

## Nursery Registration Form & Contract

**Please complete all sections and return this form to your chosen setting.  
OR send electronically by email to [enrolment@constablecountrychildcare.co.uk](mailto:enrolment@constablecountrychildcare.co.uk)**

<b><u>Type of Contract</u></b>	<input type="checkbox"/> Term Time	<input type="checkbox"/> Full Time (48/49 weeks) <small>Number of weeks will depend on the bank holidays &amp; shutdowns.</small>
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<b><u>Chosen Setting</u></b> <small>(Please circle)</small>	St Michaels	Brooklands	East Bergholt	Stutton
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### Child Details

Forename:	Date of Birth:		
Middle Name(s):	Gender:		
Surname:	Ethnicity:		
Known as:	Nationality:		
Address:	Religion:		
	Language:		
Postcode:	Language(s) spoken at home:		
Birth Certificate Number:	Sibling(s) currently at Nursery:		
	Expected start date:		
Issue Date:			
Is your child looked after through Foster Care or on a care order?		YES	NO

### Other Settings

Does your child attend any other settings? If so, where?	YES	NO
Do you give us consent to work in partnership with this setting?	YES	NO
Please provide us with the Name:	Setting Address:	
Setting Tel No:		
Has your child been referred to a social worker of the Early Help Team?	YES	NO

### FOR NURSERY USE ONLY

<b>Offer of Place made:</b>	Date:	Sessions:
<b>Administration Fee Information</b>	Date Received:	Amount Received:
	Administration Fee Received by:	

### PARENT/GUARDIAN DETAILS

We need to have the details of all persons who have Parental Responsibility & Legal Contact along with those who have permission to collect your child and those who may be contacted in an emergency.

Please indicate whether you have joint/sole custody or legal guardianship:

Joint custody / Sole Custody / Legal Guardianship (please delete as appropriate)



# Constable Country Childcare

Where every child is unique and special...



Who does the child live with? (tick all that apply)	Parent/Guardian 1 <input type="checkbox"/>	Parent/Guardian 2 <input type="checkbox"/>	Other: (please detail) <input type="checkbox"/>
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## Parent/Guardian 1

Title:	Parental Responsibility:	YES	NO
	Bill Payer:	YES	NO
Forename:	Authorised Pickup:	YES	NO
Surname:	Emergency Contact:	YES	NO
Address:	Relationship to child:		
	Home Telephone:		
	Work Telephone:		
Postcode:	Place of Work:		
Pickup Password:	Mobile No:		
	Email:		

## Parent/Guardian 2

Title:	Parental Responsibility:	YES	NO
	Bill Payer:	YES	NO
Forename:	Authorised Pickup:	YES	NO
Surname:	Emergency Contact:	YES	NO
Address:	Relationship to child:		
	Home Telephone:		
	Work Telephone:		
Postcode:	Place of Work:		
Pickup Password:	Mobile No:		
	Email:		

## Emergency Contact (Name & Telephone number of appropriate adult who may be contacted in time of emergency if you, the parent/guardian are not available)

Title:	Relationship to child:
Forename:	Home Telephone:
Surname:	Work Telephone:
Address:	Place of work:
	Mobile No:
Postcode:	Email:

Please describe what constitutes an emergency for your child and the action to take if this occurs:

Follow up care:



## Doctor Details

Name:	Practice Name:
Address:	Telephone:
Postcode:	

## Health Visitor Details

Name:	Practice Name:
Address:	Telephone:
Postcode:	

Does your child have any special needs/disability that we would need to know in order to care for your child?  
(if yes, please provide details)

## Has your child ever been referred to any of the following specialists? (please circle all that apply)

Note: If at any point your child is referred to a specialist, please ensure that you inform his/her key person and the Nursery Manager.

Speech Therapist	Speech & Language Therapist	Physiotherapist	Early Help Team
Orthodontist	Audiologist	Dietician	Psychologist
Occupational Therapist	Community Paediatrician	Family Nurse	Social Worker
CAMS (Child & Adolescent Mental health Service)	Other (please specify)		

## Questions

<p><b><u>Dietary</u></b> Does your child have any intolerances or cultural dietary requirements?</p> <p>Please detail:</p> <p><i>If you have answered YES you will be required to complete a Health Care plan with the setting Manager</i></p>	YES	NO
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<p><b><u>Allergies</u></b> Does your child have any allergies?</p> <p>Please detail:</p> <p><i>If you have answered YES you will be required to complete a Health Care plan with the setting Manager</i></p>	YES	NO
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<p><b>Medication</b> Does your child currently take any medication? (Please provide details)</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>Distinctive Marks</b> Does your child have any distinctive marks on their body such as birth mark, Mongolian Blue Spot? Or do they bruise easily? (please provide details)</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>Allergic Reaction</b> Has your child ever had an allergic reaction to a wasp/bee sting? (please provided details)</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>Are your child's immunisations fully up to date?</b> <b>If no, please state exceptions:</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>Permissions (Please circle YES or NO)</b></p>		
<p>I/We give permission for emergency first aid and for staff to seek further medical advice or medical intervention in an emergency or if my/our child falls seriously ill whilst in the care of CCC.</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>I/We give permission for a member of staff to accompany my/our child to hospital (in an ambulance should the need arise). I/We understand that all medical decisions in my/our absence are the responsibility of the medical professionals and that I/We will be contacted as soon as possible.</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>I/We give permission for the Nursery to administer medication as per instructions given by me/us the parent(s)/carer(s), and agree to complete the necessary medication forms. I/We understand and agree that only prescribed medication by a Doctor/Medical professional can be administered whilst at Nursery. I/We confirm the medication will be in it's original container, with a clear label showing my child's name, dose and frequency of administration. I/We will clarify when completing the medication forms how it should be stored. <u>I/We confirm I/We will have given my/our child at least three doses of their medication prior to requesting CCC staff to administer the same.</u> This is precautionary in case your child has an allergic reaction to the new medicine.</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>I/We give permission that if my/our child is taken seriously ill and <b>I/We cannot be contacted</b> staff can administer Calpol or Piriton. Staff will only administer this in an <b>emergency situation</b>.</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>If my/our child becomes unwell and I/We <b>can be contacted by telephone</b>, I/We understand that I/We can give verbal permission to two different staff members on the phone to administer Calpol or Piriton whilst I/We make my/our way to the setting.</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>I/We give permission to the Nursery to liase with or refer my/our child to, if necessary, a range of appropriate specialists e.g health visitor, GP, speech and language, educational psychologist. Additional information (if applicable):</p>	<p><b>YES</b></p>	<p><b>NO</b></p>



I/We give permission to the Nursery to liaise and share my/our child's two-year-old progress check with my/our child's health visitor.	YES	NO
I/We agree to photographs and videos being taken of my/our child within the Nursery environment to be used on Tapestry (our online learning journey), scrapbooks and within setting. In accordance with GDPR 2018 we only use one piece of sensitive data with a photograph so your child is protected at all times.	YES	NO
I/We agree that my/our child's online learning journey/scrapbook may be taken home by their key person to be worked on outside of Nursery hours.	YES	NO
I/We give permission to the Nursery to apply sun cream that has been supplied by the Nursery to my/our child and agree to pay a one-off non-mandatory charge of £2.00 at the start of the Summer Term (April).	YES	NO
I/We do not wish to pay the non-mandatory fee, I/We agree to provide a labelled bottle of suncream which can be left at the Nursery. I/We give permission for the Nursery to apply _____ suncream provided by me/us.	YES	NO
I/We give permission to the Nursery to paint my/our child's face with face paint.	YES	NO
I/We give permission to the Nursery to take my/our child off the Nursery registered premises to the park, and for walks and outings using the Outings Policy. When using transport, further authorisation will be requested.	YES	NO
I/We give permission to the Nursery to take this form off the premises in the case of an emergency.	YES	NO
I/We give permission to the Nursery to use plasters on my/our child.	YES	NO
I/We give permission to the Nursery to apply nappy cream (Sudocream).	YES	NO
I/We give permission to the Nursery to apply _____ nappy cream that has been supplied by me/us.	YES	NO
I/We give permission for the Nursery to share information with other professionals including other childcare settings.	YES	NO
I/We give permission for the Nursery to contact me to discuss using photos of my child with regards to promotional material, Nursery newsletters, press articles, the website and Nursery publications.	YES	NO

## Parent/Guardian Contract

We believe that there needs to be a formal agreement between the Nursery and Parent/Guardians. This contract will outline the obligations and commitment, of both the Nursery and the Parents/Guardians.

This is a contract between Constable Country Childcare (referred to as 'CCC' or 'the Nursery') and the Parents or Legal Guardians (referred to as 'the Parent') of a child that is enrolled at the Nursery.

### The Nursery:-

- Is a registered Charity, under number 1122021.
- Will be known as Constable Country Childcare and will operate from five settings & a Head Office as follows:
  - **Brooklands Young Explorers, Caretakers Bungalow, Brooklands Rise, Brantham, Manningtree, CO11 1TU. Telephone: 01206 396 641.**
  - **East Bergholt Young Explorers, Cherry Blossom Children's Centre, Hadleigh Road, East Bergholt, Colchester, CO7 6QT. Telephone: 01206 298 442 or 01206 299 872.**
  - **St Michael's Pre-School, The Institute, Rectory Lane, Brantham, Manningtree, CO11 1PZ. Telephone: 01206 391 472**
  - **Stutton Young Explorers, The Ark, Holbrook Road, Stutton, Ipswich, IP9 2RY. Telephone: 01473 806 200**
  - **Stutton Forest School, Stutton Community Hall, Manningtree Road, Stutton, Ipswich, IP9 2RY. Telephone: 07999 355907**
  - **Head Office, Unit 5, Riverside Business Centre, Manningtree, CO11 1FJ Telephone: 01206 326 666**
- All settings are registered with Ofsted as a Day care Nursery and operated within their regulations, guidelines and rules. Their inspectors regularly visit the Nursery settings to ensure the appropriate standards of care & education are being provided.

## The Contract:-

- a) The contract type (i.e Term time or Full Time) may not be altered during the academic year.
- b) Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 2 months' written notice, to reduce or cancel your child's normal sessions permanently.
- c) Reducing sessions is on a permanent basis.
- d) Increasing your sessions is subject to availability.
- e) Early Years Nursery Education Scheme places or special short-term contracts are available, subject to agreement and availability of places.
- f) A waiting list is available to secure a place for your child once agreed with the Group Manager (places will not normally be reserved if there is more than 6 months between reservation and your child starting). If you wish to reserve a place for your child that doesn't have an immediate start, a £250 deposit will be required to secure your requested sessions. The deposit will be returned to you once your child has attended the requested sessions/days and their first month's bill has been paid in full. If you reserve a space and your child does not attend, the deposit will not be returned.

## HOURS OF OPERATION

Please see individual setting opening/closing times and the annual calendar distributed to all parents/carers. All settings will be closed on all statutory holidays, Christmas Eve and between Christmas and New Year. All settings close for one week at the end of August (usually, but not always, commencing from the August Bank holiday Monday). Wrap around care and Holiday clubs are available at some of our settings. Please speak to the manager of your child's setting for more information.

## MONTHLY FEES

Monthly fees are at the prevailing fee schedule. The setting reserves the right to increase said fees at any time giving two calendar month's notice of the proposed increase to parents/guardians. Monthly fees include all sick days and absences. Any bank holidays/CCC shutdowns will be deducted from your monthly bill. Fees are based on contracted sessions, not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holidays. Booked sessions are not interchangeable unless it is permanent and there is availability (requiring 2 calendar month's written notice). We will try to accommodate your childcare needs in cases of emergency or under special circumstances if availability permits.

## FOOD

CCC are entitled to make a reasonable charge for meals or additional activities provided during any paid session. Meals and snacks are chargeable if your child attends sessions during our set mealtimes. Please refer to our price guide for more information. You may provide a healthy packed lunch if you prefer. Please use a freezer block in the packed lunch box as we do not have cold storage facilities for these. Please be aware we are not able to heat up any food you bring to the Nursery for your child.

Snack and tea charges are **non-mandatory for funded only sessions**, however you must complete a form to 'opt out' if you wish to provide your child with snacks and tea during their free sessions. You must also sign to say you have read and agree to adhere to the terms and conditions when providing food for your child, taking into consideration healthy choices and allergens of others within the settings. We truly believe it is in the child's best interests to enjoy the snack and tea provided by the Charity. Not only does it promote a sense of belonging, experience of turn taking, a time to sit with peers and try new foods, it also forms part of everyday learning (especially with cultural/seasonal/themed snacks).

**If you do choose to provide your own snacks, lunches and teas during your child's funded hours, please avoid items that contain/may contain nuts.**

## GOVERNMENT FUNDING

Parents/guardians who qualify for funding will have the funded hours deducted from their invoice. All tax efficient funding from your company will not be deducted from the invoice; it is up to the parent/guardian to deduct this. Any fees not covered by the above are the parents/guardians' responsibility and are payable in full within two weeks of receipt of your bill. For more information regarding government help with childcare costs, please visit [www.childcarechoices.gov.uk/](http://www.childcarechoices.gov.uk/). Please visit the website to check if you are eligible and to make your application. If you do not have access to the internet, you can call the Childcare Services helpline 0300 123 4097.

## ADMINISTRATION FEE

A one-off non-refundable administration fee of £50.00 (per child) is required prior to your child starting. This can be paid via bank transfer, using your child's name as a reference or in cash.



## PAYMENT POLICY

Parents/guardians agree that all monthly fees and extras (full time/part time attendance/food) will be paid in full within two weeks of receiving that month's bill. Invoices are sent out via email between the 5<sup>th</sup> and 12<sup>th</sup> of each month. If you do not have access to the internet, paper copies can be provided upon request. It is the parents/guardian's responsibility to notify CCC if their bill has not been received during this period.

**St Michael's, Brooklands and Stutton should notify [billing@constablecountrychildcare.co.uk](mailto:billing@constablecountrychildcare.co.uk)**

**East Bergholt should notify [payments@constablecountrychildcare.co.uk](mailto:payments@constablecountrychildcare.co.uk)**

Extra one-off sessions will be invoiced in addition to the contracted sessions of the month in which they are taken. All extra hours are billed at the session rate or hourly rate. Fees are based on booked days, not attendance, therefore parents are responsible for fees whether their child attends or not. This includes absences for illness, holidays or days off.

Unpaid fees are subject to late payment fees as follows:

1. **First Reminder.** A first reminder will be issued by the Charity after the first 14 days have elapsed, reminding the parent/carer of the debt, and requesting payment within 7 days. If payment is not made within this time frame an administration fee of £20 will be added to your account.
2. **Second Reminder.** If no response or payment is received within 21 days of issue, the Charity will issue a second reminder (with associated late payment fess, as listed above). Failure to respond or failure to adhere to an agreed payment plan will result in step 3.
3. **Final Notice.** The Charity and Group Manager will issue the parent/carer one weeks' notice before changing the childcare arrangements to 'funded sessions only'. The purpose of this action is to safeguard the family from incurring further costs and outstanding payments do not continue to grow. The child's previous sessions may be re-installed when the Charity is confident that the family are able to pay all costs, and the balance has been paid in full or a payment plan has been agreed.
4. Finally, we reserve the right to remove all sessions and to pass the debt to an outside agency or the small claims court.

Please note the above actions are taken reluctantly. They are in place to safeguard the Charity and responsibility we have for all families. If you are experiencing financial hardship, please discuss this matter with the Group Manager.

Fees are welcomed by bank transfer, standing order, voucher provider & Tax-Free Childcare. Cash is also accepted.

The Charity banks with Metro Bank (Colchester Branch). Bank details are as follows:

<b>Account Name:</b>	<b>Constable Country Childcare</b>
<b>Account Number:</b>	<b>3074 7641</b>
<b>Sort Code:</b>	<b>23-05-80</b>

Please use your child's name as a reference on each payment so we can match up the payment to the bill. If you have multiple children who attend our settings, please ensure individual payments are made for each child.

## LATE ARRIVAL/PICKUP POLICY

Please advise the Nursery immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 18:00. If you are not able to pick up your child by 18:00 alternate arrangements must be made. Please notify the Nursery if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. They must bring photographic I.D. and give staff permission to photocopy this which will be kept on file. The password must also be provided. Please be aware that if you are late picking up your child, fees are chargeable to the next pick-up session time as per our hourly rate. If you do not pick up by 18:00 (our Ofsted registration time) a £20 charge is payable plus an additional £3 for every 5 minutes after 18.00.

## TERMINATION

CCC reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care. This Contract may be terminated with immediate effect if any of the following apply:

- Verbal or physical abuse to any of CCC's staff
- Failure to pay Nursery fees
- Continual lateness
- Parents/carers failing to support an Action Plan to try and address the situation to achieve a positive outcome for all concerned.



## **WITHDRAWAL**

Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 2 calendar months' written notice, to decrease or cancel your child's normal sessions on a permanent basis.

## **SETTLING IN SESSIONS**

When you register your child with CCC and your administration fee has been received, your child and one parent/guardian will be invited in to attend two 'settling in' sessions during the weeks prior to your child's start date:

1. The first session will be for your child and one parent/guardian to stay and spend time together in the setting and meet your child's key person. This will typically last 1 hour.
2. The second session will be for your child only (and you will be expected to leave the premises). This will last 1 hour and you will agree a collection time with the Setting Manager when you drop off your child.

## **MULTIPLE BIRTH DISCOUNT**

25% discount is given to the second twin attending the same Nursery and in the case of multiple births a 20% discount is given to other children born at the same time. Discount ceases once the children are in receipt of any government funding.

## **MOVING ROOMS/SETTING**

Our settings are all structurally different and moving rooms or setting will depend on which Nursery your child attends. We move children in consultation with parents/guardians when they reach the age or development stage of the next room/area.

## **CHANGE OF DETAILS**

Parents are required to notify us immediately if any details included in this Registration Form change. Please advise the Setting Manager so changes can be made in order to keep up to date information within our settings at all times. This includes phone numbers, addresses, personal circumstances and changes in your child's medical details.

## **ILLNESS POLICY/HEALTH AND HYGIENE**

Please advise the Nursery prior to 9:00am if a child will not be attending due to illness. Parents/guardians agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other types of illness that may be passed on to others, with the exemption of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parents/guardians further agree should a child become ill while in our care, immediate arrangement will be made to remove the child from the Nursery. Children will not be allowed to return to Nursery until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness and diarrhoea. In some cases, a note from a doctor may be necessary. By signing this Contract, you are agreeing to staff seeking any necessary emergency medical advice or treatment for your child during their time at Nursery. Refer to our Policies and Procedures for more information about this.

## **HEALTH, SAFETY & SECURITY**

At CCC, our number one priority is the health, safety and welfare of your child. As parents, you too can contribute to this by reporting anything that you feel may be unsafe. We would ask all parents to make sure doors are closed when entering or leaving the building and that they are mindful of children near the door by not allowing them to leave and also the risk of trapping little fingers. Please do not let anyone else into the building on arrival or departure. The use of mobile phones is strictly prohibited on Nursery premises. If the Nursery has to close due to any health, safety, illness, adverse weather conditions or unforeseen circumstances, bills will be adjusted or sessions offered in lieu. The name of the designated Health & Safety Officer is on the main notice board. If you have any health & safety queries, please arrange to meet with the Group Manager.

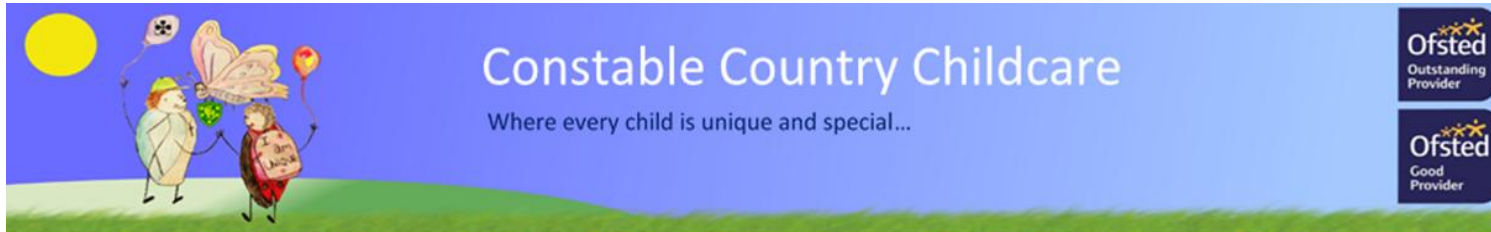
## **OTHER SETTINGS**

If your child attends another setting it would be advantageous to both nurseries to share information and work in partnership to maintain consistent care for your child's overall development. We may therefore ask for details of other settings your child attends and permission to contact them.

## **POTTY TRAINING**

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will try to adopt it for your child (where appropriate and in line with our potty training policy). Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we will discuss this with you and probably choose to discontinue and try again at a later date.





### **BEHAVIOUR MANAGEMENT**

If a child's behaviour is seen to endanger others and all routes according to our Behaviour Policy have been adhered to, we will take advice from the local authority and arrange a meeting with the parents to discuss the options available. If a parent does not support the Nursery in gaining help and advice from outside agencies then we reserve the right to terminate the parent's contract and will no longer provide care for that child.

### **WHAT TO WEAR**

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is advisable to send children dressed in clothes that are easily washable and preferably not new. It is good for children to practice the skills, which will make them independent. Simple clothing and footwear which they can handle themselves will enable them to go to the toilet unaided and to put on and take off their outdoor clothes and footwear without being too dependent on other people for help. The Nursery also requests that each child is provided with a pair of Wellington boots and waterproof coat, which are clearly labelled and can be kept at the Nursery if you wish.

### **PERSONAL PROPERTY AND BELONGINGS**

CCC are unable to allow you to leave such items as pushchairs and car seats due to the limited space available within our settings. CCC cannot be held responsible for any loss or damage to parents/guardians/child's property or belongings. Every reasonable effort will be made by the Nursery staff to ensure that property or belongings of any parent/guardian/child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

### **CELEBRATIONS AND CONCERNS**

We ask parents/guardians to share special events and special achievements via the online learning journey Tapestry. We encourage parents/guardians to make comments, 'like' and upload photographs onto your child's Learning Journey on Tapestry. Observations are undertaken by your child's key person every week and we appreciate your feedback. We also provide 'puzzle pages' for you to complete and return to us each term. This information is invaluable and forms part of your child's learning journey in their scrapbook which is a lovely keepsake for your child to keep when leaving Nursery. 'Clouds' are available for parents to complete throughout the year and your child can share their personal achievements at home with their friends at Nursery. These are also kept in your child's scrapbook.

Parental meetings are held twice yearly and parents will be advised of the date and how to book a time slot with their child's key person. We operate an 'open door' policy so please speak to your child's key person or Setting Manager at any time if you have any concerns or queries regarding your child's health, wellbeing and education. Please address any complaint or concern in the first instance to the setting manager who will be happy to discuss any concerns you might have in confidence and hopefully bring all matters to a satisfactory conclusion within a reasonable timescale. If this is not the case, please refer your complaint or concern to our Group Manager. In the majority of cases, we are able to reach a satisfactory conclusion for all parties concerned. If you still have any concerns that you wish to discuss with our regulatory body then you can contact Ofsted on Tel No. 0300 123 4666 or visit their website at [www.ofsted.gov.uk/parents](http://www.ofsted.gov.uk/parents) for further information.

### **CONFIDENTIALITY**

At CCC we endeavour to take positive steps to ensure that all children, parents/guardians are treated fairly, with dignity, respect and within a climate of confidentiality. We believe that children and parents have a right to expect that confidentiality will be respected and maintained at all times. We request that confidentiality and respect are reciprocated to all staff and the Charity as a whole.

### **MUTUAL NON-DISPARAGEMENT**

CCC and the parents/guardians who have entered into this Contract agree that they shall not directly or indirectly, alone or with others, cause or express publicly, orally, electronically or in writing any remarks, statements, comments or criticism that disparage, call into disrepute, defame, slander or which can reasonably be construed to be defamatory or slanderous to the other party and maintain confidentiality at all times.

### **LIABILITY**

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



## DATA PROTECTION

I understand that my child's records will be held on a computerised database and that this is protected by the Data Protection Act 2018 and that they will be used for no other purpose than Nursery business. I understand that if I require a copy of this personal information, I must make a request in writing.

## SAFEGUARDING

I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for parents/guardians to view at any time. All our staff receive up to date Safeguarding training and we have designated Safeguarding Personnel. Our Group Manager is the senior member of staff for safeguarding although normally your child's Setting Manager would be the first point of contact.

## INSURANCE

Our Public Liability Insurance details are displayed on the notice board in each setting. In some circumstances and for life threatening conditions our Insurers require a copy of your child's medical condition from a GP or Paediatrician so this information can be recorded on the policy and your child will be covered by the same. Please refer to the letter in your Parent starter pack for more information.

## NON-SOLICITATION OF STAFF

The parent/guardian of the child who is subject to this Registration Form, hereby agrees that during the term of this agreement and for the period of six months after its termination (howsoever terminated) that they will not seek to employ, entice away or attempt to entice away from the employment of CCC ('the Charity') any person or persons employed by the Charity at the date of termination of this agreement or any person or persons who were employed by the Charity in the six months preceding the date of termination of the agreement.

## EXCLUSION

If in the reasonable opinion of the Group & Setting Manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well-being of the child or other children in the setting or the setting practitioners or other staff so employed then the Charity may serve notice to the parent/guardian or a request for the child to be immediately removed from the setting and the provision of one month's notice shall not apply.

## POLICIES AND PROCEDURES

A full copy of Constable Country Childcare's Policies and Procedures can be viewed on our website or a copy is available in each setting to view. These are updated annually. Please speak to your Setting Manager if you have any queries.

## Acceptances

- The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but this agreement shall remain in full force and effect.
- The parent/guardian has read and understands the terms and conditions contained within this agreement and undertakes to be bound by the same.

This agreement must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees. Your childcare may only commence once we receive your administration fee and signed agreement.

I have read, understood and completed this Parental Registration Form and Contract and I agree to be bound by it and any relevant booking forms and conditions that have been/or may be issued to me from time to time.

I understand the terms and conditions are subject to change without prior notice.

Signed (Parent/Legal Guardian 1):

Print Name:

Date:

Signed (Parent/Legal Guardian 2):

Print Name:

Date:

## GDPR

We have a duty to abide by GDPR Law and, as such, require your explicit consent to contact you or use your personal details. It is imperative you circle YES or NO. If you do not, we will assume NO.

Can we send you our Nursery Newsletters/emails?	<b>YES</b>	<b>NO</b>
Please confirm if we can provide information to the local authority about your child? e.g., for the purposes of the administration of Early Years Funding.	<b>YES</b>	<b>NO</b>
Please confirm that we can provide information to other settings that your child may attend?	<b>YES</b>	<b>NO</b>
Can we contact you on an ad hoc basis to inform you of things relevant to your child, e.g. if they are unwell?	<b>YES</b>	<b>NO</b>
Are you happy for us to contact you about providing reviews/testimonials relating to the service we provide?	<b>YES</b>	<b>NO</b>
Are you happy for us to contact you using our Nursery Management Software? (Our Nursery uses a database to send out monthly invoices).	<b>YES</b>	<b>NO</b>
When your child leaves the setting, we will remove your contact details from our live database, and not contact you, except for the purposes of debt recovery (where applicable). We will only retain documentation/details which we are required to by law. Do you agree?	<b>YES</b>	<b>NO</b>