

# PADIWACKS.CO.UK LTD

## REGISTRATION FORM

Child's Name:			
Date of Birth:	Sex:	Religion	Ethnic Origin:
Child's first language:	Disability(Y/N)	Access requirements:	
Address:			
Postcode:			
<b>First Main Carer:</b>			
<b>Relationship to child:</b>			
Title:	First Name:	Surname:	
Address:			
Postcode:			
Tel no:		Mobile:	
Email address:			
Work Address:			
Tel no:			
<b>Second Main Carer:</b>			
<b>Relationship to child:</b>			
Title:	First Name:	Surname:	
Address:			
Postcode:			
Tel no:		Mobile:	
Email address:			
Work Address:			
Tel no:			
Name of person(s) holding parental responsibility:			

### **CONTACT INFORMATION**

**In an emergency please contact:**

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Name	Relationship to child	Telephone number

**People authorised to pick up child:**

Name	Relationship to child	Telephone number

Please could you choose a password and enter it below; persons that we are not familiar with will not gain entry until correct password is given.

Password chosen.....

In order to carry out this safety procedure, please inform us when you drop your child off with us or at the earliest point in the day of who will be collecting, and REMEMBER to give them the password. This is for the safety of YOUR child

**Place allocation: (\*\* please indicate which school for before/after school care in the box below)**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Nursery (am) 07:30 -12:00					
Nursery (pm) 13:00 – 18:00					
Early Start 07:00 to 07:30					
Late Finish 18:00 to 19:00					
Nursery Full Day 7:30 – 6:00					
Lunch Club 12:00 – 1:00					
2, 3 & 4 Year Old Funded Session					
Before School 07:30 – 09:00					
After School 15:00 - 18:00					
Holiday Care Full Day 07:30 – 18:00					
Holiday Care (am) 07:30 – 12:00					
Holiday Care (pm) 13:00 – 18:00					

**MEDICAL INFORMATION:**

CHILD'S DOCTOR

Name:

Address:

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Tel no:			
CHILD'S HEALTH VISITOR			
Name:			
Address:			
Tel no:			
<b>Immunisations</b>			
<b>Has your child had any of the following immunisations?(please tick next to each one)</b>			
<b>Bcg</b>		<b>Meningitis C</b>	
<b>Diphtheria</b>		<b>Poliomyelitis</b>	
<b>Hib</b>		<b>Tetanus</b>	
<b>Mmr</b>		<b>Whooping cough</b>	
<b>Toilet Requirements</b>			
<b>Medical conditions</b> Does you child have any current medical conditions or needs? Yes/No If so, please give details below:			
<b>Dietary requirements</b> Does your child have any special dietary requirements? Yes/No If so, please give details below.			
<b>Allergies</b> Does your child have any allergies? Yes/No If yes, please give details of the cause and the reactions below.			
<b>Other Agencies</b> Has your child been involved with any other agency ie..Speech & Language, Occupational health			
Has your child been known to social services? If so please give details.			
<b>CONSENT FORMS</b>			
<b>I give my consent to my child receiving any medical treatment which is urgently necessary.</b>			
Signed(parent/carer):		Date:	
<b>I give my consent for a member of staff to apply cream's (e.g. Sun cream/nappy cream) when needed.</b>			
Signed(parent/carer):		Date:	
<b>I give my consent for Padiwacks to take photos of my child these may be used on social media</b>			
Signed(parent/carer):		Date:	
<b>I give my consent for Padiwacks to take my child on occasional to local parks and place of interest.</b>			
Signed(parent/carer):		Date:	

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<b>I understand that any carer, who suspects that a child in his/her care may have been abused or neglected, has a duty to report this to the Social Service Department.</b>	
Signed(parent/carer):	Date:
<b>Where did you hear about Padiwacks?</b>	
<b>Preferred start date:</b>	

## PADIWACKS CONTRACT

*\* Unless you qualify for only 15 or 30 hours free childcare you must pay your £30 deposit and sign the contract before childcare services may commence. **Please note that Padiwacks Burnley Bees does NOT accept CASH onto the premises***

This contract is between Padiwacks and

.....concerning the care of.....  
 who will be attending Padiwacks 1 Wyre street, Padiham, Burnley BB12 8DF.

The Hours of attendance will be:

Monday	Tuesday	Wednesday	Thursday	Friday

(Please delete where appropriate)

The current fees for this place will be £.....per calendar month/week

**All nursery fees must be paid one week in advance and on a weekly basis. Please note that Padiwacks Burnley Bees does NOT accept CASH onto the premises. You can still pay by: cheque, debit or credit card, standing order, online, childcare vouchers & tax free childcare.**

The terms of this contract are those set out in Parents Information Pack and will run for the entire duration of your child's stay at Padiwacks. Fees will be annually reviewed and parents will have one month's notice of these.

**Length of notice;**

- **One month's written notice or payment in lieu of notice is required from Parent/care if the child is to stop attending.**
- One month's notice will be given by Padiwack's if the childcare centre wishes the child to cease attending.

This contract is subject to the terms and conditions issued by Padiwacks and the policies and procedures in the centre and I/we agree to abide by those.

I/we understand that it is our responsibility to update Padiwacks with any changes to our child's details, i.e. home address, emergency contact numbers, vaccination record and so forth.

I/we understand that these terms and conditions are not intended to be exhaustive and accept that the policies and procedures in the childcare centre support these terms and conditions.

Signed.....for and on behalf of Padiwacks

Position in Nursery.....Date.....//.....//.....

Signed-(Parent(s)/Carer(s))

Mother/Carer.....Date.....//.....//.....

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Father/Carer.....Date.....//.....//.....

Preferred payment method:

CHEQUE	
CHIP AND PIN	
CHILD CARE VOUCHERS	
STANDING ORDER	
OTHER	

## **PARENT INFORMATION PACK / AGREEMENT**

### **Term & Conditions**

The terms and condition below reflect the custom and practice of private nurseries and childcare settings providing childcare. The rules about notice and payment of fees are designed to promote stability, and enable forward planning and proper resourcing of the childcare centre. Nothing within these terms and conditions affects the Parents/Carers statutory rights.

### **Admission**

- Children will be accepted for entry to the childcare setting once the registration form has been completed, signed and the deposit has been paid. You will also need to pay for your fees at least one week in advance.

### **Welfare of the Child**

- We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care to at least standard required by law but it will often be much higher than standard.
- The nominated safeguarding officers are Tracey Bastable and Danielle Bastable.
- Parent give consent to physical contact that is needed to care for your child with in accordance of health and safety and the day to day care of you child's needs.
- Parents of children who are not potty trained must provide disposable nappies.

### **Health and medical matters**

- Should your child become ill whilst at Padiwacks the nursery Manager/Deputy will contact the Parent/carer or emergency contact stated on registration form. Please make sure all details are regularly updated if contacts change.
- Parent/Carer is asked to notify the Padiwacks if your child is absent from nursery through sickness.
- Any child who has been sent home from Padiwacks because of illness must stay away for at least 24hours. Should a child become ill will the sickness bug we ask all Parent/Carer to keep their child at home for at least 48 hours after last bout of illness.
- Padiwacks staff **cannot** administer any medication to a child unless a necessary consent form has been completed by the Parent/Carer.
- We reserve the right to call an ambulance in an emergency to escort your child to the nearest hospital emergency department should they need. The Nursery Manager/Deputy will contact Parent/Carer in this case and will wait with child at hospital until your arrival.

### **Food and Dietary requirements**

- Menu are displayed weekly on the parent notice board for you inspection.
- We will work alongside Parent/Carer to provide suitable food for children with special dietary needs or requirements. Padiwacks will do it's utmost to ensure children with allergies do not come into contact with certain foods but cannot guarantee this.

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## Concerns/Complaints

- If you have any questions, concerns or complaint about the care/safety of your child in the first instance please inform keyworker, if it is not resolved the matter should be referred to Manager/Deputy.

## Disclosure

- Parent/Carer must inform nursery as soon as possible of any changes to the care or if your child, i.e. family circumstance, court order or any you think might affect the welfare, safety and happiness of you child.

## Fees

- A £30.00 deposit will have to be paid before, or on the 1<sup>st</sup> day your child attends. This will be redeemed when your child leaves the nursery.
- Each additional hour will be charged @ £6.00 per hour (excluding the lunch period which is charged at £5 per hour).
- **All childcare fees must be paid one week in advance and on a weekly basis.** Fees are payable during periods of absence from the nursery, out of school club and holiday club including sickness, holidays and bank holidays. The nursery will be closed on Christmas Day, Boxing Day & New Years Day, Good Friday and Easter Monday .
- The fees will be reviewed twice annually and any increases will be notified either by letter, poster or social media
- Padiwacks feels it is in the best interest of the child that they attend the minimum of two session a week .This aids the child to settle more quickly and is particularly true with the under two age group.
- Once a place has been confirmed the first months fees are payable to secure your child's place. Should you no longer require the place one months written notice is required and during which fees are payable. If there is a delay taking the place allocated fees are still payable to keep place open.
- Any reduction in your child's hours requires a four week notice period in writing.
- Fees will be charged at an average rate for any children that are booked on a rota basis. Please note that this applies to any notice period during which fees are payable.
- Fees will not be refunded for illness, absences or any other reason. This is necessary so the childcare centre can budget for expenditure. No refund will be paid or given if Padiwacks has to close for reason beyond control, power failure and weather conditions.
- Children which are entitled to free early years education will be allocated free childcare. If your child attends more than 15 hours then we will allocate 3 sessions (equivalent to 15 hours) and charge the remainder on a session basis. The same applies for 30 hours free childcare.
- Additional charges may relate to any nursery school collections (3 to 5 years). If we collect the child at 11:30am then we will charge for the hour (11am to 12pm) and 11:45 collections will be charged at half the hourly rate.
- Two weeks half fees are applied (pro rata) if your child is booked on holiday. The discount is only applied if your child attends more than 5 sessions (one day equals 2 sessions representative of one morning session and one afternoon session). Please also note that your child(ren) should be in attendance for at least 3 months before this is applicable. Please also note that this benefit is discretionary and may be refused by the Management.

## Unpaid fees

- Padiwacks reserves the right to charge 5% interest on late fees and £20 for any bounced cheques.
- Please note that Padiwacks will take appropriate action if fees are unpaid and we will recover the monies through a litigation process if necessary.
- Fees should be paid at least one week in advance. If fees are in arrears then Padiwacks will provide a payment plan. If you do not meet the terms of the payment plan then Padiwacks may contact our debt collecting company.
- We require payment to terms. Payment must be made on time, in full, and without any deduction, off set or counterclaim. In the event that an account is outstanding, we will refer the matter to our debt collection agents, Daniels Silverman Limited, which will incur additional costs. The additional costs incurred to collect the debt will be added to the debt, plus VAT at the prevailing rate. You agree that you will be legally liable to pay the outstanding account plus additional costs, and that payment of the same can be enforced against you in court. If applicable, you also agree to pay compensation and interest at the relevant reference rate, as provided for under the Late Payment of Commercial Debts (Interest) Act 1998.

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- Padiwacks reserves the right to both suspend and cancel childcare services and recover the fees for the remaining four week period.
- Your agreement therefore allows Padiwacks to notify any third party who may provide childcare fees directly to yourself including tax credit, universal credit and any other organisation that may contribute towards your childcare fees, should there be a default or no payment for fees.
- Any outstanding fees involving third parties will be included on the outstanding debt; such are address traces and any attributable court proceedings to recover fees.

## Late Collection

- You will be charged £4.00 for the extra hour session (6pm-7pm) if you are over 15 minutes late.

## Belongings

- Padiwacks does not except responsibility for accidental damage or loss of property.

## Insurance

- Padiwacks undertakes to maintain those insurances required by law. A copy of current employer's liability and public liability is situated on the parent notice board on the middle floor.

## Child Protection

- Padiwacks understands that it is our obligation to report to relevant authorities any incident where we consider a child may have been abused or neglected. In some cases it may be done without informing the Parent/Carer.
- Any information given by a parent/carers regarding a child will be treated with utmost confidentiality, except in cases where abuse is suspected. The divulging of confidential information to third party is considered a breach of confidence and gross misconduct and could result in dismissal of employment for staff member or loss of childcare place for Parent/carers.
- In rare cases we may need to use photographic evidence If required, to protect all the children within our care.

## Security

- Parent/Carer are welcome to visit Padiwacks, however we require prior notification. It is Parent/Carer responsibility to inform staff of who will be collecting your child. No child will be allowed to leave the building with anyone, know or not without notification.

## Date protection

- It is a legal requirement for the nursery to hold information about children and staff using the nursery. The information is used to form registers, invoices and to use for emergency contacts; all records of this matter remain confidential and will be kept in a locked cupboard.

## Legal contract

- The offer of the place and it's acceptance by parent/carers forms a legally binding contract on all the terms and conditions, the terms and conditions are governed by law.

Signed.....for and on behalf of Padiwacks

Position in Nursery.....Date.....//.....//.....

Signed-(Parent(s)/Carer(s))

Mother/Carer.....Date.....//.....//.....

Father/Carer.....Date.....//.....//.....

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## Office use only

<b>Name:</b>	<b>D.O.B</b>
<b>Official start date:</b>	<b>End date</b>
<b>Days in:</b>	

Receipt of 3 – 4 year old funding

  

Receipt of two year old funding

Payment method:

Cheque	<input type="checkbox"/>
Tax Free	<input type="checkbox"/>
Direct Debit	<input type="checkbox"/>
Vouchers	<input type="checkbox"/>
S/service	<input type="checkbox"/>
College/uni	<input type="checkbox"/>

Added to Account Sheet

Added to School run or nursery register

Deposit of £30.00 paid

Contract signed and dated

Official welcome letter

Added to Rota

Owing Sheet

Welcome pack given

Key Person Allocated/ Introduced to child and Parents

All about me gone through with keyworker

Nappy Rota  
Emergency contacts/allergies/password

ROA file inc name

Settling in meeting letter (within first few weeks)

Told staff

Name/picture/self register

Name on birthday board and work to go home file

Picture on key worker board