

Registration Form & Parental Contract

Victoria Park Avenue, Lea, Preston. PR2 1RP
Telephone 01772 728153.
Email bursar@st-bernards.lancs.sch.uk

Child Information

Full Name	Date of Birth	
Preferred Name	Male/Female	Nursery Start Date
Who has Parental Responsibility of your child?		
Proof of DOB (birth cert / passport)	Seen by Staff Member	

Carer Information

Carer 1	Carer 2
Name	Name
Address	Address
Postcode	Postcode
Home Telephone Number	Home Telephone Number
Mobile Telephone Number	Mobile Telephone Number
Work Telephone Number	Work Telephone Number
Email Address	Email Address
Place of Work	Place of Work

Does your child attend another childcare provider	Yes / No	If Yes please tell us who
Who will normally pick up your child?		
Child's Password		

Emergency Contact Information (other than carer 1 & carer 2)

Emergency Contact 1	Emergency Contact 1
Name	Name
Relationship to child	Relationship to child
Home Telephone Number	Home Telephone Number
Mobile Telephone Number	Mobile Telephone Number

Does your child have any identified Special Educational Needs or do you as parents have any concerns in this area?	Yes / No
Does your child have a CAF in place	Yes / No
If yes, please can you inform us of this number	CAF Number:



St. Bernard's Nursery

Session Fees 2019/2020

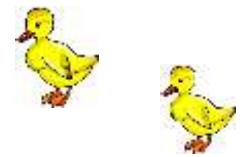
Session	Times	Fees
Early Breakfast Start (1.25 hours)	7:30am – 8:45am	6.00
Early Start (0.5 hours)	8:15am – 8:45am	2.40
Morning (3 hours)	8:45am – 11:45am	14.40
Morning & Lunch (3.5 hours)	8:45am – 12:15pm	16.80
Lunch & Afternoon (3.5 hours)	11:45pm – 3:15pm	16.80
Afternoon (3 hours)	12:15pm – 3:15pm	14.40
Duckling Day (6.5 hours)	8:45am – 3:15pm	27.00
Extended Afternoon (1.75 hours)	3:15pm – 5:00pm	8.40
Late Finish (2.75 hours)	3:15pm – 6:00pm	13.20

Please note Government funding does not cover the cost of meals, consumables or additional services.

I agree that fees are payable monthly & will be paid on the first of each month in advance. Unpaid fees are subject to a £20 late payment fee if not received by the 7th day of the month. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made & accepted by both parties. Fees are based on “booked days”, not attendance, therefore parents are responsible for fees whether the child attends or not.

Parents / carers who qualify for funding will have this amount deducted from the invoice. All tax efficient funding from your company will not be deducted from the invoice; it is up to the parent / carer to deduct this.

Parent / Carers Signature	Date
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Required Sessions. Child's Name:

Tick all that apply	Monday	Tuesday	Wednesday	Thursday	Friday
Early Breakfast Start 7:30am – 8:45am					
Early Start 8:15am – 8:45am					
Morning 8:45am – 11:45am					
Morning & Lunch 8:45am – 12:15pm					
Lunch & Afternoon 11:45pm – 3:15pm					
Duckling Day 8:45am – 3:15pm					
Extended Afternoon 3:15pm – 5:00pm					
Late Finish 3:15pm – 6:00pm					
Full Day 7:30am – 6:00pm					

All 3 & 4 year olds are entitled to 15 hour's free childcare per week (570 hours over a year) – **Universal entitlement**. Applicable from the term after your child's 3rd birthday. <https://gov.uk/help-with-childcare-costs/what-counts-approved-childcare>.

Some parents / carers are eligible for 30 hour's free childcare – the **Extended entitlement**. This is applied for via the Digital Childcare service. If successful, please indicate your 11 digit eligibility code (beginning 500) for verification with your NI Number. 30 hour's free childcare can only be claimed the term following the date a decision is made from HMRC – ensure you apply in good time. See www.childcarechoices.gov.uk or ring 0300 123 6712.

30 hours eligibility code:	
Parent / Carer National Insurance Number	
Proof of Parent / Carer ID Details (passport , driving licence)	
Parent ID seen by? (member of staff)	

How are you are using your free hours?

Childcare Provider / School Name	Universal 15 Hours		Extended Entitlement	
	Per Week	Per year	Per Week	Per year
Total Hours across Providers				

Declaration

I confirm that the information I have provided above is accurate & true. I authorise St. Bernard's Nursery to claim Early Education Funding as agreed above on behalf of my child. I understand that the extended 15 hours will not be funded beyond the grace period end date & if I fall back into eligibility during the grace period a place is subject to availability following the grace period. If I wish to move my child to a new childcare provider I will give 4 weeks notice & no transfer of funding will be available until the start of the next term.

Parent / Carer with legal responsibility	Childcare Provider
Signed	Signed
Print Name	Print Name
Date	Date



Medical Information

GP	Health Visitor	Other Professional
Name	Name	Name
Address	Address	Address
Phone Number	Phone Number	Phone Number

Has your child had their immunisations? Please list & date

Allergies i.e. nuts, wasps, bees etc

Ethnicity

Cultural / Religious requirements

Any special equipment / resources needed

Special Dietary requirements

Any other information you feel in relevant to your child's welfare?

In case of emergency I give permission for any appointed staff member at St. Bernard's Nursery to administer first aid treatment to my child. If necessary staff may accompany your child to hospital via emergency transport should the need arise.

Print name of Parent / Carer

Parent / Carers signature

Date

Parent / Carers email address

Uniform

Badged navy sweatshirts will be available to buy from the Nursery priced £9.00. A plain white polo shirt can be worn underneath.

In order to feel free to explore & experiment with all kinds of materials, including messy ones, it is advisable to send children dressed in clothes that are easily washable such as joggers. Simple clothing which they can handle themselves will enable them to go to the toilet unaided & to put on and take off their outdoor clothes without being too dependent on other people to help.

St. Bernard's Nursery also requests each child is provided with a pair of wellington boots & waterproof trousers – all clothing to be carefully labelled please.

Safeguarding / Child Protection Statement



for St. Bernard's Nursery.

All children whatever their age, background, religion or family circumstances have a fundamental right to be offered care and protection by those responsible for their safety and well-being. Most of the time, this means parents and carers but when children attend nursery school the responsibility to safeguard and protect children becomes part of the job of other adults, even if only for a short time.

St. Bernard's Nursery is required by law to safeguard & protect the interests of children placed in our care. We do this by making sure that we have staff who are trained to help any children who may be unhappy or worried, or who may be having difficulties at home.

We encourage children & parents to talk to us or to seek help, if they are worried, just as we will usually talk to parents if we are concerned about anything to do with their child. There are times when parents may need our support or advice so they can help their child. Support may be available from nursery, the local education authority and also from social services and other agencies who may also be able to offer assistance. We would not share information with these other agencies or ask them to visit you without your consent.

There may, however be occasions when staff have serious worries and believe that a child is at risk of serious harm. Our nursery, like others must follow the procedures which are laid down by the government for protecting children. In these circumstances, we must contact the local social service office and share our concern. In most circumstances, we will tell you we are doing this. In social services, there are specialised workers who would then decide how best to help & support the family. If they felt a child is in danger, these workers can also take steps to make sure the child is safe.

Within our nursery we have policies to ensure that our staff behave properly and professionally towards the children with whom they work and so that all staff know what to do if they become worried about a child. Any parent wishing to view this document may do so upon request.

We take seriously our responsibility to look after the interests of your children, not just because we are required to do so by law, but also because we recognise that in order to learn and develop, children need to feel safe and secure and they need to feel valued. To this end, we recognise the importance of our role in working with you as parents and with your child.

Child Protection Nominated Officer

Mrs. Mia Barlow – Headteacher

01772 728153

Alternatively, you may contact a Lancashire Early Years Safeguarding Officer:

Lancashire County Council

Schools Safeguarding service

Room B21a

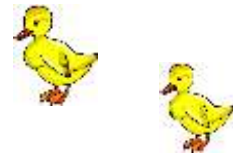
County Hall

Preston

01772 531196

Ofsted

0300 123 1231



Access to Information & Consent Form

I understand that the Nursery operates within the GDPR policy. I am very welcome during normal working hours to view the policies & procedures under which it runs. I am also aware that they are pleased to arrange meetings to discuss problems, children's work & records at a mutually agreeable time.

I understand any changes or cancellation to my booking requires 4 weeks' notice of which I will be charged for:

Parent / Carers Signature	Date
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I have been given a copy of the Child Protection Statement & understand that the nursery has a duty to adhere to the legal requirements. I also understand there is a copy of the nursery policies available for me to read.

Parent / Carers Signature	Date
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I understand that whilst at St. Bernard's Nursery, photographs will be taken of my child at play, to be put in their record of achievement file and may be used on display in the nursery.

Parent / Carers Signature	Date
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I understand that throughout the year students are accepted at St. Bernard's Nursery & may observe my child during their training.

Parent / Carers Signature	Date
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I understand that St. Bernard's Nursery may take children out for walks outside the premises. I give my permission for my child to be taken for walks.

Parent / Carers Signature	Date
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I give permission for my child's photo to be used on the Nursery page of St. Bernard's Catholic Primary School website. (no names will be used)

Parent / Carers Signature	Date
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I give permission for my photos of my child to be used on the Nurseries Facebook page

Parent / Carers Signature	Date
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I give permission for sun cream to be applied to my child

Parent / Carers Signature	Date
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