

Becket School

Nursery Registration Form



Name of Child: (in full) _____

Date of Birth: _____

Name known as: _____

Address: _____

Are you in receipt of 2-Year-old Funding? Yes / No (Delete)

If Yes please provide us with your Two Year Old Funding Voucher.

Date I wish my child to start: _____

Prior to your child's start date, we will need to see an original of either their Birth Certificate or Passport.

(For staff only) Birth Certificate or Passport viewed. Yes / No Date: _____

1st Contact Parent/Carer with whom the child lives:

Name: _____ Relationship to child: _____

Does this parent have parental responsibility? Yes / No (delete)

Home telephone: _____ Mobile: _____

DOB: _____ National Insurance Number: _____

2nd Contact Parent/Carer with whom the child lives:

Name: _____ Relationship to child: _____

Does this parent have parental responsibility? Yes / No (delete)

Home telephone: _____ Mobile: _____

Parent with whom the child does not live:

Name: _____ **Relationship to child:** _____

Does this parent have parental responsibility? Yes / No (delete)

Is this parent authorised to collect the child? Yes / No (Delete)

Address: _____

Home telephone: _____ **Mobile:** _____

Emergency contacts when the parent(s)/carer(s) are unavailable.

1st Contact Name: _____ **Relationship to child:** _____

Telephone: _____ **Mobile:** _____

Is this person authorised to collect the child? Yes / No (Delete)

Details of any persons not permitted to collect your child.

Name: _____ **Relationship to the child:** _____

Details: _____

PLEASE REMEMBER TO LET THE SCHOOL KNOW IF ANY CONTACT DETAILS CHANGE

Childs Doctors Surgery

Doctors Surgery: _____

Address: _____

Has your child previously attended another Nursery? Yes ☐ No ☐

If yes, what is the name of the Nursery? _____

Does your child still attend the other Nursery? Yes ☐ No ☐

Do you wish to split your funding between both settings? Yes ☐ No ☐

Personal Details of Child

Does your child have any siblings or close relations that currently attend our School?

Does your child have any special dietary needs or preferences? Yes/No (delete)

Does your child have any Allergies to food or Medicines? Yes/No (delete)

Does your child have any health needs or preferences? Yes/No (delete)

Does your child have any specific needs or disability? Yes/No (delete)

How would you describe your child's ethnicity or cultural background?

What is your child's Nationality? _____

What is your child's National Identity? _____

In what country was your child born? _____

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

What language(s) is/are spoken at home? _____

What is your child's first language? _____

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes/No (delete)

If yes, discuss and agree with the key person how you will support your child when settling-in.

Does your family have any involvement with the following departments? If yes please circle the appropriate

Social care

Family Support

Early Help

Speech and Language

**Community
Paediatrics**

Name: _____ telephone: _____

Based at: _____

Please detail the reason for their involvement with your family?

What is the name of your Health Visitor? _____

Name: _____ telephone: _____

What other information is it important for us to know about your child? For example, any special support your child may require, what they like, or what fears they may have, or what comforter they may need and when they may need it?

Funding

How many hours will your child be entitled to? 15 hours ☐ unsure ☐

For more information on how to claim 2 Year Old Funding please visit www.gov.uk and search 2 Year old Funding.

Please tell us the name of the Parent who will be claiming funding for the named child.

Mr / Mrs / Miss / Ms – Parents name in full: _____ D.O.B: _____

Parents NI No.: _____ Does your child receive **Child Disability Living Allowance** Yes / No

Signed By

Parent/Carer Name: _____ Signed _____

Date: _____

Nursery Session Requirements



Child's Name Date I wish my child to start:

I would like to request the following sessions for my child. (Please tick one)

Pattern 1	All day Monday, All day Tuesday, Wednesday Morning	
Pattern 2	Wednesday Afternoon, All day Thursday, All day Friday	
Pattern 3	Monday, Tuesday, Wednesday, Thursday, Friday - Mornings	
Pattern 4	Monday, Tuesday, Wednesday, Thursday, Friday - Afternoons	

Please note this form does not guarantee your child a place for your chosen pattern. The school office will contact you to confirm your requests.

If your child is entitled to 2 year old funding you can claim up to five sessions funded. This does not include lunches. For unfunded sessions prices are indicated at the bottom of this page.

Extra Sessions can be booked providing there is availability. Lunches are only available for children who are attending ALL DAY, not as an add-on to a morning or afternoon session. Please select below any extra sessions outside of your selected pattern.

The table below is for any EXTRA SESSIONS you would like.

	Morning 8.30am-11.30am	Lunch 11.30am-12.15pm	Afternoon 12.15pm-3.15pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Pricing	Morning Session	Lunch	Afternoon Session	All Day
Cost of Sessions	£18.00	£6.00	£18.00	£42.00

Signed By

Parent/Carer Name: _____ Signed _____

Date: _____



Permissions

Child's Name: _____

☐ I give permissions for my child to take part in food tasting during the school day. Is your child allergic to any food or drink?

YES _____

☐ I give permission for my child to be photographed for use in promotional material for the School, such as School website and Prospectus.

☐ I give permission for my child to be photographed by the local press, e.g. nativity plays, special events, sports events etc. The paper is usually the Weston Mercury or the Weston and Worle Midweek News.

☐ I give permission I give my permission for photos of my child to be used on the schools Facebook and Twitter sites.

☐ I give permission for Nursery to apply nappy cream to my child if necessary.

☐ I give permission for my child to be taken out as a part of the daily activities of the setting. I understand that further consent will be requested for major outings.

☐ I consent for the staff to take my child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that I will be informed at the first possible opportunity.

☐ I agree to apply sun cream to my child before they attend nursery that is above a factor 40, but in any emergency situation I give permission for a staff member to apply sun cream to my child.

Signed By _____

Parent/Carer Name: _____ Signed: _____

Date: _____

Due to new General Data Protection regulations, we are asking parents/carers to give their consent for storing and sharing photo/video footage of their child. Please note that we will never share personal details or full names (first name and surname) of any child alongside their image on our website, social media, prospectus or in other printed publications.

Please circle Yes/No against each item to state whether you give permission for your child's photo/video to be taken, used or published via the following:

School Website	Yes/No
Kaleidoscope Website or any other Kaleidoscope School Website (currently Ashcombe, Becket, Christ Church, Hutton, St Martin's & Worle Village)	Yes/No
School/Kaleidoscope Facebook	Yes/No
School/Kaleidoscope Twitter	Yes/No
School/Kaleidoscope Prospectus or similar promotional materials	Yes/No
Media outlets e.g. Newspaper photographs or television film crew attending a school event	Yes/No
Displays around school building	Yes/No
Assessment, monitoring or other educational uses within the school (for internal use only)	Yes/No
Individual School Photograph taken by external Photographer	Yes/No
Group School Photograph taken by external Photographer	Yes/No

Child's Name:

School Name:

I give consent for my child's photograph/video to be used for the above. I understand that I have the right to withdraw my consent at any time in writing to my child's school. I understand that this form is valid for the period of time my child attends the school. Consent will automatically expire after this time. In these instances, images/videos will not be used in future publications but may continue to appear in publications already in circulation. I understand that websites can be viewed throughout the world and not just in this country where UK law applies.

As the child's parent/carer, I agree that if I/we take personal photo/video recordings of our child which include other children then these will be for personal use only.

Signed _____ Name _____ (Parent/Carer)

Date _____



Nursery Terms and Conditions

Opening Hours

The Nursery hours for all day, morning and afternoon sessions are as follows:-

Full day	08.30 – 15.15
Morning	08.30 – 11.30
Lunch	11.30 – 12.15
Afternoon	12.15 – 15.15

Sessions

Pattern 1	All day Monday, All day Tuesday, Wednesday Morning
Pattern 2	Wednesday Afternoon, All day Thursday, All day Friday
Pattern 3	Monday, Tuesday, Wednesday, Thursday, Friday - Mornings
Pattern 4	Monday, Tuesday, Wednesday, Thursday, Friday - Afternoons

3 hour Morning 8.30-11.30	3 hour Afternoon 12.15-3.15	Lunch break	7 hour All day 8.30-3.15
£18.00	£18.00	£6	£42.00

Lunches

If your child is staying with us for lunch, you must provide a packed lunch. The cost for the lunch session (11.30-12.15) is £6.00.

Extra sessions can be booked providing there is availability. Lunches are only available for children who are attending ALL DAY not as an add-on to a morning or afternoon session

Fees and Invoices

Nursery fees are payable one term in advance by Parent Pay or workplace vouchers. All non-funded sessions and lunch time sessions booked must be paid for, regardless of whether the child attends. No refunds will be given for sessions missed due to holidays or sickness. Failure to meet payments could result in the termination of the Nursery place, and in such rare circumstances the parents will not be entitled to a refund of any fees.

Attendance

Please be aware that if your child's attendance falls below 80% you may be in danger of losing the Nursery place.

Picking up and dropping off

We ask wherever possible to stick to the correct pickup and drop off time. Picking up and dropping off outside of the session times can be disruptive to the class

Accidents and Illness

It is important for the Nursery to be notified if your child is to be absent. This can be done by phoning us on 01934 516052.

We reserve the right to administer basic first aid and treatment when necessary.

Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Nursery to contact the parents but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment.

We will administer prescribed medicines if parents complete a 'Medicine Consent' form; however the first dose of medicine must be given at home by a parent.

We may require parents to withdraw their child from Nursery if it is considered that the child is not well enough to attend, or if they are suffering from or have suffered from any contagious disease/infection and there remains a danger that other children at the Nursery may contract such a disease/infection.

In cases of diarrhoea and/or vomiting your child cannot return to the nursery or Pre School until they have been **symptom free for 48hrs**.

Termination / Cancellation / Change

We require one months' notice in writing should you wish to terminate a Nursery for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable. We reserve the right to terminate a Nursery with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour. If a parent wishes to change the number of sessions taken at Nursery, one terms notice, in writing, must be given and a 'Change of Sessions' form must be completed.

Security

Under no circumstances will the child be allowed to leave Nursery with anyone unknown to the staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the Nursery will require the name and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival. A list of responsible adults who are authorised to collect the child should be provided.

We will not tolerate Nursery staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a Nursery place.

General Information

Parents are requested to inform the Nursery of any allergies (food, medicine).

Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the Nursery of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the Nursery of any changes to all information kept in the Nursery.

Yours sincerely

The Becket Nursery Team