

## Bright Sparks Pre School Registration form

Please complete the details below and bring it to the Pre School with the administration fee of £35 (if applicable), a copy of your child's birth certificate and 4 passport size photos of your child (these may be computer prints or passport photos).

### 1. Personal details of your child and parents/carers

Your child's name ..... Date of Birth ..... Sex .....

Religion ..... Child's first language .....

Please give details of any disabilities/special needs/medical conditions or dietary requirements of your child.

.....

<b>Please enter mother's or main carer's details below</b> Address ..... .....Post Code..... Home phone no..... Mobile phone no..... <b>Email address</b> ..... NI No.....Date of Birth .....	<b>Please enter father's or second carer's details:-</b> Name ..... Address ..... .....Post Code..... Home phone no..... Mobile phone no..... <b>Email address</b> ..... NI No..... Date of Birth .....
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### 2. Medical consent

I **give/do not give (please delete)** permission for my child to be treated with first aid or for the emergency services to be called and administer treatment to my child.

My child's doctor's name and address is .....

Signature..... Date.....

### 3. Consent for photography/videos

I **give/do not give (please delete)** permission for my child to be photographed or videoed during the pre school session for use for learning diaries and display within preschool.

Signature ..... Date .....

### 4. Consent for photos for website

I **give/do not give (please delete)** permission for photographs of my child to be put on the website. (Please note we will show you the photo before putting it on the website)

Signature ..... Date .....

### 5. Consent for short outing.

I **give/do not give (please delete)** permission for Bright Sparks Pre School to take my child out of the pre school building for outdoor activities. This includes short nature/educational walks and general physical exercise.

Signature ..... Date .....

**6. Consent to use paddling pool in the summer–**

I **give/do not give (please delete)** permission for my child to participate in paddling pool activities. These activities will be in the shade and the children will be discretely undressed and dressed within the pre school. They will be clothed when using the paddling pool and given individual towels to dry.

Signature ..... Date .....

**7. Face painting permission –**

I **give/do not give (please delete)** permission for face paints to be applied to my child.

Signature ..... Date .....

**8. Application of sun cream** - As part of our daily programme, the children are taken out into the garden for outdoor play, and sometimes for educational walks. It is our policy that children are protected from the sun and ask that parent’s provide sun hats for the children to use. We provide a sensitive suncream to apply to the children and charge parents £1 per year for this. (If you would prefer to use your own sun cream please let us know).

I **authorise/do not authorise (please delete)** Bright Sparks staff to apply sun cream when playing outside or taken on walks during bright weather.

Signature ..... Date .....

**9. Animals on the premises-** We like to involve the children with the care of animals and have different animals staying with us and visiting us. We have strict hygiene policies that are followed when handling animals and cleaning their homes.

I **give/do not give (please delete)** permission for my child to participate in animal activities.

My child has/has (please delete) no known allergies or aversions to animals, and/or animal food or straw/sawdust/bedding.

Details of allergy/aversion if applicable .....

**10. Parental Responsibility**

Please give below the full names of **all** persons that have parental responsibility as named on your child’s birth certificate or any other legal document.

Mother’s full name ..... Father’s full name.....

Does this person have parental responsibility? Does this person have parental responsibility?

Yes/No (please delete) If not please give full details Yes/No (please delete) If not please give full details  
of person with parental responsibility. of person with parental responsibility.

.....  
.....

Signature ..... Date .....

**11. Named Persons allowed to collect your child.**

Please provide a password for your named persons to use when they collect your child. Please, also, provide a photograph of each named person including yourself. These will be entered in the box below. My password is .....

Please, also, give details below of all the people who may collect your child including yourself.

- 1. Name .....
- Relationship to child .....
- Mobile tel. no. ....
- Home tel. no. ....
- 2. Name .....
- Relationship to child .....
- Mobile tel. no. ....
- Home tel. no. ....
- 3. Name .....
- Relationship to child .....
- Mobile tel. no. ....
- Home tel. no. ....
- 4. Name .....
- Relationship to child .....
- Mobile tel. no. ....
- Home tel. no. ....
- 5. Name .....
- Relationship to child .....
- Mobile tel. no. ....
- Home tel. no. ....

Photographs of named persons

I confirm that the above named persons have my permission to collect the above child from Bright Sparks.

Signature ..... Date .....

Should any of the above details change I will notify the pre school in writing in my child's communication book.

Signature ..... Date.....

Print name .....

Witnessed by ..... Date .....

Print name .....

## 12. Other agency involvement

Bright Sparks works closely with other agencies and professionals in the communities and it is important that we know who also knows your family and child. Please can you, therefore, provide the following information.

Name of your child's Health visitor .....

Name and address of your child's doctor.....

Please provide details of any hospital referrals your child may have had giving details of:-

The reason for the referral:- .....

Name of professional seen or if you do not know their profession or hospital and department name:-

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Outcome and treatment:-.....

Please provide details of any social referrals:-Reason for:- .....

Professional seen:-.....Outcome and follow on action:- .....

Please provide details of any other professionals you may have seen (e.g. behavioural, developmental, speech and language)Reason for:-.....

Professional seen:- .....

Outcome and follow on action:- .....

## 13. Consent and usage agreement for online Learning Journal (Tapestry)

I consent to use photographs containing images of other children **for my own personal use only**. (This means that the photographs cannot be shared with others, or published in any way, without the explicit consent of the parents or carers of those children who may be included. For example, any such photographs **cannot** be posted on a social networking site or displayed in a public place.)

I understand that the login/password that I will be issued with is for my own personal use. It is my responsibility as a parent/carer to keep the password secure.

I give permission for my child to be entered into the Tapestry system for the purposes of an E-learning Journal.

Parent Signature 1 ..... Date .....

Printed Name .....

Parent Signature 2 ..... Date .....

Printed Name .....

I **agree/do not agree** to my child appearing in group photographs for the purposes of showing social interaction and group learning. This means the same group photograph may appear in more than one individual child's E-Learning Journal

Parent Signature 1 ..... Date .....

Parent Signature 2 ..... Date .....

**Parent/Child and Bright Sparks Learning Agreement.**

I, the undersigned, and on behalf of my child ..... agree to the following:-

- We will abide by all the pre school policies and procedures
- We will abide by all the terms and conditions stated in Bright Sparks Terms and Conditions. (A copy of these can be found on our website or supplied at the preschool if requested)
- We will notify the pre school of any changes to my child’s sessions or registration details in writing
- We will notify the pre school of my child’s absence and reason for absence using the absence line
- We will comply to all behavioural policies including behaviour whilst on school property, to all staff and other parents and children
- We understand that if the fees are not paid within 7 days after receiving the invoice, my child’s place will be suspended
- We will work together with the pre school should any problems arise with my child whilst in session

Signature ..... Date .....

**14. Safeguarding**

Our policies and practices support effective sharing and working with other agencies and to ensure that our safeguarding measures are of the highest standard at all times.

Should we feel a child may need additional support from other services or a referral needs to be made to another service to support the family or child, a discussion will take place and consent will be sought. Agencies working together share information in order to ensure the families or child receive the right support at the earliest opportunity. We will record information and conversations that you share with us and may share this with other professionals if appropriate.

The only time a referral will be made to social care without consent is if a child is considered to be at immediate risk.

**15. How did you hear about us? .....**

**16. Information Sharing**

To ensure your child’s needs are met appropriately it maybe necessary to share information with other agencies and settings or vice versa with us.

I **agree/do not agree (please delete)** for information to be shared with other agencies and settings.

Signature ..... Date .....

Should any of the above details change I will notify the pre school in writing in my child’s communication book.

Signature ..... Date.....

Print name .....

Witnessed by ..... Date .....

Print name .....

## 10.13

## Bright Sparks Terms and Conditions

The document and the terms and conditions within it govern the basis on which Bright Sparks Pre School Ltd (referred to here as [‘we’ / ‘our’ / ‘us’]) agree to provide childcare services to parent(s)/guardian(s) (referred to as ‘you’).

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.

### Our details:

Bright Sparks Pre School Ltd

Bright Sparks Pre School Ltd

Bright Sparks Pre School Ltd

At Little Stoke Primary School,

At Stoke Lodge Primary School

At Stanbridge Primary School

Company Registration No: 5495528

Telephone: 014546 15577

Email: brightsparks1234@hotmail.co.uk

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### Terms and conditions

#### 1.0 Our obligation to you

- 1.1 We will inform you as soon as possible whether your application for a place has been successful. You must confirm within one week 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, an administrative payment will be required to hold the place for your child (This is not required if your child is in receipt of the Nursery Education Grant at the time of registration). The monetary value of the administrative fee will be published as part of our schedule of fees which can be obtained on request.
- 1.2 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 and, if necessary, will work with you to agree a change to your child’s hours of attendance.
- 1.3 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.
- 1.4 We will notify you as soon as possible of any days we will be closed.
- 1.5 We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child’s wellbeing.
- 1.6 We will provide you with regular updates as to your child’s progress 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.
- 1.7 We will comply with the requirements of the Early Years Foundation Stage and our Ofsted registration in regards to the childcare services we provide for your child.
- 1.8 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. A copy of our policies and procedures are available at the setting upon request.
- 1.9 We will maintain appropriate insurance to cover our childcare activities.
- 1.10 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.
- 1.11 (Stoke Lodge and Little Stoke Setting only) – We will try to make a place available at the breakfast, afterschool and holiday club when your child starts primary school, however, we cannot guarantee a place even if your child has been attending the setting before or after preschool sessions.

#### 2.0 Your obligation to us

- 2.1 You will need to complete and return our *Registration Form* to us before your child can start with us.
- 2.2 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.
- 2.3 The *Registration Form* includes medicine information so we can raise a medical consent form and emergency treatment authorisations which you will need to complete prior to your child attending.
- 2.4 You will read and abide by our policies and procedures.
- 2.5 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.
- 2.6 You must immediately inform us if your child is absent from preschool for any reason or is suffering from any contagious 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.
- 2.7 You must keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them we will require proof of identity. 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.
- 2.8 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 refer to the current fee schedule for details.

- 2.9 You will inform us as far in advance as possible of any dates on which your child will not be attending, (Please note that absences due to holidays and sickness will still be charged).
- 2.10 You will provide us with at least 4 week's notice in writing 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 4 weeks from the date of notice. If you are ending this Agreement, notice must be given by completing our *Notification of Leaving Date* form which is available on request.
- 2.11 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.

### **3.0 Payment of fees**

- 3.1 Our fees are based on sessional fees charged at an hourly rate for the child's age. The sessions are 8am to 9am, 9am to 12midday, 12 midday to 3pm, and 3pm to 6pm. The fee shall be notified to you in advance of your child starting. 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, by completing our *Notification of Leaving Date* form which can be obtained from our setting.
- 3.2 Fees must be paid on a termly basis, in advance. Fees may be paid weekly/monthly, in advance, by special arrangement.
- 3.3 All payments made under the Agreement should be by direct credit into our bank account (details on the bottom of the invoice which will be emailed or sent to you) or by cash. It is your responsibility to obtain a receipt as proof of payment. Late payments incur a late payment fee of £2.
- 3.4 If the payment of fees referred to in 3.3 is outstanding for more than 14 days then we may terminate this Agreement by giving you 14 days' notice in writing. Upon termination of this contract the child shall cease forthwith to be admitted, and the notice to so terminate shall be regarded as a formal demand for outstanding monies.
- 3.5 If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will raise the applicable charges under a separate invoice for payment.
- 3.6 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 for the Christmas week. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.
- 3.7 Where we offer a reduced fee rate after a child's birthday, that reduction will take effect from the first day of the following billing period.
- 3.8 In the event of late collection of your child, we reserve the right to charge £5 for each additional 10 minutes.

### **4.0 Suspension of a child**

- 4.1 We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.
- 4.2 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice, which will take effect on receipt of the notice.
- 4.3 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.
- 4.4 During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- 4.5 If your child is suspended part way through the month, under the conditions stated in clause 4.3 we shall give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

### **5.0 Termination of the Agreement**

- 5.1 You may end this Agreement at any time, giving us at least one month's notice by completing the 'Notification of Leaving Date' form.
- 5.2 We may immediately end this Agreement if:
- 5.2.1 You have failed to pay your fees;
- 5.2.2 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;
- 5.2.3 You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards staff;
- 5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- 5.3 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, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- 5.4 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.

### **6.0 General**

- 6.1 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) the Hourly 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.
- 6.2 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*.

- 6.3 From time to time we will take photographs and video recordings of the children who attend. These photographs are used for on-going recording of our curriculum and for children's individual development records. They are stored on our computer whilst your child is with us. The photographs are used for display and for your child's records within the setting. If we wished to use any image of your child for training, publicity or marketing purposes, we would always seek your written consent for each image we intend to use.
- 6.4 We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious 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*.
- 6.5 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, a risk assessment is conducted for children with any known allergies.
- 6.6 Any personal information you supply to us will be collected, stored and used in accordance with the principles of the Data Protection Act 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.

## **7.0 This Agreement**

- 7.1 We reserve the right to vary the terms and conditions contained in this Agreement
- 7.2 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.
- 7.3 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

**AGREEMENT OF THESE TERMS AND CONDITIONS IS MADE WHEN YOU SIGN YOUR CHILD'S**