

# BRAMLEY PIPS



Affordable

Flexible

Childcare



## Registration Pack

At Bramley Pips Nursery we provide a happy, secure and stimulating environment where children can be encouraged to develop to their full potential, not only intellectually but socially, physically and emotionally.

We praise children for trying as well as achieving, and help them to feel cared for and valued. Every nursery/pre-school child follows a tailored curriculum leading to the early learning goals and we implement activities to encourage your child's natural interest and curiosity.

For all school holidays (and inset days) we provide a holiday club where children can enjoy their favourite activities in a safe environment.

We are committed to providing the highest possible standard of care for every child.

# BRAMLEY PIPS NURSERY & PRE-SCHOOL

## NURSERY ENROLMENT FORM

PLEASE COMPLETE ALL SECTIONS CLEARLY IN BLOCK CAPITALS

<b>NURSERY</b>	Bramley Pips Morton
----------------	---------------------

**PERSONAL DETAILS OF CHILD** (a separate Enrolment Form must be completed for each child)

CHILD'S SURNAME		CHILD'S FIRST NAME(S)	
SEX (Please tick)	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	DATE OF BIRTH <span style="float: right;">(If Unborn, expected DOB)</span>

**IMMUNISATION RECORD**

IMMUNISATION RECORD (PLEASE TICK IF UP-TO-DATE)			
DIPHTHERIA		MENINGITIS C	
TETANUS		HIB	MEASLES
WHOOPIING COUGH		PNEUMOCOCCAL INFECTION (PCV)	MUMPS
POLIOMYELITIS		BCG	RUBELLA

**DETAILS**

LANGUAGE SPOKEN AT HOME		CHILD'S RELIGION IF ANY	
DOES YOUR CHILD HAVE ANY SPECIAL NEEDS OR DISABILITY? IF YES, PLEASE GIVE DETAILS	YES/NO		
HAS YOUR CHILD ANY ALLERGIES THAT YOU ARE AWARE OF, INCLUDING ALLERGIES TO FOOD? IF YES, PLEASE GIVE DETAILS	YES/NO		
DOES YOUR CHILD HAVE ANY MEDICAL CONDITIONS THE NURSERY NEEDS TO BE AWARE OF? IF YES, PLEASE GIVE DETAILS	YES/NO		
IS YOUR CHILD TAKING ANY REGULAR FORM OF MEDICATION? IF YES, PLEASE GIVE DETAILS	YES/NO		
DOES YOUR CHILD ATTEND ANY OTHER NURSERY, PLAYGROUP, CHILDMINDER OR OTHER CARER? IF YES PLEASE GIVE DETAILS	YES/NO		
DOES ANY AGENCY HAVE CONTACT WITH CHILD? IF YES, PLEASE GIVE DETAILS	YES/NO		
WHO HAS LEGAL CONTACT WITH THE CHILD?			
WHO HAS PARENTAL RESPONSIBILITY FOR THE CHILD?			

# BRANLEY PIPS NURSERY & PRE-SCHOOL

ARE THERE ANY EMERGENCY MEDICAL PROCEDURES THAT ARE PROHIBITED FOR FAMILY, CULTURAL OR RELIGIOUS REASONS? IF YES, PLEASE GIVE DETAILS	YES/NO																		
DOES YOUR CHILD HAVE ANY CULTURAL DIETARY REQUIREMENTS? IF YES, PLEASE TICK	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">HALAL</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">NO HAM</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">NO BEEF</td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">KOSHER FOOD ONLY</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">NO PORK</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">VEGETARIAN</td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">NO BACON</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">NO LAMB</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">VEGAN</td> <td style="border: none;"><input type="checkbox"/></td> </tr> </table>	HALAL	<input type="checkbox"/>	NO HAM	<input type="checkbox"/>	NO BEEF	<input type="checkbox"/>	KOSHER FOOD ONLY	<input type="checkbox"/>	NO PORK	<input type="checkbox"/>	VEGETARIAN	<input type="checkbox"/>	NO BACON	<input type="checkbox"/>	NO LAMB	<input type="checkbox"/>	VEGAN	<input type="checkbox"/>
HALAL	<input type="checkbox"/>	NO HAM	<input type="checkbox"/>	NO BEEF	<input type="checkbox"/>														
KOSHER FOOD ONLY	<input type="checkbox"/>	NO PORK	<input type="checkbox"/>	VEGETARIAN	<input type="checkbox"/>														
NO BACON	<input type="checkbox"/>	NO LAMB	<input type="checkbox"/>	VEGAN	<input type="checkbox"/>														

### DETAILS OF PARENT(S) OR MAIN CARER(S)

DETAILS	FIRST ADULT	SECOND ADULT
RELATIONSHIP TO CHILD		
TITLE		
SURNAME		
FIRST NAME		
HOME ADDRESS		
POSTCODE		
CHILD'S HOME ADDRESS - PLEASE TICK		
HOME TELEPHONE NUMBER		
MOBILE TELEPHONE NUMBER		
WORK TELEPHONE NUMBER		
EMAIL ADDRESS		
PARENT NEWSLETTER AUTO ENROLEMENT. (PLEASE TICK THIS BOX IF YOU WOULD PREFER <b>NOT</b> TO RECEIVE OUR PARENT NEWSLETTER)	<input type="checkbox"/>	<input type="checkbox"/>
NAME AND ADDRESS OF EMPLOYER		
EMPLOYER'S TELEPHONE NUMBER (will only be contacted in an emergency)		

### DETAILS OF DOCTOR AND HEALTH VISITOR

DETAILS	DOCTOR	HEALTH VISITOR
NAME		
ADDRESS		
POSTCODE		
TELEPHONE NUMBER		

# BRANLEY PIPS NURSERY & PRE-SCHOOL

## DETAILS OF ALTERNATIVE PERSONS WHO MAY COLLECT IN CASE OF AN EMERGENCY

	Contact 1	Contact 2	Contact 3
NAME			
ADDRESS			
POSTCODE			
TELEPHONE NUMBER			
TELEPHONE NUMBER 2			
RELATIONSHIP TO CHILD			

## REGULAR ATTENDANCE REQUESTED

	Morning Half Day (7.30am - 12.30 pm)	Afternoon Half Day (1.00 pm - 6.00 pm)	Full Day (7.30 am - 6.00 pm)
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

Free Entitlement Funding (Y/N):		Full Time (FT) / Term Only (TO):	
---------------------------------	--	----------------------------------	--

START DATE ..... FINISH DATE (if known) .....

### CURRENT FEE SCHEDULE (as of 1<sup>st</sup> April 2016)

Age	Hourly	Daily	Half Daily
0-5 years	£5.95	£40.00	£25.00

Fees will increase for childcare from 1<sup>st</sup> April 2017 (see back of pack for more details)

### SESSIONS

- Full Day                   - between 7.30 am and 6.00 pm
- Half Day                 - between 7.30 am and 12.30 pm or 1.00 pm and 6.00 pm

### PAYMENT OF FEES / CHANGE OF ATTENDANCE

Your childcare fees are payable monthly **in advance** on the 1<sup>st</sup> of each month by Direct Debit or Childcare Vouchers and are non-refundable in the event of your child's absence. The fees are generally calculated by multiplying the weekly rate by [52 or as appropriate] and dividing by 12. If you require changes to your child's attendance which occur part way through a month the fees would be calculated on a daily rate (sessionally) for that month. If your child receives Free Entitlement your fees will be calculated sessionally. If you wish to decrease your child's attendance or change the amount you pay by childcare voucher we must be advised by the 15<sup>th</sup> of the previous month.

The nursery is open Monday - Friday 7.30 am - 6.00 pm, 52 weeks of the year with the exception of bank holidays. The nursery closes at 2pm on Christmas Eve and New Year's Eve. Full fees are payable for all days, including closures. All age specific rates apply from the month following your child's third birthday. These fees are normally subject to annual review but may be revised at other times with reasonable notice.

If you wish to decrease your child's attendance, we require one month's written notice.

# BRANLEY PIPS NURSERY & PRE-SCHOOL

A non-refundable registration fee of £10.00 is payable on registration of your child. A deposit of £50.00 is charged when a place is booked at the nursery. The deposit will be deducted from your final month's fees or refunded by cheque provided one month's written notice has been given and your account is up to date.

If, after booking a place, you wish to delay your child's start date you may defer this once for up to two months. If you wish to defer the place again or decide not to take it up, the deposit will not be refunded.

In the case of late payment of fees, or a payment being returned unpaid, an administration fee of £25 will be charged. We may suspend your child's place if your account is overdue.

From time to time the nursery will be required to complete forms from the Local Authority, these forms form part of our commitment to the ongoing support of children's education.

## SIBLING DISCOUNT

The nursery offers a 10% discount for siblings. The discount will be applied to the lowest invoiced fees and will only apply to registered sessions (extra sessions and other charges do not qualify for discount) after any entitlements have been applied.

## START AND FINISH TIMES

Parents must inform the nursery by 10am for morning sessions and by 2pm for afternoon sessions if their child is not attending the nursery that day otherwise the nursery will assume a problem exists and will make all efforts to contact the parent and or emergency contacts. If contact cannot be made by the nursery after 24 hours the local Safeguarding Children Board/Area Child Protection Unit will be contacted for advice.

Your child must be collected by the end of their session. An additional fee of £15 may be charged at the manager's discretion in the event of late collection.

## MAJOR INCIDENT

If there is a Major Incident at nursery which requires the evacuation of the building the children will be taken to a designated collection point and you will be contacted by Head Office staff. If you are contacted in the event of a major incident you must make arrangements to collect your child/ren as quickly as possible.

## CHANGE OF ADDRESS

You must keep us informed if you move house, change your place of work or change telephone numbers, etc. The Nursery needs to keep all records up to date in case of emergency.

## MEALS

A light breakfast, morning snack, two-course lunch and a light tea are provided each day. A menu is displayed in the nursery so that you know what your child will be offered to eat. The meals that are provided are varied and nutritious. We must be informed of any dietary requirements before your child starts attending the nursery.

## TERMINATION NOTICE

If you wish to withdraw your child from the nursery we require one month's written notice or one month's fees in lieu of notice. Notice of termination given after the 15<sup>th</sup> of the previous month may result in a delay in the refund of any overpaid fees, deposits etc The Company reserves the right to require the withdrawal of any child subject to either one month's notice or the refund of one month's fees in lieu of notice.

## SETTLING IN POLICY

You will be allowed to stay and settle your child for as long as agreed with the manager. We recommend that you introduce your child gradually into the nursery routine. A named key person will be allocated to your child.

The nursery welcomes all children and aims to respond appropriately to each child's background and individual needs. We ask parents to give as much notice as possible if a child is disabled or has any special educational needs. This will enable us to explore with parents and any outside professionals how we can provide most effectively for that child.

## ALLERGIES, ASTHMA, MEDICAL CONDITIONS

It is your responsibility to inform the nursery immediately if your child has, or develops an allergy, asthma or a medical condition and to provide the nursery with full information regarding the condition and treatment.

## MEDICATION

If your child is on any medication which has to be administered whilst attending the nursery, you must complete a medicine form giving instructions on times and dosage for each course. Written consent must also be given for the application of creams and lotions.

# BRAMLEY PIPS NURSERY & PRE-SCHOOL

## SICKNESS AND EMERGENCY TREATMENT

For the health and welfare of all children who come to the nursery we request that you do not bring your child into nursery if they are ill or have an infectious disease. In the event of illness, accident or emergency we will act on your behalf and take such action as we consider appropriate. This may include taking your child from the nursery to seek medical attention. Every effort will be made to contact you immediately. We reserve the right to send any child home if a member of the senior staff feels they are not well enough to attend the nursery.

I ..... give permission to the nursery to take appropriate action in the event of illness, accident or emergency.

Signed .....

## SUN CREAMS

If you do not wish the nursery sun cream to be applied to your child you must provide sun cream of at least factor 25 to be applied by nursery staff as necessary.

## NAPPY/BARRIER CREAMS

If necessary you must provide nappy/barrier cream for your child to be applied by nursery staff as needed.

## OUTINGS AND OTHER OUTSIDE ACTIVITIES

We sometimes organise trips for the children, which take them off the nursery premises. We always make sure that we have enough staff and helpers for these occasions. We have insurance cover to take the children out but we will also seek your written permission. Parents will be asked to sign a consent form detailing the outing venue, the date and time, aims of the outing, the mode of transport (if any) and the adult / child ratio. A risk assessment will be carried out before the outing.

## COMMUNICATION

You are requested to share any concerns you may have with the Nursery Manager, or, if the Manager is absent, the Deputy Manager. Your participation in a constructive and effective two-way communication practice is vital to ensure your child's ongoing positive development.

## MANAGING CHILDREN'S BEHAVIOUR

In the nursery we concentrate on encouraging good behaviour. We reward positive behaviour rather than concentrating on any negative aspects. We have a responsibility to protect all the children in our care and do reserve the right to suspend the child's place if their behaviour becomes a threat to the safety of themselves or others. This decision would only be taken as a last resort.

## CHILD PROTECTION - INFORMATION FOR PARENTS

You should be aware that the nursery has a duty to take reasonable action to ensure the welfare and safety of its children. In cases where the nursery staff have a cause to be concerned that a child in their care may be subject to ill treatment, neglect or other forms of abuse, staff will follow Bramley Pips Nursery's Child Protection Procedures and inform the Social Services. This may involve a visit to the home by a social worker.

## PHOTOGRAPHS AND VIDEOS

Occasionally we take photographs or videos of children in the nursery. We would like your permission to be able to use photographs or videos that include your child for the following reasons. Internally the photographs and videos may be used for enhancing the child's learning profile and for sharing Good Practice within the nursery (including internal email etc.) . Externally the photographs and videos may be used for websites, leaflets, banners and other advertising media hence may be shared with third parties. Please indicate your preference below (if no indication is provided then your child may appear in both in house and external media until such time as you inform the nursery of your wishes):

In House Photos and Videos YES / NO

External Media Photos (Websites, leaflets etc.) YES / NO

I give my permission for any photographs or videos of my child to be used as indicated above.

## TESTIMONIALS

We may wish to include any testimonials on our website and/or in our prospectus packs.

I give my permission for my testimonials to be used on the Company website and in the company prospectus YES / NO

I wish to be identified as .....

(e.g. Jo Smith/Mrs J. Smith/I wish to remain anonymous)

I wish my child to be identified as .....

(e.g. Sam Smith/Sam/I wish my child to remain anonymous)

# BRAMLEY PIPS NURSERY & PRE-SCHOOL

**SECURITY**

We only release children to parents/guardians or authorised persons; photographs must be provided for our records. We may also ask you to provide a personal password which can be used if you need someone else to collect your child. Only nominated persons should have the nursery access code. Do not disclose to a third party.

**EQUAL OPPORTUNITIES**

Staff working in our nursery will value and respect the different racial origins, religions, special needs, cultures and languages so that each child is valued as an individual.

**POLICIES AND PROCEDURES**

Full details of the Company's Policies and Procedures (which includes the Complaints Policy) are on display in the nursery at all times and your attention is drawn to them.

Staff employed by Bramley Pips Nursery are subject to recruitment checks. We apply for disclosures for criminal offences under the rehabilitation of offenders act prior to staff being appointed.

Bramley Pips Nursery reserves the right to amend this contract.

**I ACCEPT THIS CONTRACT OF ENROLMENT AND AGREE TO TAKE RESPONSIBILITY FOR THE PAYMENT OF FEES**

**PARENT/MAIN CARER SIGNATURE .....**

**PARENT/MAIN CARER SIGNATURE .....**

**DATE .....**

### For internal use only

Date received:		Registration Fee Paid (Y/N):	
Free Entitlement (Y/N):		Deposit Paid (Y/N):	
Full Time or Term Only (FT/TO):		Check Signatures (including sickness, media and main):	
		Entered into System (Head Office):	

# BRANLEY PIPS NURSERY & PRE-SCHOOL

This sheet must not be attached to the remainder of the form  
 This sheet must be held in an ethnic monitoring file. (DO NOT file in child's file)

Please indicate your child's ethnicity

Child's forename and surname							
White - British	<input type="checkbox"/>	Mixed - White and Black Caribbean	<input type="checkbox"/>	Asian or Asian British	<input type="checkbox"/>	Black or Black British	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	African	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>	Any other ethnic background	<input type="checkbox"/>

Please return this form to the nursery



# BRAMLEY PIPS NURSERY & PRE-SCHOOL

## Price List as of 1 April 2017 (prices made be amended with minimum of one months notice)

<p><b>From 1 to 5 year olds -</b>  Full Day = £42.50  Morning Half Day (7.30am - 12.30pm) = £26.50  Afternoon Half Day (1.00pm - 6.00pm) = £26.50  Hourly Rate = £6.50    School Collection = £10.00  School Delivery = £6.00  Half Day School Run = £6.00</p>	<p><b>Holiday Club (for ages 5+) -</b>  Full Day -  £36 per day including meals  £25 per day if child supplied with packed meals    Half Day (7.30-12.30 or 1.00 to 6.00)  £23 including meals  £15.50 if supplied with packed meals    <b>Hourly</b>  <b>£6.50 including meals</b>  <b>£5.00 if child supplied with packed meals</b></p>
--	---

Please note: Full Day and Half Day bookings should be made a month in advance, or as available. Hourly sessional bookings can only be booked the week before and availability permitting.

A child's place on a regular booked attendance will be confirmed in writing by the nursery and a parent should not assume that their child has a place unless they receive this confirmation. The submission of a registration form or amendment form to the nursery does not guarantee the child's place.

### Other charges -

- Deposit - £50.00
- Registration Fee - £10.00
- Late Pick-up Fee - £15.00 (charged at manager's discretion)

## PAYMENT OPTIONS

The Bramley Pips Nursery accepts all of the following forms of payment -

### **Cheque -**

Please make cheques payable to Bramley Pips Nursery and send with remittance slip to -  
Bramley Pips Nursery  
The Ridge  
Lower Kirklington Road  
Southwell  
Nottinghamshire  
NG25 0DX

### **BACS -**

Our bank details for BACS transfer or paying in at any Natwest branch are -  
Sort Code: 60 24 77  
Account: 20177410  
Reference:  
Your nursery account reference (on invoice)

### **Childcare Vouchers -**

The Nursery accepts childcare vouchers from all of the scheme providers in the UK. Simply give them our name, address, your account reference and our registration number (EY458910) then your vouchers will be credited to your nursery account.

### **Free Entitlement**

Free Entitlement Funding is a government grant which allows all children aged 3 & 4 years old to have free education before they start school. The funding is not means tested and is available to all children. Where appropriate the nursery Manager will apply for this funding on your behalf and the amount will be credited to your account. Please speak with the nursery manager for more information. Further to this some 2 year olds can have funding as well, please speak with the nursery manager for more information.

# BRANLEY PIPS NURSERY & PRE-SCHOOL

## What to bring on your first day

- Baby Wipes
- Nappies
- Nappy Sacks
- Bottles / Milk
- Change of Clothes (named)
- Comforters (if required)
- Wellies
- Coat