



Bell House Nursery

Quality Childcare

Moss Lane, Godalming GU7 1EF
Telephone: 01483 425138
Email: clare@bellhousenursery.co.uk

ENROLMENT DETAILS

*The **General Data Protection Regulation (GDPR)** is a regulation in EU law on data protection and privacy for all individuals within the European Union. In compliance with current UK Data Protection legislation 2018, any information you provide here will be kept secure and treated confidentially. Please read our Privacy notice on how we store and use our data.*

CHILD'S INFORMATION			
Child's Name	First:	Middle:	Last:
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female		Religion:
Birth date: / /	Present Age:		Ethnicity:
Language spoken:	1 st	2 nd (if applicable)	
		Address:	
		Postcode:	
Child's NHS Number:		Date Registered:	
Parent/Carer 1 (name)		Parent/Carer 2 (name):	
Occupation:		Occupation:	
Relationship to Child:		Relationship to Child:	
Address:		Address:	
Postcode:		Postcode:	
Home Tel:		Home Tel:	
Mobile Tel:		Mobile Tel:	
Work Tel:		Work Tel:	
Email:		Email:	
Which of these parents does the child normally live with and has parental responsibility?			
Do both parents have legal access to the child?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please provide legal documents/details to support this:			

IN CASE OF EMERGENCY

Please provide mobile and emergency contact numbers for each parent

Parent/Carer 1:	Parent/Carer 2
Mobile:	Mobile:
Emergency Contact Tel. Number:	Emergency Contact Tel. Number:

Please provide two other emergency contact telephone numbers of people who would collect your child if you were unavailable:

Name:	Name:
Telephone Number:	Telephone Number:
Relationship to child:	Relationship to child:

Persons authorised to collect your child (including parents and emergency contacts. Must be over 16 years of age)

1)	Relationship to child:
2)	Relationship to child:
3)	Relationship to child:

I can confirm that I have permission from all the individuals I have provided details of to hold this information as part of your data.

Parent (name): Signed: Date:

MEDICAL INFORMATION

Please provide this information as this is essential

Doctor (name):	Health Visitor (name):
Address:	Address:
Telephone Number:	Telephone Number:

Is your child fully immunised to date? Yes No

Does your child have **allergies**? Yes No

<table border="1" style="width: 100%;"><tr><td>Details of Allergens:</td></tr></table>	Details of Allergens:	<table border="1" style="width: 100%;"><tr><td>Symptoms to look out for:</td></tr></table>	Symptoms to look out for:
Details of Allergens:			
Symptoms to look out for:			

Action to take: (999/phone	Medication required:		
Please note that due to health warnings on products, we may have food in the nursery that although nut free may say ‘may contain traces of nuts’ or ‘made in a factory that also handles nuts’			
Does your child have any specific dietary requirements and/or activity exclusion requests?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes – please give details			
Will your child be taking any long-term medication whilst attending nursery?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes – please complete a long-Term Medication Form as further information will be required			
Does your child require additional support whilst at nursery?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes – please give details.			
Does your child have any specific likes, dislikes or fears?			

SESSION INFORMATION

On what date would you like your child to start nursery?

Start Date: / /

Which sessions and days do you want your child to attend? *(Please tick off which sessions you require)*

	AM/PM 8 am – 1 pm 1 pm – 6pm	Full Day (FD) 8-6pm Ext Full Day (EFD) 7.00-6.30pm			TERM TIME Only (Preschool only)	
Monday					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tuesday						
Wednesday						
Thursday						
Friday						

OTHER INFORMATION

Do you wish to receive our newsletter and any other information pertaining to the nursery?

Yes No

If yes – please provide email address to be used:

Child's observations:

I / we understand that ongoing observations will be undertaken of the above-named child, to follow and assess their development whilst attending nursery. These may be in the form of written observations or photographs on our online program.

Parent (name):

Signed:

Date:

Information sharing:

Safeguarding

At Bell House nursery we are committed to safeguarding the welfare of our children. If we have a safeguarding concern about a child, we will follow our safeguarding procedures and information sharing protocol.

Information sharing between settings.

Where children receive education and care in more than one setting, the Early Years Foundation Stage requires practitioners to share relevant information with each other. In line with this, we will actively seek opportunities to share information about your child with any other practitioners (Childminders, schools, etc.) who care for your child. This may involve verbal communication or the sharing of developmental records.

I / we understand the above statements and that the nursery will share relevant information with any other settings and outside agencies involved in the education and welfare of my child.

Parent/Carer (name):

Signed:

Date:

Other important information:

I will inform the Manager in Charge of any changes or incidents which may be relevant to the care of my child, including 4 weeks written notice to terminate my child's nursery place.

I am aware that in order to retain my child's nursery place there are no discounts when my child is absent for reasons such as holiday or sickness.

I confirm that I accept Bell House Nursery's Policies & Procedures and Privacy Notice (which are kept within the Nursery's Office).

I confirm that I accept and agree to Bell House Nursery's Terms and Conditions and understand that these will be updated where and when the Owner sees fit, I will ensure that I read the updates which will be available in reception and online and therefore agree to the changes.

I enclose the £100 non -refundable registration fee.

And agree to the one month's deposit to be paid before my child starts at Nursery.

I confirm that the above information is correct and true to the best of my knowledge.

Signature:

Date:

Print:

Relationship to Child:

For office use only:
£100.00 registration fee received.

PARENTAL CONSENT FORM

CHILD'S INFORMATION			
Child's Name	First:	Middle:	Last:
ROUTINE OUTINGS			
<p>I agree for the above-named child to go on routine outings whilst attending Bell house Nursery. I understand that the minimum adult: child ratio will be adhered to.</p> <p>If the nursery organizes an outing, written consent will be requested prior to that specific outing from a parent / guardian if they will / will NOT be attending.</p>			
Parent / Guardian's name (block capitals)		Date:	
Signed:			
PHOTO PERMISSION			
<p>We regularly take photographs of the children in our setting as evidence of the curriculum provided and of each individual's child's progress. We sometimes use these photographs to promote our setting such as for the local newspaper or our website. Please indicate whether you give permission to take photograph and/or video images for the of your child whilst attending Bell House Nursery</p>			
I give permission for the above-named child's photograph / video image being taken for nursery use (e.g. individual profiles, wall displays)			<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES – please fill in your name, signature and date			
Parent / Guardian's name (block capitals):		Date:	
Signed:			
I give permission for the above-named child's photograph being used outside the nursery (e.g. newsletter, local press and website)			<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES – please fill in your name, signature, and date			
Parent / Guardian's name (block capitals):		Date:	
Signed:			
EMERGENCY MEDICAL ASSISTANCE / TREATMENT			
I agree for the above-named child to receive emergency medical assistance / treatment if require.			
Parent / Guardian's name (block capitals):		Date:	
Signed:			
PLASTERS			
As far as I am aware, the above-mentioned child is NOT allergic to plasters and I hereby give permission to the nursery staff, applying a plaster to any minor cuts or injuries to the above mentioned child, whilst at Bell House Nursery.			
Parent / Guardian's name (block capitals):		Date:	
Signed:			

COLLECTION OF CHILDREN / PASSWORD INFORMATION

At our nursery we require a password, this is a safeguard to ensure that, in an emergency, a friend or relative, can collect your child. Please note that nobody can collect your child, unless they have your password and that we require prior notice that someone else will be collecting your child. Please choose your family password and write it in the box below:

Password:

SUN PROTECTION CREAM APPLICATION

The Nursery strongly recommends use of sun protection for all children. I hereby agree for sun protection cream to be applied to the above-mentioned child by the Nursery staff. I agree for sun protection cream to be applied to my child, and in emergency situations nursery staff can apply sun cream supplied by nursery.

Parent / Guardian's name (block capitals):

Date:

Signed:

MEDICINES

The Nursery does not *usually* administer medicines which have not been prescribed by a doctor, dentist, pharmacist or nurse. We will allow parents / guardians to bring the following medication into nursery for administration with prior consent (there must be a health reason to do so):

- All prescribed medicines (with original box / container, with prescription label displayed)
- Infant liquid Paracetamol /Calpol
- Teething gel/ Teething granules

Please note that all medication must be clearly labeled with your child's name on it, which we will keep in a secure place on your behalf. Each child has a *medicine form* which you are required to sign before AND after administration which records all relevant information.

Administration of emergency medication:

The nursery will also keep sachets of liquid paracetamol on the premises as we feel this could aid a child's pain and fever relief. The Manager / Deputy Manager in Charge will only allow administration the above medication in the appropriate dose if in their opinion there is a health reason to do so (e.g. extreme high fever may cause a febrile convulsion in infants).

I can confirm my child has previously been given Paracetamol and has had NO allergic reaction to it.

Yes

No

I give permission for the above named child to be administered liquid Paracetamol in the appropriate dose if the Manager / Deputy Manager in Charge feels there is a health reason to do so (if this is necessary, every effort will be made to notify parents by phone to gain verbal consent before administration

Yes

No

If **YES** - please fill in your name, signature and date

Parent / Guardian's name (block capitals):

Date:

Signed:

ONLINE PROFILES

We follow the Early Years Foundation Stage, and each child has a learning journey which we complete online. Learning Books is an Electronic Learning Journey which uses a secure handheld tablet to collect not only photographs, but also videos and audio clips as well. These will be linked to the appropriate areas of the EYFS, and we use this to track your child's learning and development. Each room has their own tablet, and the information is stored on a secure server which is encrypted, and password protected, so it can only be accessed by the parents and Bell House staff. Other Children may be pictured in your child's profile from time to time if they take part in events or activities together.

- I give consent to the use of Online profiles

Yes

Parent / Guardian's name (block capitals):

Date:

Signed:

TERMS & CONDITIONS – Updated August 2023

POLICIES & PROCEDURES:

It is important that you read and accept our Policies and Procedures before you sign your registration form. These are available at reception.

REGISTRATION, FEES & INVOICING:

A registration fee of £100 per child is payable upon completion of a booking form. This is non-refundable.

REGISTRATION PROCEDURE:

To register on our waiting list, we require you to fill in a registration form. By filling in a form this does not secure you a place at the Nursery but does put you on our waiting list. You will be asked to put on the form the sessions you are interested in together with a £100 registration fee, which is non-returnable. If you are applying for only FEET funded sessions a £100 registration fee is not applicable. We will then contact you to confirm availability. Payment of the returnable deposit (one month's fees) must be paid the month before you start with us.

PAYMENT SCHEDULE:

Registration fee	£100 – non -refundable
Refundable Deposit*	1 month's fees (at least 1 month before attending)
Monthly Fees	Invoiced monthly in advance.

Payment can be made online, by standing order or debit card or cash. We do accept cheques. We also accept childcare vouchers.

Bank Details are Lloyds TSB, Sort Code: **30-93-49**, Account Number: **26640860**

** If you decide not to take your confirmed place, we require at least one month's notice. If you do not give notice, we cannot return your deposit.*

Fees are billed in advance on a calendar monthly basis and invoices are sent out on or around the 20th of the month. **Payment is due by the 9th of the month.** Any invoice not settled by this date **will incur a late charge of 10%.** Childcare vouchers must also be received by the last day of each month.

The Nursery reserves the right, when it deems it necessary, to charge parents of children who are dropped off earlier than the arranged time or are collected after the appointed time. If you drop your child at nursery before their allotted session time, this will be charged at the **additional hourly rate** for your child's room. If a child is late being collected after their session time ends, this will be charged at a rate of **£30 for up to any 15-minute block.**

We are registered to accept Free Early Education Entitlement for 2, 3 & 4-year-old children.

We accept childcare vouchers (please contact our office for further information). Payments can also be made by cash, Internet bank transfer or debit card (in person or by telephone).

NOTICE:

It is essential that one calendar month's notice be given in writing when taking your child from our care, alternatively one month's payment in lieu will be charged.

INTRODUCTORY SESSIONS

The nursery offers up to 3 settling in sessions for all nursery children prior to their start date at Bell House; the times and dates for these are mutually agreed with the management team.

SESSIONS:

Your child must attend a minimum of 2 sessions.

REDUCING SESSIONS / HOLIDAY ENTITLEMENT:

When reducing sessions in the Nursery, one month's notice is required. Advance / new bookings that are due to start must give one month's notice if reducing sessions before start date. Failure to do this will result in the full fees for sessions booked in the first instance being paid.

There is no discount for holidays / public holidays / Inset days- fees are payable as for any other week.

INCREASING SESSIONS:

Permanent sessions can be increased at any time subject to availability. Please note that once a booking has been made with the Nursery, either in writing or verbally, and the child's name has been entered into our register these sessions must be paid for even if cancelled at a later stage. Additional sessions can be booked, subject to availability, and must be paid for unless 48 hours' notice of cancellation is given.

SWAPPING SESSIONS:

Unfortunately, we are unable to accommodate the swapping of sessions.

ABSENCE:

Contact should be made as early as possible on any day your child is going to be absent. Staff will call by 10am if a child is absent to log down the reason why. Relevant information regarding illness is always appreciated. Unfortunately, days in lieu cannot be arranged and fees remain payable.

SICKNESS & ACCIDENTS:

It is important to make sure that we are fully informed of any changes in your child's health, such as the onset of allergies or any illness which your child may be suffering from. Should your child become ill or incur an injury whilst in our care, every effort will be made to contact the parent/guardian. Emergency medication may be administered with your written consent (for further information, please see our Administration Medication Policy). If your child is on any prescribed medication an individual Medication Form must be obtained and completed before the medication can be given by us. We ask that if your child develops a doubtful rash, sore throat, discharge from the eyes, diarrhoea or anything else that could be passed on to other children you keep him/her at home for the relevant quarantine period and consult your G.P. We kindly ask parents/carers to inform us if your child has had medication prior to coming into nursery

PERSONAL PROPERTY:

We request that your child has a change of clothing in a named bag whilst in our care in case of an emergency. Whilst every reasonable care is taken the Nursery cannot be held responsible for any loss or damage to a child's property. To prevent any misplaced items, we strongly suggest that all items brought into the Nursery are clearly labelled.

BABYSITTING POLICY:

Any babysitting arrangements (or any other type of arrangements) you make with individual members of Bell House Staff are purely personal. The Nursery has no liability in any way in connection with babysitting and our insurances, policies and procedures do not apply. Please ensure that you sign a copy of our Babysitting policy.

COMPLAINTS PROCEDURE:

The main aim of the care we offer is the safe and happy well-being of your child and his/her development. If for any reason your child is not happy or has a particular problem, please contact Management so that they can resolve the issue. If any parent / guardian should have cause for complaint, please note that we operate a formal Concerns and Complaints Procedure, copies of which can be obtained from reception.

EXCLUSIONS:

Bell House Nursery reserves the right to remove a child where there is a breach of the Terms & Conditions or after the parental behaviour policy along with the 'behaviour management' policy has not been followed. Or where a child is persistently displaying unacceptable behaviour or following a serious incident that could or does result in harm to another child or to a member of staff. Any decision to exclude a child will be made only after notification by the nursery owner to the parent/guardian.

PARENTAL BEHAVIOUR:

The nursery reserves the right to terminate the contract of a child when the manager / director considers the child to be disruptive or displaying inappropriate behaviour. We will not tolerate children, carers or parents speaking to any member of staff using inappropriate language or in a threatening or abusive manner. This may result in the termination of a nursery place. By signing the Terms and Conditions you agree to the Parental behaviour policy.

NURSERY OPENING HOURS & CLOSURE:

The Nursery operates from Monday to Friday 7.00 am – 6.30 pm for 52 weeks per annum (except for Public Holidays). There may be isolated occasions where it will be necessary to close the nursery due to unforeseen circumstances. These will be due to outside influences beyond our control that affect the day to day running of the nursery and do not allow us to meet strict health and safety guidelines (e.g., adverse weather conditions, power failures etc - this list is not exclusive or exhaustive). On such occasions the nursery reserves the right to the charge parents their usual monthly fees, where possible the nursery may decide that they are able to reduce such fees to a percentage only.

BANK HOLIDAYS:

You will be charged the same fees during bank holiday months. This is because our view is that an aggregated fee will be fairer for all those using the service. Our daily fees are therefore reduced to take bank holidays into account.

STAFF TRAINING DAYS:

We are closed twice a year for our staffs training, this is also still charged as per the bank holidays and once again our fees reflect this day of closure to take this into account.

EARLY CLOSURE:

We close at 1pm on Christmas Eve and 4pm on New Year’s Eve and once again our fees reflect this time of closure to take this into account.

DATA PROTECTION:

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At Bell House nursery we are committed to safeguarding the welfare of our children. If we have a safeguarding concern about a child, we will follow our safeguarding procedures and information sharing protocol, set out by OFSTED and our Local Authority.

Where children receive education and care in more than one setting, the Early Years Foundation Stage requires practitioners to share relevant information with each other. In line with this, we will actively seek opportunities to share information about your child with any other practitioners (Childminders, schools, etc.) who care for your child. This may involve verbal communication or the sharing of developmental records.

All information received by nursery administration will be held in the strictest confidence.

Registration of your child at Bell House Nursery is conditional upon acceptance of these Terms & Conditions and acceptance of our Policies & Procedures.

I have read and understand the terms and conditions outlined:

Signature _____

Name _____

Date Signed ____/____/____