



**Headteacher Mrs Nicky Hains**  
**Downholland Haskayne CE Primary School Nursery Contract**  
**Nursery Leader:- Mrs Joanne Gibson**

Telephone: 0151 526 0614    e-mail: bursar@haskayne.lancs.sch.uk

**Child's personal details:**

Child's name:	Date of Birth:	Gender:
Home address:		Postcode:

	Parent/Carer 1	Parent/Carer 2
<b>Full names:</b>		
<b>Relationship to child:</b>		
<b>Home address:</b>		
<b>Postcode:</b>		
<b>Home telephone:</b>		
<b>Work telephone:</b>		
<b>Mobile:</b>		
<b>Email:</b>		
<b>Parental/legal responsibility</b>	Delete as appropriate  Yes / No	Delete as appropriate  Yes / No

**Details of people authorised to collect child or who can be contacted in an emergency**

	<b>Contact 1</b>	<b>Contact 2</b>	<b>Contact 3</b>
<b>Full name:</b>			
<b>Relationship to child:</b>			
<b>Home address:</b>			
<b>Postcode:</b>			
<b>Home telephone:</b>			
<b>Work telephone:</b>			
<b>Mobile:</b>			
<b>Email:</b>			

**A password is also required: Password.....**

We require that adults over the age of 18 must collect children. If you require somebody under the age of eighteen to collect your child you MUST discuss this with the school in person prior to the collection. The school will use their discretion as to whether the welfare of the child may be put at risk.

**Arrangements in the case of sickness and/or any emergency:**

Our nursery does not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us we contact the parent/carer at the earliest opportunity.

While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services. Please sign below giving your consent.

I (*print name*) ..... give my consent to Haskayne School administering basic first aid (of which a written record will be kept).

Signature of parent/carer: .....

Date: .....

**Photographs and videos:**

The issue of child safety is taken very seriously at Downholland Haskayne Primary School and also with ourselves at the Nursery. This includes the use of images of pupils. These may be used for display/training purposes within the school or on the school website. However, we have a duty of care towards children, which means that children must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to Downholland Haskayne School taking and using photographs and images of their children whilst completing activities.

We will **never** include the full name of the pupil alongside an image.

- We / I give permission for my child to be photographed
- We / I give permission for my child's picture to be displayed in school
- We / I give permission for my child's picture to be on the school website
- We / I give permission for my child to be videoed

Name of child: .....

Name of parent /carer: .....

**Signed: Parent/carer:** .....**Date:** .....

**Fees at Downholland Haskayne School Nursery**

The cost of each session will be: £15 per session  
Lunchtime £5 (if an additional hour above entitlement)  
School meals £2

From the term after your child's third birthday, he or she can have up to 15 hours a week of funded early years childcare and education. This is called the Funded Early Years Education and it is paid for by the government. You may be able to get **30 hours a week** of funded early education.

From the term after your child turns two, you might be able to claim 15 hours a week funded childcare (up to a maximum of 570 hours per year). This is called Funded Early Education and it is paid for by the Government.

We cannot provide any funded places until a Parental Agreement has been signed and any 30 hour or 2 year old funded codes have been validated.

**Fees are to be paid in advance** preferably through BACS although we do accept cash. If you would like to pay by cash, please pay directly to Mrs Winrow in the school office and you should wait for a receipt as proof of payment

**A child's continued place in Downholland Haskayne School Nursery is dependent on continued payment of fees. If arrears occur we may no longer be able to provide a place for your child.**

**Registration** (name of child) .....

Session:	Mon	Tues	Wed	Thurs	Fri
Morning					
Lunchtime					
School meal required					
Afternoon					

**Cost for the week will be:**

**Signed:** .....**Parent/carer**

**Date :** .....

**Signed:** .....**Nursery Leader**

**Date :** .....

**Please note that:**

**Downholland Haskayne School reserves the right to amend the terms/conditions at any time.**

- It is our policy that everyone who attends, works in or visits Downholland Haskayne CofE Primary School has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.
- In the event of a compliment, concern or complaint Downholland Haskayne School welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to Mrs Gibson and or The Headteacher Mrs Nicky Hains and/or read the complaints policy and procedure.

**Agreement between parent(s)/carer(s) and Downholland Haskayne School Nursery:**

I understand that by completing and signing this contract and registration form

- I agree to meet the terms and conditions of Downholland Haskayne School Nursery
- I agree to pay the fees each week in advance
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I agree to collect/make arrangements for my child to be collected from the nursery immediately if I am informed that he/she is unwell.
- I agree not to send my child to nursery if he/she is unwell.

**Name of parent/carer 1:.....**

**Signature of parent/carer .....Date:.....**

**Name of parent/carer 2 .....**

**Signature of parent/carer.....Date:.....**

**Signature of Nursery Leader**

**..... Date.....**

Personal information contained in this contract and registration form is kept in line with GDPR.