

# REGISTRATION FORM

Please complete and return to:  
 Bishop Bevan Hall, Lion Street, Brecon, LD3 7HY  
 Tel: 07498025306/07930749835  
 Email: admin@willowsbrecon.co.uk



## CHILDS DETAILS

Boy  Girl  Gender Unknown

Child's full name: \_\_\_\_\_

Known as: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Birth certificate number: \_\_\_\_\_ Ethnic origin: \_\_\_\_\_

(we need to see a copy please)

(broad ethnic group not place of birth)

First language: \_\_\_\_\_ Other languages: \_\_\_\_\_

**Please indicate your child's attendance pattern required and enclose the registration fee with your form**

Days	Morning (8.00-13.00)	Afternoon (13.00-18.00)	School Day (8.30-15.30)	Full Day (8.00-18.00)	After School Club (15.00-18.00)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Start date: \_\_\_\_\_

## MEDICAL DETAILS

Doctor's name: \_\_\_\_\_

Practice address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Health visitor: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Social worker: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Are all immunisations up to date: Yes  No

If no state exceptions: \_\_\_\_\_

Any special medical needs (please detail): \_\_\_\_\_

Any special dietary requirements (please detail): \_\_\_\_\_

Any allergies: (please detail): \_\_\_\_\_

Please detail any special needs or other information we may need to care effectively for your child (please detail): \_\_\_\_\_

**PARENT / GUARDIAN DETAILS**

We need to have details of all persons who have Parental Responsibility & Legal Contact along with those who have permission to collect the child and those who may be contacted in an emergency.

Parent / Guardian

Full name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parental responsibility: Yes  No

Who does the child live with: \_\_\_\_\_

Telephone Numbers

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

If working please give details below:

Employers name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent / Guardian

Full name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parental responsibility: Yes  No

Telephone Numbers

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

If working please give details below:

Employers name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide details of any person with Parental Responsibility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORISED TO COLLECT (photographic ID will be required)**

Names and telephone numbers of any other persons who have permission to collect your child regularly

Full name: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Full name: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

**EMERGENCY CONTACT**

Names and telephone numbers of appropriate adults who may be contacted in time of emergency if you are not available

Full name: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Full name: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

**PASSWORD**

Please provide a password that may be used to authorise an emergency collection: \_\_\_\_\_

## PARENTAL CONSENTS

- I give permission for emergency first aid and for staff to seek further medical advice or medical intervention in an emergency or if your child falls seriously ill whilst in the care of Willows Day Care Brecon Yes  No
- I give permission for a member of staff to accompany my child to hospital in an ambulance should the need arise. I understand that all medical decisions in my absence are the responsibility of medical professionals and that I will be contacted as soon as possible. Yes  No
- I give permission for the day care to administer medication as per instructions given by me the parent. Yes  No
- Occasionally we may take children out for walks outside the day care registered premises. I give permission for my child to be taken for walks outside the day care registered premises. Yes  No
- I give permission for sun cream to be applied to my child. Yes  No
- I agree to photographs being taken of my child within the day care environment. Yes  No
- I give permission for nappy cream to be applied to my child whilst in the care of the day care. Yes  No
- I give permission for my child to have his/her face painted whilst at the day care. Yes  No
- I give permission for photo's/video of my child to be used on the day care's website. Yes  No
- I give permission for photo's/video of my child to be used on the day care's digital platforms Yes  No
- I give permission for staff to administer age appropriate paracetamol should my child's temperature exceed dangerous levels Yes  No
- I give permission for my child photos to be used within the day care setting e.g. on display boards Yes  No
- I give permission for my child photo's/videos to be used in their own learning journal Yes  No
- I give permission for my child photo's/videos to be used in other children's learning journals Yes  No
- I give permission for my child to visit a local place of interest Yes  No
- I give permission for the administration of non-prescribed paracetamol oral suspension ("Liquid Paracetamol") where there may be a delay in collecting the child or the parent is not immediately contactable Yes  No

# PARENT CONTRACT

We believe that there needs to be a formal agreement between the Day Care and Parents. The contract will outline the obligations and commitment, of both the Day Care and the Parent(s). The contract must be agreed and signed prior to any nursery place commencing .

This is a contract between the Owners and Management of Willows Day Care Brecon (referred to as the 'Day Care') and the Parent(s) or legal Guardian (referred to as 'the Parent) of a child (or children) that is enrolled at the Day Care.

The Day Care: -

1. Will be known as 'Willows Day Care Brecon' and will operate from a property at Bishop Bevan Hall, Lion Street, LD3 7HY.
2. Is registered with CIW as a Day Care and operates within their regulations, guidelines and rules. Their Inspectors regularly visit the Day Care to ensure the appropriate standards of care & education are being provided.

The Contract:

- a) The minimum contract period is for 6 months.
- b) Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 1 calendar months written notice, commencing from the first day of the month, to reduce or cancel your child's normal booking.
- c) Increasing your booking is subject to availability.
- d) Any holidays (excluding bank holidays) will be charged at 50% of your child's scheduled sessions.

## REGISTRATION

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process. We will inform you as soon as possible whether your application for a place has been successful via email. The completed registration form, consents form and signed parent contract along with the non- refundable registration fee of £40 (per child) must be returned to secure a place for your child.

**Trading name: Willows Day Care Brecon Ltd**

**Bank: Monzo**

**Account number: 01974482**

**Sort Code: 04 00 03**

**Please use your child's full name or invoice number as a reference.**

## HOURS OF OPERATION

Monday to Friday 08:00 to 18:00. The Nursery will be closed on all Public Holidays, Christmas Eve and will reopen on the 2nd January each year if this is a weekday. Upon joining you will be given a list of all of our closure dates.

## MONTHLY FEES

Monthly fees are at the prevailing fee schedule, see below. The setting reserves the right to increase said fees at any time giving one calendar month's notice of the proposed increase to parents / guardians. Monthly fees include all sick days and holidays taken as these are paid days. Any statutory holidays will be deducted from your monthly bill. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability, we will try to accommodate swapping of days in cases of emergency or under special circumstances.

	Full-time weekly (8.00 - 18.00)	Daily (8.00 - 18.00)	Half-day Morning (8.00 - 13.00)	Half-day After-noon (13.00 - 18.00)	School Hours (8.30 - 15.30)	After-school club (15.00 - 18.00)
6 months – 5 years	£236	£57	£33	£33	£46	£18

## **PARENT CONTRACT continued**

### **PAYMENT POLICY**

Parents agree that all monthly fees (full time and part time attendance) will be paid on the first of each month in advance. Additional sessions will be invoiced at the end of the each month. Unpaid fees are subject to a £50 late payment fee if fees 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 and accepted by both parties. Extra hours are billed at the session rate.

Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days and holidays booked).

Payment of fees are made by bank transfer. Cheques are not accepted. Bank details are as follows:-

**Trading name: Willows Day Care Brecon Ltd**

**Bank: Monzo**

**Account number: 01974482**

**Sort Code: 04 00 03**

**Please use your child's full name or invoice number as a reference.**

### **ILLNESS POLICY**

Please advise the Day Care prior to 8:30am if a child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree should a child become ill while in our care that immediate arrangement will be made to collect the child from the day care. Children will not be allowed to return to the day care until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases, a note from a doctor may be necessary. By signing this contract you are agreeing to staff seeking any necessary emergency medical advice or treatment during their time at Willows Day Care Brecon. Please refer to our Illness policy for more information about this topic.

If parents are administering Calpol to their child in the morning, they should not bring their child into the Day Care as they are unwell. The exception to this is teething or if the manager has agreed under special circumstances. By signing this contract, you are agreeing to not bring your child into the Day Care whilst unwell.

If your child requires medication to be given daily or as an emergency precaution such as an EpiPen parents must ensure they have provided this. Without this medication your child cannot start. All medications must be in their original containers, legible and not tampered with or they will not be given.

### **LATE ARRIVAL/PICKUP POLICY**

Please advise the day care immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 18:00. It is highly recommended that you arrive at least 10 minutes earlier than this to give you and your child time to get ready for leaving by 18.00. This will also allow you some time to discuss your child's day with their key worker. If you are not able to pick up your child by 18:00 alternate arrangements must be made.

Please notify the day care if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. They must bring photographic I.D. and a password will be used.

You will also incur a late pick up fee of £1.00 per minute and you will be required to sign a late form detailing the actual time of leaving the nursery. This amount then will be added to your monthly invoice. Continual lateness may put your day care place at risk.

If we are unable to contact you within 30 minutes of arranged collection time it will trigger our emergency policy on uncollected children which may result in Social Services being contacted.

### **TERMINATION**

Willows Day Care Brecon reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of other children within our care and or any staff member.

### **WITHDRAWAL**

Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 1 calendar months written notice, commencing from the first day of the month, to reduce or cancel your child's normal booking. This can be done via email.

## **PARENT CONTRACT continued**

### **HEALTH & SAFETY**

We would ask all parents and carers to ensure that the entrance door is always closed when you enter or leave but also to be careful of any children near the door at the time so that you do not trap their fingers or allow them out of the door. Please do not let anyone else into the building when you have been let in and never let anyone else into the day care when you arrive or leave. The use of mobile phones, including recording device or camera, whilst on Day Care premises is strictly prohibited and we request that they are not answered at all, unless you leave the Day Care. If the Day Care has to close due to any health and safety reasons including bad weather, fees will be adjusted to reflect this.

### **POTTY TRAINING**

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. Please provide us with several sets of spare clothes during this time. Should you stop potty training at home, please inform us. If a child shows no interest in potty training, we will discuss this with you and probably choose to discontinue and try again at an agreed later date.

Parents/ carers are to provide nappies, wipes and any ointments for your child. A small number of nappies are kept at the day care for emergencies, as children will not be left in a soiled nappy at any time.

### **BEHAVIOUR MANAGEMENT**

If a child's behaviour is seen to endanger others and all routes according to our Behaviour Management policy have been adhered to Willows Day Care Brecon will take advice from the local authority and arrange a meeting with the parents to discuss the options available.

If a parent does not support the Day Care in gaining help and advice from outside agencies then Willows Day Care Brecon reserves the right to terminate the parent's contract and will no longer provide care for that child.

### **WHAT TO WEAR**

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is advisable to send children dressed in clothes that are easily washable and preferably not new. It is good for children to practice the skills, which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet unaided and to put on and take off their outdoor clothes without being too dependent on adults for help. We ask parents to supply a pair of suitable indoor footwear such as, moccasins, slipper socks or plimsoles. The Day Care also requests that each child is provided with suitable outdoor winter clothing, hat and gloves, a sun hat and sun cream, a pair of wellington boots, water proof trousers and rain coat which is clearly labelled and can be kept at the Day Care where possible.

### **DATA PROTECTION**

We will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up-to-date in our Privacy Notice which is given to you at the point of registration. I agree to be contacted via email for the purposes of the Day Care.

### **SOCIAL MEDIA**

We require that parents/carers:

- ◆ Demonstrate courtesy and respect for children, other parents, staff and the nursery when comments are placed on social networking sites
- ◆ Use appropriate language if discussing the nursery
- ◆ Address any issues or concerns regarding the nursery directly with the manager, principal or the child's key person rather than voicing this on social media, forums or group chats
- ◆ Not to use social network sites to make derogatory comments or post photographs which could bring staff into disrepute, including making comments about children, parents and staff members
- ◆ Not to post photographs of other people's children on social network sites without permission
- ◆ Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the nursery. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the nursery.
- ◆ Information published on your blog(s) should comply with the Confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums and social networking sites.
- ◆ To whistle blow if becoming aware that such activity is taking place

## PARENT CONTRACT continued

We ask that parent/carers remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media. Any parent/carer seen to be breaking the agreement above will be spoken to by Day Care Management, a warning given and the possibility of a place withdrawn for your child.

### SAFEGUARDING

I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures, We have an obligation to consider reporting any concerns we may have about your child in relation to suspected abuse or neglect. We may do so without your consent or informing you. General concerns will always be discussed with you first and support and advice will be given where appropriate.

### EXCLUSION

If in the reasonable opinion of the setting manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well being of the child or other children in the setting or the setting practitioners or other staff so employed then the setting may serve notice to the parent/guardians or a request for the child to be immediately removed from the setting and the provision of one month's notice shall not apply.

### CHILD CARE VOUCHERS/FUNDING

We accept all childcare vouchers. We will register as a care provider with any voucher company that parents'/carers' employers may be registered with. Childcare Vouchers are Non-Taxable and exempt from National Insurance Contributions (N.I.C.) for employees and offer National Insurance reductions to employers. All eligible working parents, with children under 16 years of age, are entitled to Childcare Vouchers regardless of tax status. Please inform us of the voucher scheme you intend to use.

### GENERAL INFORMATION

Willows Day Care Brecon Policies and Procedures are available on our premises for your perusal. There is also a variety of other information including our complaints procedures on our board in the reception area. Please feel free to discuss any issue or concerns or even any good ideas you may have about our services with your child's key worker or the manager.

### ACCEPTANCES

The parent/carer has read and understood the Terms and Conditions outlined in this contract. This agreement must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees. Term and Conditions are subject to change without prior notice

I have read and understood the Parental Agreement and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time. I agree to adhere to all Willow Day Care Brecon's policies and procedures.

A registration fee of £40 (per child) must be paid to secure a place for your child.

I enclose a copy of my child's birth certificate

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

(Parent/Legal Guardian)

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

(Parent/Legal Guardian)