



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.

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.**
- 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.



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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 £5.50 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



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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 48 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.



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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.

11) HEALTH & SAFETY

If you have 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.



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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 paperwork is completed.

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

- * Registration Form signed, agreeing to the parent contract
- * Birth Certificate shown

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.



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CHILD DETAILS					
First Names		Surname			
Known As		Date of Birth		Female	Male
Religion	Ethnic Origin		Nationality		Main Language
PARENT / GUARDIAN DETAILS					
Carer 1 – Legal Responsibility		Yes / No		Carer 2 – Legal Responsibility	
Relationship to Child		Relationship to Child		Relationship to Child	
First Name		First Name		First Name	
Surname		Surname		Surname	
Nationality		Nationality		Nationality	
Child's Home Address			Address (if different)		
Postcode			Postcode		
Home Phone			Home Phone		
Mobile Phone			Mobile Phone		
Home Email			Home Email		
Occupation			Occupation		
Work Phone			Work Phone		
Who else lives at home? Who is special to the child?					



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<u>EMERGENCY CONTACTS</u>	(Please provide 2 contacts in order of priority – please be aware the Contacts need to be local in case they need to collect your child if you are not available)
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Contact 1 Name		Contact 2 Name	
Relationship to Child		Relationship to Child	
Home Phone		Home Phone	
Mobile Phone		Mobile Phone	
Work Phone		Work Phone	

<u>ALLERGY / DIETRY INFORMATION</u> (Please provide details of any medical allergies, food allergies or foods to avoid due to beliefs)	<u>MEDICAL CONDITIONS / MEDICINES</u> (Please provide details of any medicines your child takes regularly)

<u>MEDICAL INFORMATION</u>

Doctor Name		TWO YEAR CHECK COMPLETED	
Surgery Name		YES - Date Please	NO - Date Due
Surgery Address	IMMUNISATIONS UPTO DATE		
	YES	NO	
	HEALTH VISITOR'S NAME		
Surgery Phone		HEALTH VISITOR'S PHONE NUMBER	

<u>DISABILITY, DEVELOPMENTAL CONCERNS OR ADDITIONAL NEEDS</u> (Important - Please circle Yes or No) Please speak to our SENCO if you have any concerns regarding your child's learning and development
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PHYSICAL Yes / No	SENSORY Yes / No	LEARNING Yes / No	BEHAVIOUR Yes / No	SPEECH Yes / No	CHRONIC ILLNESS Yes / No	OTHER Yes / No
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Additional Information:	
Has your child been referred to any other agencies such as CAMHS, Educational Psychologist, Speech and Language Therapist etc...	
Has your child been known to or currently known to children services?	
Has your child been attending a previous setting and if so, do we have permission to contact them for transition information?	

SESSION REQUIREMENTS

Open 38 weeks of the year

Session times are: 9am – 12pm, 12pm-3pm or 9am- 3pm.

In addition to these sessions we can also offer earlier start times from 8am and late finish times to 6pm

Preferred Start Date:	Monday	Tuesday	Wednesday	Thursday	Friday
Hours required					

FUNDED SESSIONS

15hrs / 30hrs free government funding eligible the term after child's 3rd Birthday. You will need to provide us with your funding code (2 year old funding and 30 hour funding) to ensure eligibility and will need to reconfirm your code when prompted to do so if claiming 30 hours of funding. Please tick which funding you are eligible for below:

2-YEAR-OLD FUNDING - 15 hours		3-YEAR-OLD FUNDING - 30 hours		Parent / Carer National Insurance Number
Eligibility Code:		Eligibility Code:		
Early Years Pupil Premium: a grant that can be applied to help your child whilst at our setting..		Parents Full Name:		Parents DOB:

Please indicate if you agree/disagree to the following statements by ticking yes or no:

	Yes	No
I give permission for emergency First Aid and for staff to seek further medical advice or medical intervention in an emergency or if my child fall seriously ill whilst in the care of Happy Kids Pre-School.		
I give permission for supplied sun cream, a minimum factor of 30 to be applied to my child during a whole day session.		
I give permission for nappy cream to be applied to my child whilst in the care of Happy Kids Pre-School.		
I give permission for my child to have his/her face painted whilst at Happy Kids Pre-School.		
I agree to photographs being taken of my child within Happy Kids Pre-School environment and be uploaded to Tapestry, Facebook and the website. (images will not be made identifiable on social media and the website)		
I give permission for my child to participate in visits to the local care home, local walks and visits to other nearby locations, which will be carried out with the appropriate ratios.		



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

I have read Happy Kids Prospectus, which can be found on our website & all relevant information has been explained to me and I understand the procedures.

Signature:

Print Name:

Date:

By signing this Contract you are agreeing to Happy Kids Pre-Schools Parent Contract. If you have not yet read them, please ask a member of staff for details.

I _____ have read and agree with the above statements. (Please PRINT name)

Parent/guardian Signature

Date _____

Please return your completed form to:
Happy Kids Newbury
The Winchcombe School
Maple Crescent
Newbury
Berks
RG14 1LN

or email it to:
happykidsnewbury@btconnect.com