



Beanstalk

Nursery & Day Care

Registration Pack

www.beanstalknursery.co.uk

info@beanstalknursery.co.uk

(01235) 821 651



Registration Details

Child's Details

Full name: Known as:

Gender: Male / Female (please indicate) Date of Birth:

Ethnic origin: Religion: First language:

Home address:

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Telephone: Post Code:

Parent Details

Mother/Guardian's full name:

Business address:

Work phone number: Mobile:

Father/Guardian's full name:

Business address:

Work phone number: Mobile:

Monday	Tuesday	Wednesday	Thursday	Friday
7am – 7pm	7am – 7pm	7am – 7pm	7am – 7pm	7am – 7pm
8am – 6pm	8am – 6pm	8am – 6pm	8am – 6pm	8am – 6pm
Other (please specify) _____	Other (please specify) _____	Other (please specify) _____	Other (please specify) _____	Other (please specify) _____

Preferred Start date

Registration Details (continued)

Additional Contact Numbers

Please provide us with two additional contact telephone numbers for persons that, with your permission may collect your child from the nursery.

First Contact

Full name: Relationship to child:

Home/Work number: Mobile:

Second Contact

Full name: Relationship to child:

Home/Work number: Mobile:

Health Advice

Doctor's name: Telephone number:

Surgery Address:

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It would help us to find out where you first saw Beanstalk Nursery & Day Care advertised?:

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Acknowledgement & Contract

I have read, understood and agree to the terms and conditions as attached.

I have signed both copies of the terms and conditions and have returned one copy to the nursery.

Signature: Date:

Terms & Conditions

The following terms and conditions form part of your registration agreement. Terms are subject to change; please read carefully.

Nursery operation and admissions

The nursery is open Monday to Friday from 7am to 7pm and provides care for children aged from 0 to 5 years. All children must be registered with the nursery prior to attendance. Full time places will be given preference. The nursery is open all year round excluding one week at Christmas and statutory bank holidays. During closures Session fees are not charged for during closures. Session swaps are not permitted on a casual basis.

Medication, illness, absence and emergencies

Medication is only administered with written consent from parents. Management reserves the right to refuse admission to a child considered 'un-fit' to attend. Management reserves the right to refuse to administer medication. Exclusion periods will depend on advice provided by the 'Health Protection Agency'; please request the associated policy for further details. It is essential that the nursery is provided with accurate details to allow staff to contact parents in the event of an emergency. The nursery requires written consent from a parent/guardian to send a child to hospital in an emergency. Please inform the nursery if your child will be absent.

Special educational needs

Before starting at the nursery, parents are expected to provide detailed information regarding any special needs that their child may have in order for us to provide the appropriate care. The nursery 's SENCO representative will observe nursery policy whilst assessing and coordinating support.

Safeguarding

The nursery operates a comprehensive policy in relation to safeguarding children. This policy is available upon request.

Equal opportunities

The nursery pro-actively operates alongside equality. Registration of children and recruitment of staff will be without prejudice or discrimination of any kind. The relative policy is available upon request.



Policies and procedures

All policies, procedures and working practices are in accordance with the Statutory Framework for the Early Years Foundation Stage. Please see the Nursery Manager if you would like to receive any further information.

Non attendance

Refund of fee payments cannot be given in respect of sickness, holidays, or nursery closures due to circumstances beyond our control.

Notice to terminate or alter sessions

4 weeks notice must be given in writing to alter nursery sessions or terminate your child's place.

Fees and payments

Fees are calculated on a monthly basis and are strictly due for payment on the first working day of the month. Fees are reviewed annually, usually in March. 4 weeks written notice will be provided for any changes in the fees. A non-refundable registration fee of £50 is requested at registration. Siblings are offered a 10% discount. This discount will apply to the eldest child if attendance is the same. If attendance between siblings varies the child with the lesser booking will be discounted. Standing order is the preferred method of payment.

Arrival and collection

Children must be collected by a member of staff upon arrival and never left to enter the nursery alone. Arrival and departure times are strictly recorded on attendance registers. Only parents/guardians and authorised child collectors will be permitted to collect a child from the nursery. Written consent is requested for any collector. A late collection charge of £5 per 15 minutes will apply to unarranged care.

Complaints procedure

Complaints should be made to the Nursery Manager, (or Assistant Manager in her absence) either verbally or in writing. The Nursery Manager (or Assistant Manager in her absence) will endeavour to deal with your concern effectively in accordance with our complaints policy. All matters will be dealt with professionally, promptly and in the strictest of confidence. Should you be dissatisfied with the response/actions taken you may choose to contact Ofsted. Please be advised of the contact details; Ofsted, The National Business Unit, Royal Exchange Buildings, St Ann's Square. Manchester, M2 7LA. Telephone: 08456 404040.