2 Extra ad hoc sessions can be added to your child's regular booking pattern if there is space available and your account is up to date. If your account is in arrears we reserve the right to refuse allocation of extra sessions until you have cleared your account. Extra sessions are payable at the time of booking.

4.3 If you need to reduce your child's sessions at any time we require one months written notice.

Collection of children

5.1 Children must be collected promptly at the end of their session by an adult (16 and over) who is named on the registration form. Children will not be permitted to leave the setting with any person who is not stated on the registration form.

5.2 It is imperative that you contact the Centre as soon as you become aware that you may be late to collect your child. You will be charged £1.00 per minute after your child's specified leaving time. For late collections after 18.00 hours you may be charged a further £15.00. This includes children attending for Free Early Years Entitlement (FEEE) Sessions.

5.3 In adverse weather conditions parents/carers will be contacted and advised to collect their child as soon as possible. Please contact the Centre to check if the nursery is open before leaving home if adverse weather conditions occur over night.

6) Sickness (please refer to the Centre's Sickness Policy for further information)

- 6.1 If your child is unable to attend due to sickness or holiday please inform the centre as soon as possible. The Centre reserves the right to refuse entry to any child who the Duty Manger considers to be unwell or suffering from any contagious or infectious complaint.
- 6.2 The Centre follows the Health Protection Agency (HPA) guidelines on exclusion periods for illnesses.
- 6.3 If your child becomes unwell whilst at nursery we will contact you and advise you to make arrangements for your child to be collected as soon as possible.

Loss or damage to personal property

- 7.1 The Centre accepts no responsibility for any loss or damage, however caused to children's possessions, clothing and any pushchairs left on the premises. All personal effects must be named.

Information sharing

- 8.1 It is the parent/carers responsibility to ensure the Centre has up to date contact details. Please inform the Centre office if you need to update your details.

9) Cancellation

- 9.1 One month's written notice is required when cancelling your child's sessions. Fees are payable even if your child does not attend the nursery during this period.
- 9.2 Ireland Wood Children's Centre reserves the right to cancel your child's place with immediate effect for any of the following reasons:
 - i) Non payment of fees.
 - ii) Abusive behaviour from parents/carers towards staff at Ireland Wood Children's Centre.
 - iii) A continuation of unacceptable, inappropriate behaviour from children towards staff at Ireland Wood Children's Centre.

Ireland Wood Children's Centre's policies are available to view in the reception area and online at www.irelandwoodcc.co.uk.

I confirm that I have read and understood the terms and conditions and I agree to abide by them	
Signed (Parent/Carer).....	Signed (Parent/Carer)
Name in Full.....	Name in Full
Date	Date.....
Please return this form to the Centre Office along with a copy of your child's birth certificate .	