

## NURSERY/ PARENT CONTRACT



### REGISTRATION FORM

Start date: .....

Child's name	
Date of birth	
Address	

Copy of birth certificate: .....

Copy of Baptism certificate: .....

1. Parent/carer's name:  Relationship to child:  Address:  Telephone numbers: Home: ..... Work: ..... Mobile: .....  Email:	2. Parent/carer's name:  Relationship to child:  Address:  Telephone numbers: Home: ..... Work: ..... Mobile: .....  Email:
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Parental responsibility: shared/other .....

Additional Emergency contact numbers:

Name:  Relationship to child:  Telephone number:	Name:  Relationship to child:  Telephone number:
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Security word: .....



**Health information**

Doctor's name, address & telephone number:	
Health visitor's name & telephone number:	
Special health requirements	
Allergies	
Dietary requirements	
Childhood vaccinations up to date	Yes/ no

**Consent information**

Please sign that you are willing to give your consent for:	Signatures
Outings (Tumbletime, etc.)	
Holding personal information	
Sharing information with other professionals e.g. health visitor, speech therapist	
Photographs (within the nursery environment)	
Photographs (school website, newsletters, prospectus, twitter, local press)	
First aid and emergency medical treatment	
Use of child's sun cream	
Face painted	

**Other information**

Other languages used at home	
Ethnic origins	
Details of other settings or childcare attended	
Details of other agencies or professional working with your child and their role	



## **PARENT CONTRACT**

We provide care for children aged from 2 years to school age in our nursery.

### **Opening times:**

Morning nursery – 8.50am – 11.50am

All nursery children should enter and leave through the nursery gate.

Afternoon nursery – 12.00pm – 3.00pm

It is important to pick up and drop off your children on time. We want the children to make the most of their time while with us. If someone different is to collect your child, you must notify nursery, as for obvious safety reasons, we will not release your child. Any adult collecting your child will be expected to know the password. Please note the school drop off system does not apply to nursery children as would expect the children to be dropped off and collected by an adult and will not release children to anyone under the age of 16.

We are a term time only nursery with the same holidays as the school but we do have access to holiday club during the school holidays and teacher training days. Before and after school clubs are also available for wraparound care on request.

Should you wish to change your sessions then this must be requested in writing with at least four weeks' notice. We do not allow the changing of days unless it is permanent and there is availability. We will try to accommodate changing of days in cases of emergency or under special circumstances.

### **Absence**

If your child is absent please contact school on the day of the absence notifying us of the type of illness. A child who is ill (e.g. fever, infection, diarrhoea or any other type of illness with the exception of the common cold) will be kept at home to protect the well-being of the other children in our care. Should a child become ill while in our care immediate collection arrangements need to be made. Children should not return to nursery until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness and diarrhoea.

### **Contact details**

Please advise us immediately of any changes to telephone numbers or address details.



## **Fees and invoices**

We operate a cashless school system which enables parents/carers to pay online for various transactions such as nursery fees, wraparound fees, dinner money and trips. No money is exchanged in school. You will be issued with a personalised letter which will give you full details of the parent pay system. Nursery fees are payable monthly by invoice. We support a number of childcare voucher systems. It is your responsibility to advise when vouchers are used to meet payment of an invoice.

We charge a daily fee of 50p per day towards consumables which are used to offer children a number of opportunities e.g. cooking ingredients, special snacks, messy play etc.

## **NEF Grant**

Children become eligible for the NEF grant funding the term after they are three (or two if qualifying for the two year old grant). Funding is dependent on receipt of your completed agreement which must be completed each term. We receive 38 weeks grant payment each academic year but are open during term time for a period of 39 weeks.

## **30 Hours Funding**

Parents will need to apply the term before they wish to access the 30 hours funding. You must apply online to HMRC's digital childcare service at:

<https://childcare-support.tax.service.gov.uk/par/app/applynow>

If you are eligible for 30 hours you will be given an 11 digit eligibility code for your child, this must be given to the nursery along with your National Insurance number, your date of birth and your child's date of birth by completing the 30 hours childcare form and Nursery booking form.

## **Admissions**

As demand for places increases we use the schools admissions policy when allocating places for nursery.

1. Baptised Catholic children who are looked after or previously looked after.
2. Baptised Catholic children living in the parish of Sacred Heart and St Teresa who have a brother or sister attending St Edward's Catholic Primary School at the time of admission.
3. Baptised Catholic children living in the parish of Sacred Heart and St Teresa.
4. Other Baptised Catholic children who have a brother or sister attending St Edward's Catholic Primary School at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are looked after or previously looked after.
7. Non-Catholic children who have a brother or sister attending St Edward's Catholic Primary School at the time of admission.
8. Non-Catholic children living within the Parish of Sacred Heart & St Teresa
9. Non-Catholic children.

Attendance at St Edward's Nursery does not automatically guarantee your child a place at St. Edward's Primary School.



**Uniform**

Nursery children do not have to wear school uniform but most do. If they do not wear uniform, it is important that they do not wear their 'best' clothes as they may get them 'messy'. The uniform is available from Andy Blair Sports and School Wear 88-90 Barker Butts Lane, Coundon, COVENTRY, CV6 1DY Tel: 024 7659 8080 email: andyblairsports@yahoo.co.uk

Simple outdoor clothing which children can put on and take off themselves without being too dependent on other people for help is advisable. We do lots of learning outside regardless of the weather! Please ensure your child has a warm coat and gloves/hat/scarf in cold weather and sun hat, covering the neck in hot weather.

Children should also bring a spare set of clothes and nappies/wipes/creams in a named bag and kept replenished. We have spare clothes available in case of accidents and would appreciate that these are washed and returned promptly.

**Please mark EVERYTHING clearly with your child's name.**

For safety reasons, rings, earrings and other jewellery (other than a set of studs) should not be worn. We also recommend that children do not come into school wearing long skirts or flip flop type footwear as these can be dangerous when climbing or playing in the garden. Long hair should be tied back.

**PE kit**

In Pre-school the children take part in weekly PE lessons and change into this in order to take part in the lessons (white t-shirt, red shorts, pumps or trainers)

**Toilet training**

We will work in conjunction with parents during potty/toilet 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/toilet training at home, please let us know. If a child shows no interest in potty training we will discuss this with you and work in partnership on a way to move forward.

**Agreement**

I have read and understood the Parent agreement and I agree to be bound by it and by other relevant booking terms and conditions that are issued from time to time.

Signed: .....

Print name: .....

Date: .....