Springfield Bees Pre-School Registration Form

Child's Full Name		Date of Birth	
Known as		Male/Female	
Address (where child usually resides)		Copy of Birth Certificate Taken?	
Parent 1/Carer Name		Mobile Number Work Number	
Email Address			
Does this parent have parental responsibility?	YES/NO		
Home Address Postcode			
Home Telephone Number			
Parent 2/Carer Name		Mobile Number Work Number	
Email Address			
Does this parent have parental responsibility?	YES/NO		
Home Address Postcode			
Child's Religion		Child's First Language/Other Spoken Languages	
Does the child have a parent he/ she does not live with?	YES/NO	If Yes, does this parent have legal access to the child?	YES/NO

Please speak to the manager about parental responsibility and persons having/not having legal access to the child

Security Collection/Emergency Contact Details

We will only allow authorised adults (aged over 16 years) to collect your child. Please provide details of authorised persons below. These people will also be contacted in an emergency if we have tried and failed to contact the parent(s)/carers listed. Please supply a password to persons authorised to collect your child for security purposes.

Alternative collection arrangements: If you require an alternative person(s) to collect your child, we will require prior written notice, including the following details: Full name, home address, telephone number, relationship to the child & date of collection. They must also have your child's password. We are unable to let your child leave the premises without this information in accordance with our Safeguarding policy. Failure to provide the required information, which results in your child being unable to leave on time, will incur a late fine. (refer to our current fees & charges)

Name of person authorised to collect your child	Address of person authorised to collect your child	Relationship to the child	Contact Telephone No:	Password
1)				
2)				
3)				

Health Declaration and Doctor Details

Please sign below to consent that we are authorised to seek emergency care for your child (signature must be person with parental responsibility).

Signature:	
Name of person signing (print):	

Doctors Details Name:		Address and Telephone No:	

Details of any known allergies or specific dietary requirements including religious preferences?	
Is your child up to date with immunisations?	
Please give details of any concerns about development or special needs or disabilities your child has.	
Please give details of any professionals involved with your child including name, role, agency and telephone number:	
Does your family have a social care worker for any reason? Please give details. (if the child has a Child In Need plan or a Child Protection plan, make a note here, but do not include details. These are obtained from the social care worker named above and kept securely in the child's file).	
Please give details of any other setting your child attends e.g childminder, nursery etc.	
Any other Information you wish to add about your child?	

Permissions	Signed	Date
Consent for taking your child's photo and/or video I agree to my child being photographed and the images used for displays in the setting.		
Consent for Your Child's photo and/or video to be used in Advertising and on social media I give permission for my child's photo and/or video to be used in advertising such as on Springfield Bees Pre-School Website, on social media (including Facebook, Instagram, Youtube etc), and in local newspapers etc.		
Consent for Tapestry/Online Learning Journal (my child) I agree to my child being photographed and images/videos uploaded to the online Learning Journal platform for monitoring and development purposes.		
Consent for Tapestry/Online Learning Journal (groups) I agree to my child being photographed/videoed in group observations which may be uploaded to the online Learning Journal platform and seen by other parents.		
Consent to visit Perryfields School and The Boswells School I give permission for my child to visit Perryfields Infant school, Perryfields Junior school & The Boswells School and to access the playground & fields, use their facilities & take part in sessions with students (with supervision from staff).		
Consent to administer Calpol/Liquid Paracetamol I give permission for staff to administer Calpol in an emergency in the event of my child having a high temperature (above 38C). I understand that I or the listed authorised persons will be contacted & expected to collect my child from Pre-School as soon as possible.		
Consent for taking your child out of Pre-School I give permission for staff to take my child off the premises to visit the local shops, park or library etc.		
Consent for sharing information between other settings your child attends I give permission for staff to contact other settings my child attends to discuss their developmental progress. This will be undertaken to assist my child and develop their progress.		
Consent for sharing information with other professionals I give permission for Springfield Bees Pre-School to share information regarding my son/daughter with other professionals.		
Consent to contact via email regarding information & events relating to pre-school I give permission for Springfield Bees Pre-School to contact me via email, regarding information and events relating to the Pre-School.		
Consent to use the workbench and tools I give permission for my child to use the workbench and tools and have signed a copy of the risk assessment relating to this.		

Springfield Bees Pre-School Terms and Conditions

Please sign and date 2 copies of our terms and conditions, retaining one copy for your records and returning the Registration Form to Springfield Bees Pre-School.

The document and the terms and conditions within it govern the basis on which Springfield Bees Pre-School (referred to here as 'we' / 'our' / 'us') agree to provide childcare services to parent(s)/ guardian(s) (referred to as 'you').

1. Our obligation to you

1. We will inform you as soon as possible whether your application for a place has been successful. You must confirm with 48 hours of receiving notification that you still wish to take up a place. If you do not then the offer of a place may be withdrawn. Once you have confirmed the place, a non refundable registration fee of £50.00 will be required to hold the place for your child (not applicable to children receiving FEEE only).

2. We offer two settling sessions for one hour each, free of charge. Fees are calculated from the agreed start date and will be payable even if you choose to extend the settling in period.

3. Your agreed start date is fixed and a full term's fees are payable in advance, details of which will be available on your invoice.

4. Term dates are available on our website.

5. Our offer is based on 38 weeks per year. Bank holidays are not charged for.

6. We will provide the agreed childcare facilities for your child at the agreed times (subject to any days when we are closed). If we change the opening hours, we will give you as much notice of our decision as possible.

7. We will try to accommodate any requests you may make for additional sessions of childcare if sessions are available.

8. We will notify you as soon as possible of any days we will be closed.

9. We will treat your child with respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child's wellbeing.

10. We will provide you with termly updates about your child's development and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.

11. We will comply with the requirements of the Early Years Foundation Stage and our Ofsted registration with regard to the childcare services we provide for your child.

12. We will provide you with details of our policies and procedures, which outline how we satisfy the requirements of the EYFS in our everyday practice and we will notify you as and when any changes are made to our policies and procedures. We will be available to discuss or explain our policies and procedures, and/or any relevant changes, at a mutually agreed time.

13. We will maintain appropriate insurance to cover our childcare activities.

2. Your obligation to us

1. 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.

2. You will need to complete and return our *Registration Form* and pay the registration fee and any fees due (if applicable) before your child can start with us (this includes settling in sessions).
3. To secure a start date for September, one month's full fees will be due in the Summer term while Pre-School is still operational. If notice to terminate the Agreement is received after this date and before the start of the Autumn term, these fees will be used to settle your notice period (one month) and no refund will be given.
4. Please advise the setting if you will be accessing any funded childcare that may be provided by third parties. In order for us to claim government funded childcare for your child, you must provide a signed Parent Agreement each term as requested.
5. Invoices are sent out via your child's Tapestry account and therefore we require at least one person to be signed up to this platform. Any invoices required to be sent via email, will incur a £10.00 charge.
6. You must notify us immediately of any changes to the information you have provided to us and keep us informed of any other necessary information that may affect the childcare that we provide for your child.
7. The Registration Form includes medicine consent and emergency treatment authorisations which you will need to complete prior to your child attending.
8. You will read and abide by our policies and procedures.
9. You will make yourself available as and when required to discuss the progress of your child or any factor relating to their childcare place with us at mutually agreed times.
10. You must immediately inform us if your child is suffering from any contagious illness or disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. For the benefit of other children attending you must not allow your child to attend whilst they are contagious and pose a risk to other children during normal daily activities.
11. You must keep us informed of the identity of the persons who will be collecting your child and you must provide written permission of any person authorised to collect your child. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you. You will be responsible for any late collection charges incurred.
12. You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as possible. A late payment charge will be applied; please ask the manager for details.
13. You will inform us as far in advance as possible of any dates on which your child will not be attending.
14. You will provide us with at least one month's notice of your intention to decrease the number of hours your child attends or to withdraw your child (and end this Agreement). If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. If you are ending this Agreement, notice must be given in writing.
15. You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

3. Payment of fees

1. Our fees are based on a sessional fee that shall be notified to you in advance of your child starting.
2. We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us one month's notice in writing.
3. Fees must be paid on a termly basis, in advance and by the date specified on your invoice.
4. All payments made under the Agreement should be by bank transfer. All payments, regardless of method, shall be made by you termly in advance of your child's attendance by the date specified on your invoice. Late payments incur a late payment fee of £15.00.
5. If the payment of fees referred to in 3.3 has not been received before the date specified on your invoice your child shall cease to be admitted with immediate effect and we may terminate this Agreement by giving you 7 days' notice in writing. The notice to terminate shall be regarded as a formal demand for outstanding monies.
6. If you have requested additional or ad-hoc sessions for your child we will raise the applicable charges under a separate invoice for payment. Payment must be made by the date specified on your invoice to guarantee the session will be available. Non-payment by the date specified will result in the session not being available. Ad-hoc sessions, where available will be charged at a higher rate to cover administration costs.
7. No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays and our term dates are displayed on our website. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.

8. In the event of late collection of your child, we reserve the right to charge for each additional 15 minutes, or part thereof. Fines must be paid within five working days.
9. Invoices are sent out via your child's Tapestry account. Invoices sent via email, either requested or due to no parent being signed up to Tapestry, will incur a £10.00 charge.
10. Please note, funding will not be transferred if your child leaves midway through a term.

4. Suspension of a place

1. We may suspend the provision of childcare to your child at any time if you have failed to pay any fees or fines due.
2. We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.
3. During any period of suspension we will work with you and where appropriate, other welfare agencies to identify appropriate provision or services for your child.

Termination of the Agreement

You may end this Agreement giving us at least one month's notice in writing during term time only. Notice will only be accepted during Pre-School term dates which are available to view on our website. Any notice given to terminate your Agreement with us while the Pre-School is closed will commence on the first day we reopen. Full fees will be required for the duration of your notice period.

We may immediately end this Agreement if:

1. You have failed to pay your fees or any fines due;
2. You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention.
3. You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards staff (including threatening emails or telephone calls).
4. We take the decision to close. We will give you as much notice as possible in the event of such a decision.
5. It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
6. You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

General

1. If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions, Flu pandemic) the sessional fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days.
2. If you have any concerns regarding the services we provide, please discuss them with your child's key person. If these concerns are not resolved to your satisfaction, please contact the manager. Customer satisfaction is paramount and any concerns/complaints will be dealt with in line with our *Making a Complaint Policy*.
3. We reserve the right to refuse to admit your child if they have a temperature, sickness and/or diarrhoea or a contagious illness, infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with our *Managing Children who are Sick, Infectious or with Allergies Policy*.

4. We reserve the right to refuse to admit your child if they have been given temperature reducing medications (e.g. Calpol/Infant Paracetamol or Infant Ibuprofen) before attending as these may mask symptoms of more serious illnesses and infections.
5. Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, we assess the risk to children with any known allergies. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained.
6. Any personal information you supply to us will be collected, stored and used in accordance with the principles of the General Data Protection Regulation (GDPR) and our *Confidentiality and Client Access to Records Policy*. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

This Agreement

- We reserve the right to vary the terms and conditions contained in this Agreement.
- This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time.
- Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

Acceptance of our terms and conditions.

Please sign below to indicate that you have read and understood the above terms and conditions (including our privacy notice available to view on our website) and agree to abide by our Code Of Conduct and to confirm your acceptance of a childcare place with us for your child.

	Signed	**Full Name**	**Date**
Parent 1:			
Parent 2			

Our details:
Springfield Bees Pre-School,
Perryfields Community Hall,
Lawn Lane,
Chelmsford,
Essex, CM1 7PP

Telephone: 01245 264110
email: springfieldbees@hotmail.co.uk

Registered by OFSTED - EY430190
Registered Charity Number - 1147212

Springfield Bees Pre-School
Code of Conduct for Parents, Carers and Visitors

This Code of Conduct is an agreement between the Staff, Parents, Carers, Visitors and Springfield Bees Pre-School.

At Springfield Bees Pre-School we are very proud and fortunate to be part of a dedicated and supportive community. At our setting the staff, committee, parents and carers all recognise that the care and education of our children is a partnership between us. We expect our community to respect this and set a good example of their own behaviour on the Pre-School premises. In addition we also expect our parents, carers and visitors to keep our children safe by adhering to the Pre-School's request to not use the car park during morning and afternoon drop off and collections.

The purpose of this Code of Conduct is to set out the expectations of all parents, carers and visitors connected to our Pre-School.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Where issues arise or misconceptions take place, please speak to the Pre-School Manager or Deputy Manager, who will be available to meet with you and go through the issue and hopefully resolve it. Where issues remain unresolved, please follow the setting's complaints procedure. This is available on the Pre-School website.

This Code of Conduct aims to clarify the types of behaviour that will not be tolerated and seeks parental agreement to these expectations.

Behaviour that will not be tolerated:

- Disruptive behaviour which interferes or threatens to interfere with any of the Pre-School's normal operation or activities anywhere on or around the premises.
- Any inappropriate behaviour on or around the premises.
- Using loud or offensive language or displaying aggressive temper.
- Threatening in any way, a member of staff, visitor, fellow parent/carer or child.
- Damaging or destroying Pre-School property.
- Sending abusive, defamatory or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone at Pre-School or within the Pre-School community.
- Defamatory, offensive or derogatory comments regarding the Pre-School or any of the children/ parents/staff/committee members at the Pre-School on Facebook or other social media sites.
- The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on or around the premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Smoking, taking illegal drugs or the consumption of alcohol on or around the school premises. (Alcohol may only be consumed during authorised events)
- Dogs being brought on or around to the school premises (other than guide dogs).
- Parents disobeying the parking restrictions on and around the school site.

Should any of the above occur on the Pre-School premises or in connection with Pre-School it may be necessary to take action by contacting the appropriate authorities and terminating our contract with you with immediate effect.
It is important for parents and carers to make sure any persons collecting their children are aware of this policy.

Thank you for your understanding. Together we can ensure that Springfield Bees remains a positive environment for everyone in the community.