*** Registration form*** For: Play station nursery,

 School Close,

 Stoke Lodge, BS34 6DW 01454 610101

All Early Year’s settings are legally required to carry the following information about each child placed within their care. Thank you for your time in completing this form.

Child’s full name………………………………………………......................................................................................................

Date of Birth………………………………………………………………………………………………………………………………………………………

Home address......................................................................................................................................................................

................................................................................................................................................................

Each parent/carer who has legal contact with the child:

**Parent 1 Name**: ........................................................Email Address: ...........................................................................

**Home address** ...................................................................................................................................................................

**Parent 2 Name**: ........................................................Email Address: ...........................................................................

**Home address** ......................................................................................................................................................

Please tick the most preferable method of communication for each parent/carer for letters etc

Parent/carer name …………………………….………Email □ Text□ Letter □ Verbal □

Parent/carer name …………………………….………Email □ Text□ Letter □ Verbal □

Who of the above does the child normally live with?..................................................................................................

Home telephonenumber………………………………….................................................

Day time telephones numbers of(name)…………………………are:………………………………………………………………..........................................

Day time telephone numbers of(name) ………………………….are:………………………………………………………………..........................................

Alternative emergency contacts, 1stchoice……………………………………………………………………………………................................................

2nd choice……………………………………………………………………………………3rdchoice……………………………………………………………......................

**Medical Information.**

Child’s Dr. and surgery ……………………………………............................................................Tel no:……………………… ……………….

Are you registered with a Dentist? **Yes**□ **No□** Has you chid been seen by a dentist? **Yes**□ **No□**

Please record any special health/dietary requirements..................................................................................................

Do we at Play Station Nursery have your consent: (please discuss with staff member if you are unsure/unclear)

* to the seeking of any necessary emergency medical advice or treatment in the future**? Yes**□  **No□**
* to sharing information with health or other professionals about your child’s development **? Yes**□  **No□**
* to take your child on fully supervised local outings? **Yes**□ **No**□
* to take photographs for nursery use? **Yes**□ **No**□
* to post these photographs on Facebook or our website? **Yes**□ **No**□
* I consent for my child’s data to be safely and confidentially stored in the nursery **Yes**□  **No□**

Is your child under the care or assessment of any agencies, other professionals or social workers? Please give details...........................................................................................................................................................................................

**Ethnicity?** White-British □ Mixed-White and Black Caribbean □ Asian or Asian British □

Black or Black British □ Chinese □ Any other ethnicity, please state…………………………………………………………………

Languages other than English spoken/place of heritage? …………………………………………………………………………………………………

Religious preferences that should be taken into account…………………………………………………………………………………………………

How did you hear about us?.................................................................................................................................

If your child is joining us accessing the 2 year old government grant funding, please state your unique reference number: ……………………………………………………………………………………………………………….

For the purposes of EYPP funding (3 year olds and up)

Mother/Father’s National Insurance Number………………………………………………………………..… DOB…………………………………………

Birth Certificate Copy provided?.......................................................................................................................................

Required start day………………………………………………………………………………………………………………………………….

|  |  |  |
| --- | --- | --- |
|  | Start time | Finish time |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

Please read and confirm your understanding of the following:

* I understand that Nursery Fees are payable one month in advance and are not refundable for absence (including sickness). I agree to abide by all policies and procedures.
* A registration fee of £75 is required and is non-refundable. This fee will contribute to trips, sun cream, protective clothing (both sun and winter) and the purchase of other such extras.
* A deposit of £200 may be payable in order to secure your child’s place in advance of six months. This deposit is credited to the second invoice of fees.
* I understand that Play Station Nursery has a policy of zero tolerance in order to protect its staff and those children in attendance. In the event that any member of the staff team is made to feel intimidated or directly under threat (whether verbally or physically) by a family member or otherwise associated with a child attending this nursery, Play Station reserves the right to give 24 hours notice to the family regarding their child’s cessation of attendance. In this instance no refund will be provided for any fees already paid. Furthermore, should any child be considered a consistent threat to the well-being and learning achievements of other children, Play Station reserve the right to give 24 hours notice to the family, as above.
* I understand that any change to the agreed hours of attendance must be put in writing and can only be changed once a term.
* I have read and agree to the Aims and code of practice
* Signed (Parent/Guardian) ………………………………………………………........................………………Date……………………………
* Signed (Play Station Nursery Ltd) .....................…………................................................…Date.............................

**Agreed guidelines for accessing and using Tapestry ‘Online Learning Journeys’**

We may take photographs for a number of reasons whilst your child is with us:

* to document what they enjoy doing;
* to record their learning and development progress;
* to include in newsletters, learning journals and displays;
* to record special events and achievements;
* occasionally, we may invite the media to take photographs or film footage for publicity purposes and to record any special events;
* images may also be used in our publicity, on our Facebook page or on the website.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I consent to photographs of my child being taken by authorised personnel representing the Nursery and being used for the above mentioned purposes. | Yes |  | No |  |
| (tick as appropriate) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I consent to photographs containing my child’s image being included in other children’s online or paper learning journals | Yes |  | No |  |
| (tick as appropriate) |

(Please note that you have the option to view any photographs before they are included in any learning journal, should you request this in writing.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I consent to treat photographs containing images of other children as **for my own personal use only** | Yes |  | No |  |
| (tick as appropriate) |

(This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or carers of those children who may be included. For example, any such photographs **cannot** be posted on a social networking site or displayed in a public place.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I consent to only share tapestry login information to trusted members of my family. | Yes |  |  No |  |

 I consent for my child’s first name to appear in another child’s learning Yes No

 journal

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

 I consent to speak to a member of staff should I find any difficulties in accessing my child’s online learning journal.

**Please note that you can withdraw your consent, in writing, or request to see photos taken at any time. This form is valid for the duration of your child’s time at Nursery. It is your responsibility to let us know if you want to withdraw or change your consent at any time.**

Please return this form to a member of staff and Natalie will set up your account and send out your login details shortly ☺

Name of Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent: Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Play Station Nursery Aims and Code of Practice.**

A child’s experience in the early years has a major impact on their future life chances. At Play Station we aim to provide a safe, stimulating and enjoyable learning environment, within which children will be motivated to achieve the highest standards of holistic development of which each is capable.

A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up. When parents choose to use early years services, they want to know that provision will keep their children safe and help them to thrive.

The Early Years Foundation Stage framework is provided to ensure that each and every child is given the opportunity to achieve the five Every Child Matters outcomes, these include:

Staying safe : Being healthy : Enjoying and achieving : Making a positive contribution : Achieving economic wellbeing.

Broad and balanced learning opportunities are provided that will support children’s appreciation, understanding and care about the world around them and the society within which they live. Children and their families/carers will be equally welcomed within our setting, ensuring that no one is disadvantaged because of factors such as family background, disability, culture and special educational needs.

**General information for new parents.**

Joanne Knight has owned the nursery for over 20 years and holds a Level 4 Management and Childcare qualification. Natalie Taylor is the practice manager and is the lead practitioner for the entire nursery and pre-school provision. Natalie holds a NNEB qualification in early years and has over 20 years of experience in working with children under 5. The majority of staff hold a Level 3 qualification in childcare, learning and development; and the remaining staff are in the process of achieving their qualifications.

An Ofsted inspection of Play Station was carried out in August 2019. The overall effectiveness of the provision was judged to be good. The effectiveness of leadership and management of the provision was also judged to be good. The quality of the provision in the Early Year’s Foundation Stage was judged to be good. The outcomes for the children were judged to be good.

All children are assigned a key person. The key person is someone who will help the child become familiar with the surroundings, building a bond of care and sensitivity. The key person is responsible for ensuring that the individual developmental needs of the child are being met with; taking responsibility for the observations, assessments and action plans of each of their key children.

At Play Station Nursery we understand that parents are children’s first and most enduring educators. Research shows us that when parents and practitioners develop positive and communicative relationships, the results have a positive impact on children’s development and learning.

Information is shared with parents regarding their child’s learning journey via out Tapestry programme. Parents are encouraged to have a dialogue with staff about their child’s development.

In the event that any child is prescribed a medicine by their doctor it is considered that, in the best interests of the child and others who attend Play Station Nursery the child receiving medicine should not attend nursery for 24 hours.

After this time if it is deemed appropriate for the child to attend nursery the completion of a medical consent form will be requested and retained; an administration of medicines form will be completed by a qualified member of staff who will have administered the medicine, witnessed by another member of staff. Play Station staff will not administer over the counter medicine (for example cough mixtures or Calpol).

Immunisations and vaccinations

We ask that parents keep their child home for 24 hours after vaccinations and immunisations (not including Flu vaccine).

Nursery fees are payable one month in advance and due in the first week of each month and are non-refundable for unexpected absence/illness. Should fees remain unpaid by the close of business on the 24th of each month a fee of £10 will be added to the bill. In the event of children being dropped off early or being collected late (without prior agreement with Joanne or Natalie) a fixed fee of £25 will be added to the following month’s bill.

Covid-19

Please see our Covid-19 policy regarding the safety and welfare of children, staff, and parents. To keep all our staff and children safe we are not permitting parents into the setting. In terms of settling in sessions. We continue to offer trials for children that are starting but can not allow parents into the setting. A staff member will great you at the door and invite you into the office to talk with you about any concerns or worries that you may have, your child, their needs, likes and dislikes and fill in some forms. When you are comfortable the staff member will take your child into the nursery. We are asking that parents do not give their children any temperature suppressant such as calpol before attending as this could mask symptoms of COVID-19. Any child or staff member that displays symptoms will be asked to take a PCR test or isolate for 10 days.

Fees, Admissions and Holiday

We ensure that parents and prospective parents are aware of and understand the methods by which fees can be paid. We also ensure that parents are informed when the pricing structures are reviewed and when any increase to fees are likely to be applied.

A registration fee of £75 is payable upon children’s registration to Play Station. This fee will contribute to exciting educational trips for the children to enjoy, the purchase of sun cream, protective sun hats and safety bibs, wet weather clothing and the additional supervision required for trips.

Children joining Play Station benefitting from the National Education Grant only will not be required to pay a registration fee.

For children claiming the government Nursery Education Grant, the entitlement is deducted monthly from your invoice.

A sibling discount will be given when two or more children from the same family attend Play Station. In this event the older sibling will receive a 10% discount from the hourly rate.

Fees are due monthly, in advance and payments are accepted by credit/debit card or cheque or cash. If a cheque is represented as unpaid for any reason, a charge of £25 will apply. Fees are non-refundable for unexpected absence or sickness of a child.

Should nursery fees remain unpaid beyond the close of business on the 24th of each month a fee of £10 will be added to the unpaid bill. Thereafter a daily interest rate of 2% will be charged until the fees have been paid in full.

Should you no longer require your child’s place at the nursery, one month’s notice is required, and must be in provided in writing.

The nursery accepts payment by childcare vouchers. Any change to children’s hours must be put in writing and provide 1 months’ notice. Staff hours may need to be amended to accommodate this, we therefore, can only support any changes to hours once a term, special circumstances may be taken into account, but these will be at the managers discretion.

For persistent late collection without prior notification late fees are charged at £10.00 per 15 minutes, at the discretion of the manager.

The setting is open for 51 weeks of the year and closes on bank holidays.

No charges are applied for staff development day closures.

Outstanding accounts to be settled within each calendar month, failure to make payments on time may result in places being withdrawn.

We value partnership working and if at any time you are experiencing financial difficulty, please discuss with the manager who may consider alternative payment options.

Fees are reviewed annually, and parents will be notified of any changes in writing.

Please feel free to request our policy file for your perusal or ask any questions you may have. Our e-mail address is playstationnursery@yahoo.co.uk, and our facebook page is [www.facebook.co.uk/playstationnurseryltd](http://www.facebook.co.uk/playstationnurseryltd) .