



Registration Form

Happy Kids believe in providing a safe and caring environment for children from two years to five years. We strive to provide an enriching experience in which the child in our care can feel secure and loved. We want our parents and carers to be able to leave their children in the knowledge that they are happy and are being well looked after.

In order to be able to do this, we believe that there needs to be a formal agreement between Happy Kids and the Parents/Carers. The contract will outline the obligations and commitment, of both Happy Kids and the Parent(s) or carer(s).

This is a contract between Happy Kids Pre-school and the Parent(s) or legal Guardian (referred to as 'the Parent) of a child (or children) that are enrolled at Happy Kids.

1. Is owned and managed by Kim Whelehan
2. Is registered with Ofsted and operates within their regulations, guidelines and rules. Their inspectors visit the Pre-School to ensure the appropriate standards of care & education are being provided.

To be completed by Parent/Guardian)

Child's full name:

Name by which child is known: _____

Date of birth: ____/____/____ Nationality:_____ First Language_____

Home address:

Telephone number (with code): _____

Email address (will only be used for business)_____

Name of Parents/Guardians: _____

Names of siblings: _____

Emergency name and telephone number during nursery hours (at least 2 persons):

1. _____

2. _____

Who does the child live with _____

Who has parental responsibility _____

Who has authority to collect? We will only release your child to the named people below - unless an emergency occurs and you have given us verbal permission to make a change - A password will be required. Password _____ Please include name, telephone number and address for each person

1. _____

2. _____

3. _____

Name, address and telephone number of child's GP: _____

Does your child have any health problems or take regular medication? _____

Are there any additional services that are involved with your child's welfare/care? _____

I understand it is my duty to inform the pre-school of any changes in my child's medical condition and provide any necessary medicines that might be required.

Does your child have any special dietary needs or allergies? Yes/No

If **YES** please use form attached at the end of the contract for details.

Emergency First Aid

Do you 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 Happy Kids Pre-School?

YES / NO

Sun cream

I give permission for sun cream minimum factor 30 to be applied to my child/children.

Yes/No (please circle)

Photographs

I agree to photographs being taken of my child within Happy Kids Pre-School environment and uploaded to Tapestry.

Yes / No (please circle)

Nappy Cream

I give permission for nappy cream to be applied to my child whilst in the care of Happy Kids Pre-School.

Yes/No (please circle)

Administer Medication

I give permission for the Staff at Happy Kids Pre-School to administer medication as per instructions given by me the parent.

Yes/No (please circle)

Face Paints

I give permission for my child to have his/her face painted whilst at Happy Kids Pre-School.

Yes/No (please circle)

Website

I give permission for photos of my child/children to be used on the Happy Kids Pre-School website and Facebook; however, images will not be made identifiable

Yes/No (please circle)

Outings

I give permission for my child to participate in visits to the local care home and local walks, which will be carried out with the appropriate ratios.

Yes/No (please circle)

Signature of Parent/Guardian _____ Date: _____

Session Times

Please indicate the session times you would like to book your child into Happy Kids Pre-School.

Preferred Start Date _____ Term Time

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival time					
Collection time					

FOR OFFICE RECORDS:

Payment of registration fee received - signed

Date.....

Original birth certificate seen and copy taken - signed

Date

Immunisation Sheet

Are all immunisations up to date?

Please advise which of the following your child has been immunised against and advise date of immunisations.

Diphtheria	
Whooping cough	
Tetanus	
Polio	
HIB	

MMR	
Please list any other	

Record of Food Allergy or Intolerance / Allergy to Medicines or Tropical Applications.

Name of Child: _____

* Allergy to /intolerance of:

Additional information

Please ensure that we are kept informed of any changes to the above details

Signed _____
 Date _____

I have read Happy Kids Prospectus & all relevant information has been explained to me & I/we understand the procedures.

Signature:

Print Name:

Date:

By signing this Contract you are agreeing to all of Happy Kids Pre-School policies and procedures. If you have not yet read them please or ask a member of staff for details.

I/We _____ / _____ have read and agree with the

above statements. (Please PRINT names)

 Parent/guardian Signature

 Parent/guardian Signature

Date _____

Development

We use an online system for monitoring and assessing children's progress. This package is called '**Tapestry**' and it will enable you to look at your child's development at any time. You will be sent an invitation via email which will explain how to register and set your own passwords etc. It will enable you to put photo's on to your child's learning journey, leave comments and also print from the system. We would like you to complete the page 'About Me' which asks all the questions that used to be in our registration form. We do hope that you will enjoy using the new system and feel more included but please ask if you have any questions or need any assistance. We are enjoying this and look forward to working more closely with you to support your child.

There are tutorials on the package so please do not worry. You can log on to '**Tapestry**' using computers, tablets, pads and smart phones; however, if you would like to look at it here in the setting, then please speak to your child's allocated key person.



The Winchcombe School
Maple Crescent
Newbury
Berks
RG14 1LN
0163545879
kim@happykidsnewbury.com

Early Years Pupil Premium

Early Years Pupil Premium (EYPP) is a grant which can be applied to help your child whilst at our setting. The thinking behind this is that it can be used to help your child by funding new equipment, help with clothing etc. however it is for use whilst they are at Happy Kids. Happy Kids has to show Ofsted how this money has been used if you qualify for it, but it cannot be used for just anything.

If you would like us to see if you qualify please complete this form and we will let you know the outcome.

Your Full Name

Your DOB

Your national insurance number

If you have any questions, please speak to a member of staff. Happy Kids would like to reassure you that this information will be stored securely and not shared with anyone.

Thank you

Parent Contract

- a. There is a minimum contract period of 1 month. **Termination of contract before 1 month which has elapsed will result in loss of deposit.** Deposits will be deducted from the final Invoice. Normally only one deposit per family is required, with the deposit going to the subsequent child with the rules of forfeiture still applying.
- 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 **One (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. Early Years Nursery Education Scheme places or special short-term contracts are available, subject to agreement and availability of places.

Happy Kids Rules:-

1) HOURS OF OPERATION:

Monday to Friday 9.00 a.m. to 3:00 p.m.

Happy Kids operate term time only and we will be closed on all Statutory English Holidays.

Winchcombe School,
Maple Crescent,
Newbury,
Berkshire,
RG14 1LN
01635 45879

2) MONTHLY FEES

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. Extra hours are billed at the hourly rate as follows:

Hourly rate of £5.00 per hour

3) GOVERNMENT FUNDING AND OTHER FUNDERS

Parents 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. Any fees not covered by a subsidy are the parents' responsibility and are payable by the dates specified on the invoice. Government funding is for 38 weeks of the year, therefore an additional charge for the remaining unfunded hours will be invoiced at the beginning of the academic year.

4) PAYMENT POLICY

Parents agree that all fees (full time and part time attendance) will be paid in advance and by the date specified on your invoice. Additional hours will be invoiced at the end of the each month and will be due for payment immediately. Unpaid fees are subject to a £10 late payment fee if fees are not received 7 days after the date on the invoice, this may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

Extra hours are billed at an hourly 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).

Bank details are as follows:-

Trading name: Happy Kids Newbury Ltd

Account number: 63642623

Sort Code: 20-59-14

Please use your child's name as a reference.

5) ILLNESS POLICY

Please advise the Pre-School 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 remove the child from the Pre-School. Children will not be allowed to return to Happy Kids 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 Happy Kids. Please refer to our sickness policy for more information about this topic.

6) LATE PICKUP POLICY

Please advise the nursery 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 3:00 p.m. If you are not able to pick up your child by 3:00 p.m. alternate arrangements must be made.

Please notify Happy Kids 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 or has the agreed password.

7) TERMINATION

Happy Kids Pre-School 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 staff and/or other children in my care.

8) WITHDRAWAL

Parents agree that a minimum notice of one full month (notice to given in writing) will be given for permanent withdrawal of, or reducing hours of any child from our care or agree to pay one month's fees in lieu. The responsibility is of the parents to ensure that the notice has been received by the office. No exceptions will be made.

9) 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. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we will discuss this with you and probably choose to discontinue and try again at a later date.

10) DEPOSIT

A £55 deposit is required. Deposits will be deducted from your final invoice. Normally only one deposit per family is required, with the deposit going to the subsequent child with the rules of forfeiture still applying.

11) HEALTH & SAFETY

The name of the designated Health & Safety Officer is on the main notice board. Any health & safety queries please arrange to meet with the Pre-School Manager. We would ask all parents to make sure doors are closed when entering or leaving the building and that they are mindful of little fingers. If Happy Kids Pre-School has to close due to any health, health & safety or illness reasons including bad weather, fees will still be due.

12) 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 other people for help.

Registration is not complete, and care will not commence until all the paper work is completed.

Prior to the start date of care the following must be received by us for each child:

- * Registration Form
- * Parent Contract
- * Refundable Deposit
- * Birth Certificate
- * Authorisation from employer of subsidised place if appropriate.