



Kingsway Early Years Nursery

Registration Pack

E-mail: nursery@Kingsway.gloucs.sch.uk

Tel: 01452 725293

Website: www.kingsway.gloucs.sch.uk

Office Use Only

Spaces **For** Allocated: Yes / No Which spaces _____

Space confirmed with Parent / Carer: Yes / No Date confirmed: ___/___/___ Initials of Staff _____

Spaces Funded: Yes / No 15hrs or 30hrs Funded: 15 / 30

Funding Code received: Yes / No Date received: ___/___/___ Initials of Staff _____

Code:.....

NI:.....

Additional Information:

Birth certificate Initials of staff:

Registration Details

Child's full name		Known as:	
D.O.B:		Gender:	M / F
Ethnic origin:			
Religion:			
First language:		Any other languages spoken at home?	
Home address:			
Post code:			
Home tel. no:			

Please select your preferred sessions below: (Please note we do not provide lunch and there is a £3 charge for the lunch session 11:45am-12:30pm)

Preferred start date:					
Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8.45am-3.30pm					
8.45am-11.45am					
8.45-12.30					
11.45am-3.30pm					
12.30pm-3.30pm					

**Please note that we are a term time only nursery.
We are open 38 weeks of the year.**

Acknowledgement and Contract

I have read, understood and agree the terms & Conditions attached			
Parent full name:			
Parent date of birth:		NI:	
Signature:		Date:	

How did you learn about The K.E.Y Nursery?

Parent/carer Details

Parent/carer name:		
Relationship to child		
Home address if different from child:		
Home tel. no:		
Email address:		
Work address:		
Work telephone number:		
Does this person have legal parental responsibility for this child?	Yes / No	

Parent/carer name:		
Relationship to child		
Home address if different from child:		
Home tel. no:		
Email address:		
Work address:		
Work telephone number:		
Does this person have legal parental responsibility for this child?	Yes / No	

Siblings Details

Sibling's Name:		Setting/School:	
Sibling's Name:		Setting/School:	
Sibling's Name::		Setting/School:	
Sibling's Name:		Setting/School:	

Additional Emergency Contact

Name:		Relationship to the child:	
Home tel. no:		Work tel. no:	
Mobile no:			

If any other person, other than those already named, has legal parental responsibility for this child please give details below.

Name and relationship to the child:		
Home address:		
Home tel. no:		
Email address:		
Work address:		
Work tel. no:		
Does this person have legal parental responsibility for this child?	Yes / No	
Does this person have permission to collect from the nursery?	Yes / No	
Should this person be added to the email list for news and events?	Yes / No	

Who, other than the parents/carers named on this form has permission to collect your child from nursery?			
Name		Relationship to child	
Name		Relationship to child	
Please give a password in the space below, which they must use on collection:			

Medical Details

Does your child have any allergies?	Yes / No (please circle)	
If yes, please give details of the cause and reaction:		
Does your child have any special dietary requirements?	Yes / No (please circle)	
If yes, please give details:		
<p>Has your child had any of the following immunisations?</p> <p>Please tick and date</p>	Immunisation	Date of immunisation
	BCG	
	Diphtheria	
	HIB	
	MMR	
	Meningitis C	
	Poliomyelitis	
	Tetanus	
Whooping cough		
Name of GP:		
Name of surgery:		
<p>Address:</p> <p>Postcode:</p>		
Telephone number		

Health visitor details	
Name	
Address	
Postcode	
Telephone number	
Other agency details	
Name	
Address	
Postcode	
Telephone number	
Any other details that we should know about? E.g. social care involvement etc	
If there are any other professionals involved with your child that we may need to know about, please give full details below, including name and contact details.	

Please use the space below to tell us about your child's routine, likes, dislikes and preferences.

Consent and Permissions

	Please tick if permission is granted
Emergency First Aid to be administered by a first aid trained member of staff	
If your child develops a temperature whilst at nursery of 38*c or above, you will be contacted and asked for verbal permission to administer appropriate medication such as paracetamol (Calpol) or ibuprofen (Nurofen). If your child's temperature continues to increase or does not reduce within the hour, you will be asked to collect them from nursery. In the unlikely event that we are unable to contact you, do you give consent for this to be administered	
Local outings (for outings which require transport, separate permission will be sought)	
Sun cream to be applied when relevant	
Photographs for the purpose of nursery displays	
Photographs to be used within the nursery newsletter which is sent out to parents	
Photographs on the nursery website	
Photographs on the nursery social media sites such as Facebook	
Face paints to be applied	

I have annotated the agreed sections above by ticking to give permission for this to take place.			
Full name:			
Signature:		Date:	



Terms & Conditions

The following terms and conditions form part of your registration agreement. By signing below you are signing to agree to our terms and conditions. Please read carefully.

Nursery operation and admissions - The KEY nursery is open Monday to Friday, 8.45am - 3:30pm. We provide care for children aged from 2 to 4 years. All children must be registered with the nursery prior to attendance. Children with siblings within the setting will get priority places. The nursery is open 38 weeks of the year excluding statutory bank holidays. During closures session fees are not charged. Session swaps are **not** permitted on a casual basis.

Attendance - The KEY nursery is open for 38 weeks of the year. By accepting a place for your child at the setting, you are committing to your child attending for the full 38 weeks of the year. This is regardless of holidays which you may wish to take during this time. If you choose to take your child on holiday during the term, please be advised that you will still incur any charges that you would normally incur for your child's care e.g. lunch fee, late collection or any paid sessions above your allocated funding.

Transition between rooms - If your child starts with us in our Ducklings (2-year-old room), this does not guarantee you a space in our Cygnets room when they turn 3. If there is no space to accommodate your request, they will be put on the waiting list for when the requested space becomes available.

Medication, illness, absence and emergencies - At The K.E.Y Nursery we are happy to administer prescribed medicines if your child is well enough to attend nursery. You will be asked to complete a medicine form when leaving your child. We will not administer medication without this information. Non-Prescribed Medicines must not usually be administered in early year's settings (*Early Years Foundation Stage 2014*) however; we understand that there are occasions when your child may be feeling unwell due to teething, or a mild cold which could be assisted with non-prescribed medication. Therefore we **may** agree to administer non-prescribed medication depending on the circumstances. The **only** non-prescribed medicine we may agree to administer is Paracetamol (Calpol), Ibuprofen (Nurofen) or teething gels.

Please note if your child is prescribed Anti-Biotics they are not advised to come into Nursery for **48 hours**. After 48 hours, your child is able to return to the setting and you can give permission for a member of staff to administer the medicine.

Exclusion periods for any illness will depend on advice provided by the 'Health Protection Agency'; please request the associated policy for further details.

We ask that you inform the nursery as soon as possible if your child will be absent for any reason. First aid trained staff are available at all times and able to administer first aid in an emergency.

Special educational needs and disabilities (SEND) - Before starting at The KEY nursery, parents/carers are expected to provide detailed information regarding any special needs that their child may have in order for us to provide the appropriate care and learning opportunities. The nursery has an appointed Special Educational Needs Coordinator (SENCo) who will liaise with you as required.

Safeguarding and Welfare of children - The safeguarding and welfare of children is paramount. It is therefore essential that parents/carers understand that we have a legal obligation to contact the appropriate authorities if we feel a child is at risk of possible abuse or neglect. We have robust recruitment and ongoing supervision procedures to ensure that staff caring for the children are suitable to do so.

Equal Opportunities - The KEY nursery pro-actively operates alongside equality. Registration of children and recruitment of staff will be without prejudice or discrimination of any kind. The relative equality statement is available upon request.

Policies and procedures - All policies, procedures and working practices are in accordance with the Statutory Framework for the Early Years Foundation Stage. Please see the Nursery Manager if you would like to receive any further information.

Notice to terminate or alter sessions - 4 weeks' notice must be given in writing to the Nursery Manager to reduce/change your child's nursery sessions or terminate your child's place. If you choose to leave before this notice period, costs incurred will still need to be paid. It is at the manager's discretion to terminate a child's place if required.

Funding entitlement - We accept spaces for children eligible for the Achieving 2 year old funding and also the government funding for 3 and 4 year olds. We also take children eligible for the 30 hours funding. Evidence of eligibility and acceptance for these funding schemes must be seen by the nursery before a space can be allocated. Funding can only be used to pay for sessional care (as stated in the sessions section of this form) and cannot be used to cover any additional times during the day e.g. lunchtimes. 30 hour funding codes need to be renewed by parents every 3 months. If you do not renew in time you may no longer be eligible for the funding and therefore charged for your spaces.

Fees and payments - Care provided at The KEY nursery is charged at £5.50 per hour. Fees are calculated on a monthly basis and an invoice for any costs will be generated. Fees are due for payment within one week of the receipt of the invoice. Unpaid fees will result in the possible loss of space for your child and potential legal proceedings. Fees are reviewed annually, usually in August. 4 weeks written notice will be provided for any changes in the fees. Fees can be paid in cash, bank transfer or through vouchers. You may also pay for your child's care through the Tax-Free childcare scheme.

Arrival and collection - Children will be welcomed by a member of staff upon arrival and should never be left to enter the nursery alone. Arrival and departure times are strictly recorded on attendance registers. Only parents/guardians and authorised collectors over the age of 16 will be permitted to collect a child from the nursery. Please ensure that you arrive and collect on time as this can cause unnecessary distress to the children. A charge of £5 for every 10minutes will apply to unarranged care such as late collection. This should be paid to the nursery within seven days of invoice.

Complaints procedure - In the first instance we recommend you speak with your child's key person. However, if your concern cannot be resolved in this way you are encouraged to contact the nursery manager or deputy manager in their absence. We endeavour to resolve any issues as soon as practically possible and all concerns and complaints will be fully investigated as a matter of urgency. The outcome of the investigation will be reported back to the persons raising the concern or complaint within 28 days.

If the matter cannot be resolved by The K.E.Y Nursery or you feel you cannot address them internally, then you can contact the regulating body, OFSTED.

Applications, Regulatory and Contact (ARC) Team
Ofsted
Piccadilly Gate
Store Street
Manchester M1 2WD
Telephone: 0300 123 1231

GDPR - Information provided to and held by Kingsway Early Years Nursery will be managed and processed in accordance with the new data protection law (General Data Protection Regulation) and in-line with our nursery/schools data protection policy.

Signed.....

Date.....