**FAIRFIELD PRESCHOOL LIMITED**

**Childcare Registration and Agreement Form**

This form must be completed by someone who has parental responsibility.

**Family Details**

|  |  |  |
| --- | --- | --- |
| Child’s full name  |  |  |
| Preferred or familiar name  |  |  |
| Date of birth  |  | *Birth Certificate presented?* |
| Parents / carers names  | Mother  |  |  |
| Father  |  |  |
| Others (specify)  |  |  |
| Parent/carer addresses Name of those who have parental responsibility and any other information of who has legal contact or access restrictions  |  |  |
|  |  |
| Other people allowed to collect your child *Must be over 16 years of age* | Names and addresses:  |  |

# Contact Details

|  |  |
| --- | --- |
| Telephone Home  |  |
| Mum Work  |  |
| Dad Work  |  |
| Mobiles  |  |
| Email address  |  |
| Password  |  |

**Legal Responsibility and Contact Details**

|  |  |
| --- | --- |
| Who has Parental Responsibility for your child? E.g. the parent/carer who is your child’s main carer(s)  | Name  |
| Who has Legal Contact with your child? E.g. a parent who lives at a different address  | Name  |

**Daytime Emergency Contact Details**

|  |
| --- |
| Mother  |
| Name Telephone no: |
| Father |
| Name Telephone no: |
| 1st alternative contact (required) |
| Name and relationship to child Telephone no: |
| 2nd alternative contact (required) |
| Name and relationship to child  | Telephone no: |

**Health Information**

|  |
| --- |
| Doctor’s name, address and telephone no:  |
| Health Visitors Name and telephone no:  |
| Does your child have any special health requirements?  |
| Any known allergies ?(e.g. food, animals, plasters, medication, etc)  |
| Does your child have any special dietary requirements or food allergies?  |
| Are all childhood vaccinations up to date?  |

**Consent Information**

|  |  |
| --- | --- |
| Please sign that you are willing to give your consent for  | Signatures:  |
| Outings – local village, school grounds, park and recreation ground |  |
| Holding personal information (paper and computer based)  |  |
| Sharing information with other professionals, e.g. Health Visitor or Speech therapist , other early years settings attended |  |
| Photography to be used for observations for child’s learning journey and emailed to parents with areas of learning and development, including group photos |  |
| In the event of an emergency, for your child receiving any urgently required medical advice or treatment  |  |
| Use of child’s own provided sun cream |  |
| Use of plasters  |  |
| Use of CCTV by the Village Hall management Committee outdoors |  |

# Childcare Requirements

|  |  |  |
| --- | --- | --- |
| **Required** **Start date? ……………………………..**  | Please mark the days you require below  | French Fri am  |
| AM Session  | Mon  | Tue  | Wed  | Thur | Fri  |  |
| PM Session  | Mon  | Tue  |  |  Thur | Fri  |  |
| Full day  | Mon  | Tue  |  |  Thur | Fri  |  |

# Important

We ask that you keep us informed of any changes to your details.

Periodically we may ask you to confirm your details for our records.

**Fairfield Preschool Limited Terms and Conditions**

## Admission

A completed Childcare Agreement Form is required to secure your child's place.

## Fees and Invoices

Childcare accounts are payable half termly, in advance at the beginning of each half term. Accounts are payable by bacs, or cheque made payable to Fairfield Preschool Limited. We also accept childcare vouchers. We can apply on your behalf for the Free Entitlement from your local LEA (more information will be given to you when your child becomes eligible). Funding is for 38 weeks per year . all 3 and 4 year olds are entitled to 15 hours of funding, 30 hours funding, and 2 year old funding available to eligible parents.

Invoices will be issued in the week preceding the start of the term and will be due for payment on the first week. Unless there is a prior arrangement. Any parent or carer, whose fees remain unpaid, without prior agreement of the Preschool Manager, risks their child’s place at the preschool being withdrawn. Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child’s attendance. No refunds are given for sessions missed due to sickness or holidays. Be aware that the number of day’s childcare provided each month may vary. Bank holidays will not be charged for.

If you expect to be late collecting your child please notify the Preschool as soon as possible .late collection is charged at £5 per 15 minutes, and this will be charged at the manager’s discretion.

In case of default on payment the Preschool reserves the right to apply a £50 administration fee for preparation of court papers and interest will be charged at 8% above the bank’s prevailing base rate. The Preschool is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance.

## Termination, cancellation and change of sessions

Two months notice is required by either party in writing for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is two months. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Agreement form.

The Preschool reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

## Insurance

The Preschool has extensive insurance cover for preschool based activities and outings. Details of the insurance may be requested from the Preschool manager. The Certificate is displayed in the Preschool.

## Personal property and belongings

The Preschool cannot be held responsible for any loss or damage to any parents, carer’s or child’s property or belongings. Every reasonable effort will be made by the Preschool staff to ensure that property or belongings of any parent, carer or child are not damaged. Please ensure your child’s clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

## Liability

The Preschool accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the Preschool being temporarily closed or the non-admittance of your child to the Preschool for any reason. We accept no responsibility for children whilst in their parent’s care on Preschool premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child’s or parent’s property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

## Accidents and illness

The Preschool reserves the right to administer first aid and any emergency advice or treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required the Preschool will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a Medicine Consent form.

We may require parents to withdraw their child from Preschool in the event that it is considered that the child is not well enough to attend Preschool. We may also ask parents to withdraw their child from the Preschool if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Health Illness and Emergency Policy regarding exclusion and incubation periods by which we are bound. Parents must inform the Preschool if the child is suffering from any illness, sickness or allergies before attending the Preschool. The Preschool is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

## Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the Preschool. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at any time. One month notice will be given of any changes made.

The Preschool is operated by Fairfield Preschool Limited.

**GDPR- General Data Protection Regulation**

**At Fairfield Preschool we take your privacy very seriously. We will only use yours and your child’s personal information to provide a childcare service to you. We’d like to send information about your child and our preschool by email/telephone/text/online learning journey/home diaries or other, and we need to be sure we have your permission to do so. We will only keep information so you can receive important updates about your child and our preschool. We will keep your information secure and will never share it except if required to do so by law, where possible we will ask your permission before sharing information, however there is a legal duty to disclose certain information, namely, information about: child abuse, which will be disclosed to social services, or drug trafficking, money laundering or acts of terrorism or treason, which will be disclosed to the police. You are able to request in writing to withdraw your consent to holding information at any time. By signing below you will be giving Fairfield Preschool Ltd permission to hold and process yours and your child’s personal information/data and consenting to the preschool sending you information through the services listed above**

**I have read and understand these Terms and Conditions and agree to be bound by them.**

Signed (parent)................................................................................

Print name: ......................................................................................

Date: ...............................................................................................