

Registration & Booking Form

Birth Name of Child:

Known as/Preferred Name:

Date of Birth: Sex:

For office use only:

Birth Certificate / Passport, seen and copied by:

Date:

Please give full names of the person/persons who have legal parental responsibility of your child:

1. Name: Relationship to child:

2. Name: Relationship to child:

Child's Home Address (Main address):

Postcode:

Child resides here with (i.e. Mother/Father, Guardian):

Home Tel No: Email:

Child's Additional Address (if also resides at another address):

Postcode:

Child resides here with (i.e. Mother/Father, Guardian):

Home Tel No: Email:

Please detail below the times and days the child resides between both addresses:

Main Address

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2nd Address

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is this the bill payers one of the above? YES/NO

Please tick which address is: Main Address 2nd Address

If not please complete the address box on p.3 *



Child's Primary Carer/s Details (i.e. Mother/Father/Grandparents/Legal Guardians)

Known to Child as: (mam, dad, mummy, name etc.)
Place of Work/Dept.:
Work Telephone No:
Mobile:

Known to Child as: (mam, dad, mummy, name etc.)
Place of Work/Dept.
Work Telephone No:
Mobile:

Medical Details:

GP: Tel:	Address:
Health Visitor: Tel:	Address:
Dentist: Tel:	Address:
Any Other Professional Involved with the child or Family: (Social Worker, Speech and Language etc.)	
Immunisations to Date:	
Relevant Birth Details: (Premature, Twin etc.)	
Medical Conditions/Medication Needed:	
Allergies:	

People Authorised to pick up your Child:

Name:	Relationship:	Contact No:



Please provide a password for the collection of your child:

Emergency Contact Details (Other than Parents):

Name:	Relationship:
Address:	Home Number:
	Mobile Number:
	Other Number:

Name:	Relationship:
Address:	Home Number:
	Mobile Number:
	Other Number:

Bill Payers Address:

If the bill payers address is different from the child's address please fill out the section below. *

Name:

Address:

Postcode: Contact Telephone No:

***Please note proof of address is required.**

Payment Method

Payments are taken via direct debit. You will be issued with a payment schedule once your booking is confirmed.

Please tick this box if you will be using Vouchers/Tax Free childcare

For office use only:

Database Tapestry kt letter



Authorisation Forms

Nursery Outings

Permission must be given before staff can take your child off the premises for outings. If you would like your child to be included in activities outside of **The Linskill Nursery**, please complete the slip below and return to the Nursery Staff.

Regular outings include: Nature Walks, North Shields Library, Local Park.

Where applicable the 'Kiddie Bus' or prams are used. If the children are walking, safety restraints may be used.

Child's Name:	<input type="text"/>
Parent/Guardian's Name:	<input type="text"/>
Signed:	<input type="text"/>
Date:	<input type="text"/>

Nursery Observations

I understand that on-going observations will be undertaken on the below named child to follow and record their development. I give my permission for Linskill Nursery to observe my child in the form of written statements, photographs, videos or tape recordings and uploaded to Tapestry.

Child's Name:	<input type="text"/>
Parent/Guardian's Name:	<input type="text"/>
Signed:	<input type="text"/>
Date:	<input type="text"/>



Sun Cream Application

Permission must be given before staff can apply sun cream to your child. We would encourage parents to apply sun protection before your child arrives at Nursery, but if you require staff to apply sun cream, please sign below.

I give permission for staff to apply sun cream to the following child.

Child's Name:	<input type="text"/>		
Parent/Guardian's Name:	<input type="text"/>		
Signed:	<input type="text"/>	Date:	<input type="text"/>

Emergency Treatment Permission

Permission must be sought in order for staff trained in pediatric first aid to give medical emergency treatment if deemed a matter of urgency. We will endeavor to contact Parents or Guardians as soon as possible if a doctor or ambulance has been called or your child is showing signs of sickness or fever. If you are happy for us to provide this treatment please indicate below.

I give permission for emergency treatment for my child.

Child's Name:	<input type="text"/>		
Parent/Guardian's Name:	<input type="text"/>		
Signed:	<input type="text"/>	Date:	<input type="text"/>

Permission to Administer Paracetamol (Calpol)

I give my permission for Calpol to be administered to my child if their temperature exceeds 39 degrees Celsius

Child's Name:	<input type="text"/>		
Parent/Guardian's Name:	<input type="text"/>		
Signed:	<input type="text"/>	Date:	<input type="text"/>



External Photo Permission

Linskill Nursery requires children to appear in Newsletters, on the website and on the Linskill Nursery Facebook/Twitter page. If you're happy for your child to be shown in these locations please sign below.

Child's Name:

Newsletters: **Yes/No** *Please note, no identifying information will be publicised.

Website: **Yes/No** *Please note, no identifying information will be publicised.

Facebook/Twitter: **Yes/No** *Please note, no identifying information will be publicised.

Parent/Guardian's Name:

Signed: **Date:**

Sharing Information

Linskill Nursery require your permission to share information with other professionals and seek information from other professionals that may be involved (or historically involved) with your child such as Nursery School, School, health visitors and Speech and Language. We endeavour to inform you of our intentions in the majority of such situations and will always have a legitimate reason for sharing/seeking information. If you are happy for us to contact other professionals in relation to your child please sign below.

Child's Name:

Parent/Guardian's Name:

Signed:

Date:



Facebook

The Nursery has its own Facebook page and it is used for marketing and sharing information with nursery and non-nursery users. We will at time to time post photographs and share information about the nursery.

Please tick this box if you DO NOT want your child to feature in any external Facebook communications:

The Nursery also has a closed Facebook group which is for current Nursery users only. Communications (including urgent matters) will be sent through this platform from time to time. When your child leaves the Nursery you will be deleted from the group by Nursery Facebook admin.

Communication

Important matters will be communicated through Nursery newsletters which are sent electronically by email and Tapestry.

A Parent/Carer Notice Board is also up outside of each room. Hard copies of Newsletters and other messages will be displayed here.

Please tick the box if you would prefer to have a hard copy of any important/urgent communications handed to you:

Please ensure to regularly check your email or Tapestry account and the Parent Notice Boards for any communications.

Health Visitor Involved:

Linskill nursery requires your permission to inform your Health Visitor that your child attends the setting:-

Child's Name:

Parent/Guardian's Name:

Signed:

Date:



Tapestry

Linskill Nursery now uses Tapestry which is an online journal of your child's learning process. This is a safe and secure site and can only be accessed by the parent/carer of the child, using a password set by yourself.

Please ensure to contribute to Tapestry and read through the observations uploaded by the Nursery staff to keep updated with how your child is getting on at Nursery. It is also very valuable for you to contribute to this on-line Learning Journal to so we can build a rich picture of your child's experiences and learning from home.

At times children may appear in other children's photos.

I agree / I do not agree (delete as appropriate) for my child to be in other children's photos

Signed:

Date:

GDPR (Data Protection)

Linskill Nursery has always been attentive to the protection of data concerning its customers and all the people with whom it comes into daily contact.

For this reason, we periodically update our procedures and ensure that they comply with current regulations.

On **25 May 2018** the new **European Regulation 679/2016** (the so-called "**GDPR**") concerning the protection of personal data becomes effective.

To ensure compliance with **GDPR** we will hold your information on a secure data base for the purpose of communications.

Please tick the box if you agree to your details being held on a data base in order to receive newsletters, financial statements and invoices.

Statements and invoices will be emailed via the Finance department.

Please note your information will not be shared with third parties.

Signed:

Dated:



Getting to Know Your Child

Tell us more about your child here. This helps the staff, in particular your child's key worker offer the best care and support during time spent at Nursery.

Date:-

Personal, Social and Emotional	Physical	Communication and Language
e.g. ... likes being around older children/ smiles a lot.	e.g....is confident riding a scooter/is crawling.	e.g. ... likes telling you about his favourite toys.

Literacy	Mathematics	Understanding the World	Expressive Arts and Designs
e.g. ... love to read books at bedtime.	e.g. ... likes to count.	e.g. ... likes to go on the train/to the library.	e.g. ...loves to dance/draw.

You will be issued a new Getting to Know You sheet every term (or when your child moves rooms) but please feel free to ask for one at anytime to keep us updated.



Getting To Know Your Child

Name of Child:

Age: Language Spoken at Home:

Ethnicity/Religion:

Start Date:

General Information:

Have you left your child with anyone other than family?

How confident is your child when you are not with them?

Does your child like being in the company of other children?

If your child gets upset how do you comfort them?

Does your child have a special comforter/toy?

Is there anything your child doesn't like/ is afraid of?

What activities does your child enjoy doing?

Diet:

Does your child have any allergies or special dietary requirements?

Details:

Does your child use a highchair for meal times?

Does your child drink from a bottle or a beaker?

Is there anything you DO NOT want us to give your child?

Does your child enjoy food?

Is there any food your child prefers?

Does your child have bottles? If so, at what times do they have bottles?



Personal Care:

Is your child toilet trained?

If not what do you use when changing their nappy?
(Nappy type, wipes, cream etc.)

Sleep:

Does your child sleep through the day?

If so at what times do they usually sleep?

How does your child prefer to sleep?
(pram/bed, sleep position etc.)

Health:

Does your child have any additional needs or requirements we should know about?

Details of Illnesses or Medical Conditions your child has had in the past

Name of Illness/Condition	Date

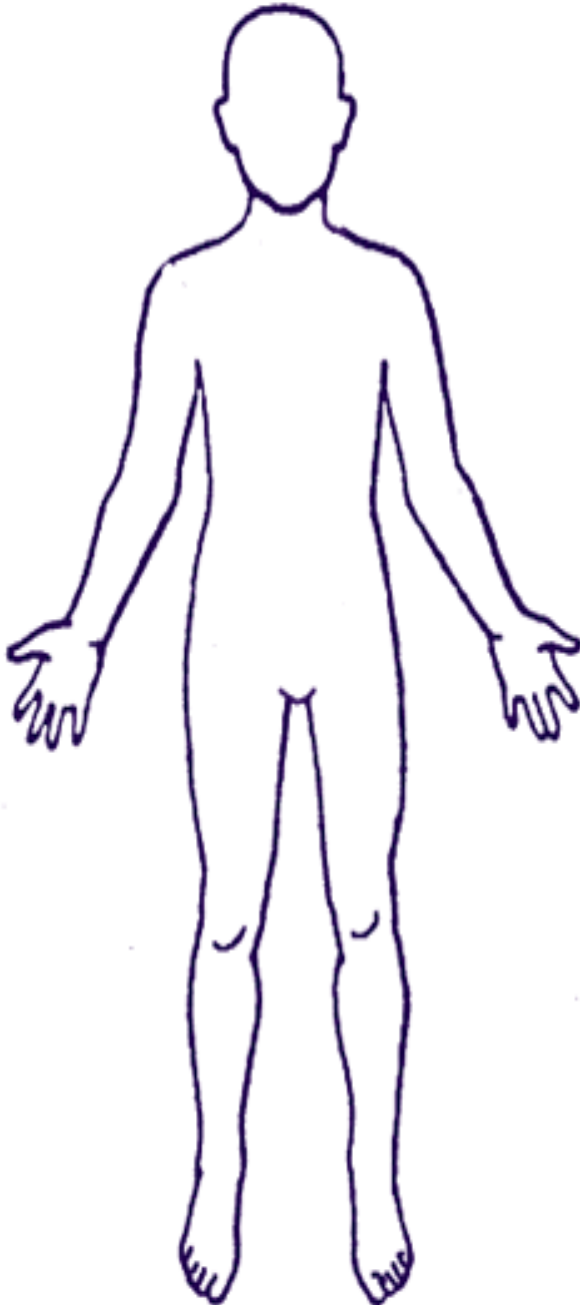
Has your child ever been admitted to Hospital? (please give details)

Name of Illness/Condition	Date

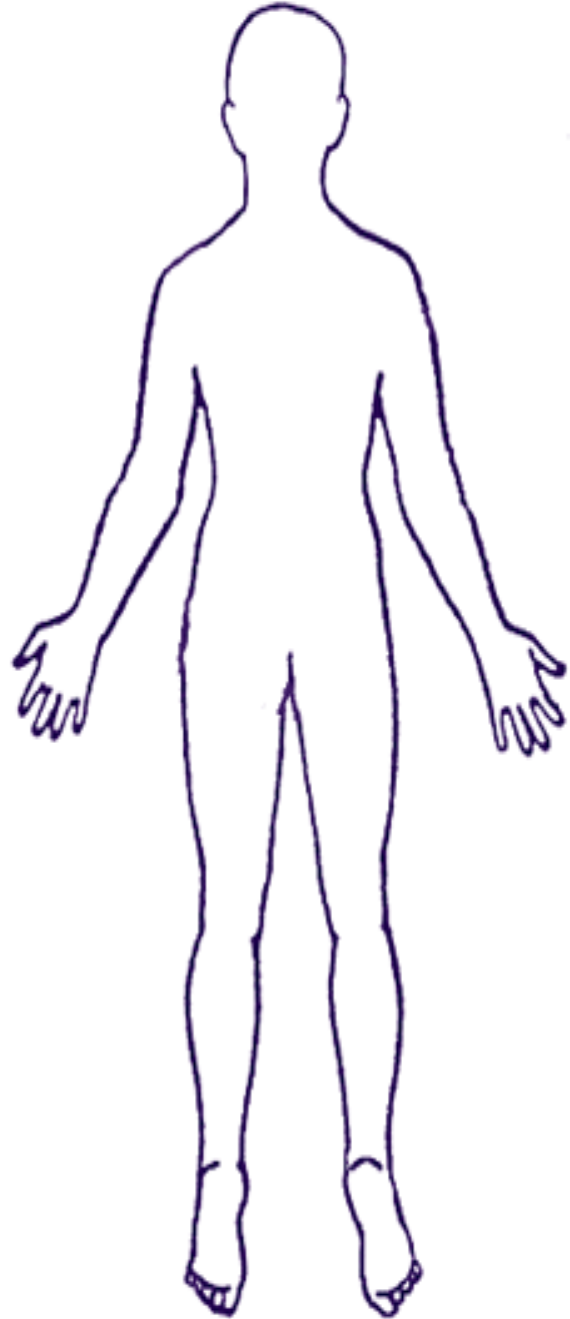


Please indicate below on body maps if your child has any birthmarks.

Front



Back



Booking Form Funded 2's

Child's Name

Please indicate the sessions you require by ticking the relevant boxes below. Your sessions will be confirmed by the Nursery management team/finance team in writing.

If requesting any top up sessions over and above your funded hours, your booking is set for 51 weeks and your monthly direct debit worked out accordingly based on your booking.

We require 4 weeks notice of a request to change your booking and a new direct debit will be issued in the event of your change being authorised (applicable to fee paying, non funded sessions).

Funded 2 Years (eligibility criteria applies)

Please tick the relevant box to indicate how you wish to take your funded hours:

15 hours Term Time Only

11 Hours per week for 51 weeks

Requested Start Date: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Times Attending					

Top Up Sessions (Fees Apply)

	Monday	Tuesday	Wednesday	Thursday	Friday
Half Day AM 7:30-12:30					
Half Day PM 1pm-6pm					
Hourly Rate (Please specify times)					

Signed Parent/Carer:

Printed Parent/Carer:

Date:

Please await an email confirming your booking.



Booking Form Universal 15 hours 3&4 Years

Child's Name:

Please indicate the sessions you require by ticking the relevant boxes below. Your sessions will be confirmed by the Nursery management team/finance team in writing.

If requesting any top up sessions over and above your funded hours, your booking is set for 51 weeks and your monthly direct debit worked out accordingly based on your booking.

We require 4 weeks notice of a request to change your booking and a new direct debit will be issued in the event of your change being authorised (applicable to fee paying, non funded sessions).

15 hours Term Time Only

Requested Start Date: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
AM 8:30-11:30					
PM 12:30-3:30					

Top Up Sessions (Fees Apply)

	Monday	Tuesday	Wednesday	Thursday	Friday
Half Day AM 7:30-12:30					
Half Day PM 1pm-6pm					
Hourly Rate (Please specify times)					

Signed Parent/Carer

Printed Parent/Carer:

Date:

Please await an email confirming your booking.



Booking Form Extended 30

Child's Name:

Please indicate the sessions you require by ticking the relevant boxes below. Your sessions will be confirmed by the Nursery management team/finance team in writing.

If requesting any top up sessions over and above your funded hours, your booking is set for 51 weeks and your monthly direct debit worked out accordingly based on your booking.

We require 4 weeks notice of a request to change your booking and a new direct debit will be issued in the event of your change being authorised (applicable to fee paying, non funded sessions).

Up to 30 hours Term Time Only or 'Stretched' over 51 weeks

Requested Start Date: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Am 8:30-12:30					
Pm 12:30-4pm					
Full Day 8:30-4pm					

Top Up Sessions (Fees Apply)

	Monday	Tuesday	Wednesday	Thursday	Friday
Half Day AM 7:30-12:30					
Half Day PM 1pm-6pm					
Hourly Rate (Please specify times)					

Signed Parent/Carer:

Printed Parent/Carer:

Date:

Please await an email confirming your booking.



Booking Form Fee Paying (Non-Funded)

Child's Name:

Please indicate the sessions you require by ticking the relevant boxes below. Your sessions will be confirmed by the Nursery management team/finance team in writing.

Your booking is set for 51 weeks and your monthly direct debit worked out accordingly based on your booking.

We require 4 weeks notice of a request to change your booking and a new direct debit will be issued in the event of your change being authorised.

Requested Start Date: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Half Day AM 7:30-12:30					
Half Day PM 1pm-6pm					
Full day 7:30-6pm					
Hourly Rate (Please specify times)					

Signed Parent/Carer:

Printed Parent/Carer:

Date:

Please await an email confirming your booking.



Office Use Only:

Date completed form Received: _____

Registration Form Checked by (Name of Manager): _____

Date Parent/Carer Emailed confirming booking: _____

Dates of settling in sessions booked:

1. _____

2. _____

3. _____

Date Finance issued payment schedule: _____



Linskill Nursery Parent Agreement Terms & Conditions

Child's Name:

The **Linskill and North Tyneside Community Development Trust** would like to welcome you and your child to our Nursery service.

In order to provide the best service possible to all our users, the Trust has drawn up this Agreement to ensure the welfare of children and the smooth running of the Linskill Nursery.

Please read this Agreement carefully before signing. Should you feel uncertain about any clause of this Agreement, please do not hesitate to ask one of the Nursery management staff members for clarification.

General

1. The Nursery is open daily Monday to Friday from 7.30am till 6.00pm excluding UK Bank Holidays and Christmas closing dates.
2. Children must be collected promptly at the end of each Nursery session. Children are not to leave the Nursery premises unless accompanied by a member of Nursery staff or their parent/carer.
3. Parent/carers **MUST** sign their children in and out at the start and end of each Nursery session as part of our safeguarding procedures.
4. The Nursery staff must be informed in advance by the parent/carer if the child is to be collected by anyone other than themselves. Children will not be allowed to leave the Nursery premises with persons unknown to the Nursery staff unless the parent/carer has specifically authorised this in advance and notified the Nursery staff and provided a password.
5. Parents/carers must ensure that the Nursery is provided with up to date contact details at which s/he or a nominated person is readily available. The Nursery must be informed immediately if there are any changes to these contact details. The Nursery will request annual updates to registration packs and these must be completed and returned to ensure the Nursery have up to date details for your child.
6. A registration form detailing the Nursery sessions requested is required prior to your child starting Nursery. If the Nursery cannot accommodate your request, we will put your child on a waiting list. Three free settling in sessions are offered once a place is accepted.

Fees

7. The following options are available:
 - half days (7:30am-12:30pm or 1pm- 6pm);
 - full days (7:30am- 6pm); or
 - hourly (a minimum of one 2-hour session per week).



Childcare charges are as follows 2020/2021:

	All room rates: Jelly Babies, Jelly Bears, Jelly Tots & Jelly Beans
Full Day	£50.00
Half Day	£30.00
Flexible Hourly Rate (minimum of 2 hours per session)	£7.90

8. The Trust offers Nursery sessions over 51 weeks of the year (**Annual Option**) We are closed for 1 week at Christmas. We also offer term-time only bookings (**Term-Time Only Option**).

Annual Option

9. Monthly fees are calculated by multiplying the weekly rate by 51 and dividing by 12.

Example 1:

Jelly Baby attending two full days per week:

£50 per day = £100 per week x 51 weeks / 12 months = £425.00 per month

Example 2:

Jelly Tot attending x3 two flexible hourly rate sessions:

£7.90 per hour x2 hours x3 days x51 weeks / 12 months = £201.45 per month

Term-Time Only Option

10. This option is for 38 weeks of the year with 13 weeks holiday corresponding to North Tyneside's terms. These dates can be found at <https://myschoolholidays.com/gb--North-Tyneside>. In order to keep your child's place at Nursery, we will require 50 % retainer fees for the 13 weeks your child will not be attending.

If you require your child to attend any ad hoc sessions during the holidays, you are required to pay the additional 50% to top up your retainer to pay for the session. Payment is required in advance. (See: Additional Sessions: 11)

Term-time only working example:

Attends 3 full days per week term time @ £150 per week x 38 weeks = £5,700 (term time annual fee)

Non-attendance during holiday periods will be charged at 50% of the weekly rate @ £75 per week x13 weeks = £975 (annual fee)

£5,700 + £975 /12 = £556.25 per month



Additional sessions

11. You may wish to purchase one-off additional sessions over and above your regular booking pattern. This is dependent upon availability and each additional booking will be assessed on a case by case basis. Any additional sessions will need to be booked and paid for in advance of the child attending the requested session. Payment for additional sessions can be paid for by cash or card at reception (including card payments over the telephone – 0191 2578000) or by BACS transfer. Additional sessions booked will be monitored monthly by the Nursery management team and if your additional booking is deemed by us to be regular, a review and re-submission of your registration form will be required and your monthly direct debit recalculated.

Meal charges

12. Meals (breakfast, snacks, lunch and a high tea) are included in the relevant rates dependent upon times attended for non - funded children.
13. Funded 30 hour children are required to pay additionally for lunch and high tea for the funded sessions they attend (breakfast and snacks are included). Additional sessions attended over and above funded hours will include meals.

Meal Charges 2020/2021 (for 30 hours Funded Childcare places only)

Meal	Daily Charge
Two Course Lunch	£1.58
High Tea	£1.05

14. If parents of children utilising the funded 30 hours childcare do not wish to pay the meal charges, they are required to provide their child with a packed lunch. Please refer to our Packed Lunch Guidance for information on healthy packed lunches.

Additional information relating to fees

15. The first months fees must be paid for via cash, card or BACS transfer prior to the start date for the first months childcare fees or part thereof.
16. All future month fees will be collected monthly in advance on or around the 7th of each month by Direct Debit. Where this falls on a weekend or bank holiday, fees will be collected on the next working day.
17. Full fees are payable for all days that your child is absent from Nursery for whatever reason, including child sickness, holidays, public and bank holidays, inset days (staff training) and times where closure is totally unavoidable i.e. extreme weather, heating failure, power cuts. Inset days are very important to ensure staff are up to date with all relevant legislation, policies and procedures.
18. When a parent/carer is late to collect a child after a booked Nursery session, the Nursery has the right to charge £1.00 per minute of the delay in collecting a child (applied at Nursery's discretion).



19. If your direct debit fails and your account becomes in arrears, you will be notified in writing by the finance team at a charge of £25.00 for administration purposes. If we are unable to recover any outstanding payment(s) from you within 10 working days, a second notification will be sent at an additional fee of £25 for administration. Failure to action the repayment of arrears will result in your account being handed over to our solicitors to recover any outstanding payment(s). Your child risks exclusion if an account is in arrears and the Trust reserves the right to withdraw the childcare. We are here to support you so please speak to a member of the Nursery management team if you are struggling to pay the fees and/or meal charges.
20. A 10% discount is applied to fee paying siblings (non funded). The discount is applied to the older child.

Funded Childcare

21. Nursery offers government funded 2 year old places to those that are eligible. In keeping with the criteria of eligibility we are allowing funded 2 year olds to attend fully flexibly with session chosen to suit the family needs.
22. Nursery offers the 15 hour Universal government funded childcare to all 3 and 4 year olds.

There are set session times to attend 8:30am-11:30am or 12:30pm-3:30pm. Two sessions can be accessed in one day if desired. Any hours utilised outside of the funded session times or over and above the weekly allocation will be charged for at the half day, full day or hourly rate. If additional hours are utilised over a mealtime, meals are included.

23. Nursery offers the government funded Extended 30 hour entitlement scheme to all qualifying children.

Three sessions are available to choose from:

8:30am-12:30pm
12:30pm-4pm
8:30am -4pm.

Any hours (or part there of) before 8:30am or after 4pm will be charged at the hourly rate.

In the interests of your child's education in accordance with 'school readiness' and the routines expected from when your child joins reception, it is advised that your child arrives promptly at the start of any session booked. Lunch fees apply to those attending the morning or full day session.



24. Please note what is not covered as defined by the government:

“Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services.”

“Settings reserve the right to charge for meals and snacks, and as well as for other consumables such as for nappies, wipes and sun cream. You can also charge for additional activities and services such as outings and trips; classes (e.g. music and movement classes, yoga, Forest School, sensory room etc.) and drop-offs and pick-ups to and from another setting.” (Pacey.org.uk)

The Nursery has worked hard on making the funded hours offer work for parents/carers and ensuring they also work for us in order to be a sustainable setting. Therefore, we are INCLUDING in our childcare fees for funded 2, 3 and 4 years olds: nappies, wipes, breakfast and snacks (applying to funded sessions only) and access to our wonderful on-site Sensory Room, access to Squiggles N Giggles classes and fabulous Forest School sessions.

Lunch and tea charges apply to funded children accessing the funded Extended 30 hours childcare. (Please refer to section: Meal Charges, point:13).

To see if you are eligible for a funded childcare place, childcare vouchers or tax free childcare, please visit www.gov.uk/help-with-childcare-costs and www.childcarechoices.gov.uk/

Changing Your Booking

25. We require 4 weeks notice if you wish to request an amendment to your booking. If your new booking can be accommodated, a new booking form will be issued and your direct debit recalculated.

Terminating Your Place

26. If you wish to terminate your child’s place we require one month’s notice in writing (which may be by email) or one month’s fees in lieu of notice. We will ask you to fill out an exit form requesting information on your reason for leaving, star ratings to review various

Policies and Procedures

The Nursery has a full set of Policies and Procedures many of which are responsive to Ofsted welfare requirements.

27. Parents/carers and children attending the Nursery must comply at all times with:

- Nursery staff’s reasonable instructions;
- Nursery’s policies and procedures



28. The Nursery staff may exclude a child from the Nursery at any time, and with immediate effect, if the Nursery staff believe that:
 - a parent/carer is in breach of any of its obligations under this Agreement;
 - such an exclusion is necessary in order to protect the welfare and/or best interests of any child(ren) attending the Nursery and/or any other person, as the Trust, at its sole discretion, deems fit.

29. Without limiting the Trusts other rights or remedies and without liability to you, the Trust may terminate this Agreement by giving you twenty (20) working days written notice.

30. The Trust will not be in breach of this Agreement nor liable to you for delay in performing, or failure to perform, any of its obligations under this Agreement if such delay or failure results from events, circumstances or causes beyond the Trust's reasonable control. In such circumstances, the Trust shall be entitled to suspend performance of its obligations under this Agreement and the time for performance of such obligations will be extended accordingly.

31. For more information about the Nursery and the way it functions, please refer to the Nursery Handbook included in your pack or ask a member of Nursery staff.

I understand and accept the terms of this Agreement

Signature of Parent /Carer 1:

Full name: (Block capitals please)

Date:

I understand and accept the terms of this Agreement

Signature of Parent /Carer 2:

Full name: (Block capitals please)

Date:

I understand and accept the terms of this Agreement

Signature of bill payer:

Full name: (Block capitals please)

Date:

