



Marshalswick Pre School

Children blossoming in a nurturing environment

t: 07746646011

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Marshalswick community centre, The Ridgeway, St Albans AL4 9TU

Enrolment Form

Childs name: _____

Childs date of birth: _____

Mothers name & surname: _____

Fathers name & surname: _____

Home address: _____

E-mails: _____

Home telephone numbers: _____

Start dates: _____

Preferred Sessions required:

Mornings 9:00am-12:00pm	Mon/Tue/Wed/Thurs/Fri	£22.00
Afternoons 12:00-3:00pm	Mon/Tue/ - /Thurs/Fri	£22.00
Full day 9:00am-3:00pm	Mon/Tue/ - /Thurs/Fri	£38.00
Lunch club only 12:00-1:00pm	Mon/Tue/Wed/Thurs/Fri	£5.00
Breakfast Club 8.30am -9am	Mon/Tue/Wed/Thurs/Fri	£5.00

Non refundable Registration fee of £45.00 are required to secure your child's place at Marshalswick Pre School. Payment to secure your place can be made to the nursery by bank transfer to the following bank account.

Bank : HSBC

Account Name: Marshalswick Pre

Reference; RF: Child's Name

School Sort Code: 40-45-27

Account number: 12084503

REGISTRATION We/I wish to apply for the admission of my/our child to Marshalswick Pre School and Nursery

We/I have received, read, signed and returned Marshalswick Pre School and Nursery

Terms and Conditions and agree to comply with them.

CHECKLIST	
Completed Registration Form	
Signed Terms & Conditions	
Completed Medical Form	
<small>(If your child is due to start within 1 term, otherwise we will request this nearer to your child's start date.)</small>	
Registration Fee	

Emergency Contact details 1

Parents/carer full name_____

Relationship to child_____

Daytime/work numbers_____

Home number_____

Occupation_____

Does this parent have parental responsibility for the child? Yes/No (delete)

Emergency Contact details 2

Parent/carer full name _____

Relationship to child_____

Daytime/work numbers_____

Home number_____

Occupation_____

Does this parent have parental responsibility for the child? Yes/No (delete)

Emergency contact details if parents are not available. Emergency contacts must be local.

Contact 1 Name_____

Daytime/work numbers_____

Address_____

Relationship to child_____

About your child

Is your child’s immunisations up to date? Please confirm and date_____

Has the child’s health record book been seen to confirm immunisation dates? Yes/No (delete)

Does your child suffer from any known medical conditions or allergies, or have any special dietary needs or preferences? Yes/No (delete)

If so please provide details:

Has a health care plan and agreement to administer medicine, if required, been completed? Yes/No (delete)

Does your child have any special needs or disabilities? Yes/No (delete)

If so, please provide details:

Are any of the following in place for the child?

Early Years Action Yes/No (delete)

Early Years Action Plus Yes/No (delete)

Statement of special educational needs Yes/No (delete)

What special support will he/she require in our setting?

What is the main religion in your family (if applicable)? _____

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

What language(s) is/are spoken at home? _____

If English is not the main language spoken at home, will this be your child's first experience of being in an English- speaking environment? Yes/No (delete)

If so, discuss and agree with the key person how you support your child settling- in:

What other information is important for us to know about your child? For example, what they like, or what fears they may have, any special words they use, or what comforter they may need and when.

Details of professionals involved with your child

GP

Name _____ Telephone _____

Address _____

—

Health visitor (if applicable)

Name _____ Telephone _____

Address _____

—

Social Care Worker (if applicable)

Name _____ Telephone _____

Address _____

—

Any other professional who has regular contact with the child

Name 1 _____ Role _____

Agency _____ Telephone _____

Name 2 _____ Role _____

Agency _____ Telephone _____

Does your child currently attend another setting?

Name and address of setting _____

Where did you hear about us?

Terms and Conditions

This document and the terms and conditions within it are the basis on which Marshalswick Pre School ('we' / 'our' / 'us']) agree to provide childcare services to parent(s)/guardian(s) (referred to as 'you').

1. Our obligation

1. Once you have confirmed the acceptance of your child's place and paid the registration fee we will hold the place for your child until the agreed start date which will be advised where possible prior to the term your child will start. The registration fee is non-refundable.
2. We will confirm the sessions available prior to your child's starting with us. We will also accommodate any additional sessions subject to availability.
3. We will notify you as soon as possible of any days we will be closed. Term dates are subject to change.
4. We will comply with the requirements of the Early Years Foundation Stage and the terms on our Ofsted
5. We will provide regular feedback and updates on your child's time with us.
6. Our policies and procedures are freely available for download on our website and can be found in the foyer. These are subject to change and are reviewed regularly.

2. Your Obligation to us

1. You will need to complete and return our registration form, medical form and sign our terms & conditions along with deposit before your child can start with us.
2. You will agree to provide us with any other information reasonably required prior to your child starting. We reserve the right to delay your child's commencement of their place with us until we have this information.
3. 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 we provide for you child.
4. Medical consent forms must be completed if required prior to your child attending.
5. You will read and abide by our policies and procedures which are available on our website. A hard copy can be provided in reasonable time if required.
6. You must immediately inform us if your child 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.
7. You will 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 prior notice. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release you child into their care until we have checked with you.
8. You must inform us immediately if you are not able to collect you child by the official collection time. You must make arrangements for another authorised person to collect you child as soon as possible. If the person chosen is not someone authorised on your registration form we will set up a password system to correctly identify them.
9. You will provide one full term's notice in writing to withdraw your child. Should insufficient notice be given you will be liable for a full term's fees based on the current term.
10. You must advise us if your child is the subject of a court order and provide us with a copy of such order on request.

3. Fees and Funding

1. Invoices are to be paid in the first week of term.

We calculate the fees based on the number of session per week multiplied by of weeks in the term. The term dates vary each term. From 11 weeks – 14 weeks.

2. Late payment fees will be charged at £25.
3. Late collection fee is charged if you collect your child late without prior approval- £5 for every 10 mins late.
4. A £50.00 charge will be applicable for any reductions in sessions made at short notice prior to the commencement of or during a term.
5. No reduction can be made for temporary absences of illness, holidays taken during term time or bank Fees may be paid by bank transfer, cash or cheque. If payment is made by cash it is your responsibility to request a receipt.
6. One terms notice is required for children who wish to leave before the end of the term. A terms fee will be applicable if notice is not provided in writing to Marshalswick Pre School and Nursery.
7. Holidays can be taken during term time however fee's will still apply for the full term.
8. If Pre School has to be closed for unforeseen circumstances fees will still apply.
9. If fees are not paid by the end of the first term half term Marshalswick Pre School Reserves the right to terminate your child's place and inform a debt collections agency to pursue the outstanding amount until it has been paid.
10. You can add sessions to a term once the term has started we will invoice you separately for these sessions.
11. Fee are reviewed annually and any increase will be notified in writing a half term in advance.
12. It is your responsibility to ensure free entitlement to education is claimed via our setting in a timely manner, one term after your child turns 3 years old deadline is the first week of any term starting.
13. If the forms are not received by Marshalswick Pre School and Nursery on time you will not have a funded place available. Normal fees will be charged accordingly for the term until we are able to add you on to the funding portal with Hertfordshire County Council.
14. Please note if you are using funding we cannot increase the number of days required until the following term. You make be charged if you require an extra session once the funding period has closed.

15. "the government has stated that funding for the 15 hrs and 30-hour offer is only for the provision of early years education and care, and is not intended to cover the cost of consumable items", such as drinks, meals and other non consumable which are required to sustain the everyday running of Pre Schools and Nurseries. "Early years providers can charge parents for such items or services". (Pre School Learning Alliance 2017).

Parents will therefore be contribute to the Everyday non consumables. This can be agreed with Marshalswick Pre School to be a financial contribution to the minimum of £1.50 per day or bought in by the parents.

16. Please let the nursery know if your child is going to be on holiday during term time. There is a risk of having to paying the session fee if your child's leave is considered long leave by the county council. We can make sure we get the correct approval to avoid and minimise any penalties passed on to you if we are informed in advance.
17. During a viral pandemic if your child has a Cough, Difficulty in breathing or Fever (a temperature of 38 degrees C or higher) .Marshalswick Pre School and Nursery reserve the right to send your child home for 7 -14 days – Fees will be applicable during this time.

Suspension of a child

We do not support the exclusion of any child on the grounds of behaviour. However, if you child's behaviour or the behaviour of parents towards staff at Marshalswick Pre School and Nursery if it 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 your child's place at the nursery whilst we look to address these issues with you and any external agencies as appropriate.

During any suspension of behaviour related issues we will work with any external agencies where reasonably required to identify appropriate provision or services for your child.

If you child is suspended part way through a term for behaviour issues we will credit you for any fees you have already paid for the full time of suspension up to a maximum of the remaining pro-rata booked sessions for that term. If fees are owed to us then this amount will be offset against those.

Should you child not subsequently continue their childcare with us your deposit will not be refundable.

Cancellation of a Place

In the event you cancel or defer an agreed start date for your child we will withdraw your current offer place and re enter your child onto our waiting list. A new registration fee will apply. We cannot guarantee we will be able to offer a place for any future dates.

Termination of this Agreement

This agreement may be terminated by providing one full term's notice in writing. This agreement may be terminated upon:

- a) failure to pay fees;
breach of any obligations under this agreement and failure to put right that breach within a reasonable period of time after it having been brought to attention.
Unacceptable behaviour such as physical or verbal abuse or threats towards staff or other parents. We take the decision to terminate trading. As much notice as possible will be given in such an event.

It may become apparent that the care and support we are able to offer your child is not sufficient to meet their needs. In these circumstances we will work with you, the local authority, welfare agencies

and any other necessary professional bodies where appropriate to identify appropriate support, at which point we may end this agreement.

You may end this agreement if we have breached our obligations under this agreement and have not or are unable to put right that breach within a reasonable period after you have brought it to our attention.

General

1. We cannot be held responsible should the school need to close due to severe weather conditions, flood, fire or any other event which is beyond our control and which might prevent us opening or our staff being able to safely journey to the nursery, or having to remain at home, and so put our staff:child ratio beyond that which is acceptable by Ofsted. Under these circumstances we are unable to provide any refund or reduction of fees. We will be under no obligation to provide alternative childcare.
2. An equal opportunities policy is operated. Full details of all school policies are available upon request or can be downloaded from our website.
3. Pupils will occasionally be taken on school trips for which you will be separately invoiced.
4. In the interests of child safety parents are required to inform the school if there is a change to the appointed person collecting their child.
5. Parents are required to complete any medical records and inform the school of any changes in their child's health and any changes in address, contact numbers and persons authorised to collect their child.
6. By signing this form you are giving written consent to share information about additional needs your child may have to any necessary person or body, or to pass on children development summaries to your child's next provider/school.

7. Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden. Our policies and procedures are available on our website, in the foyer of our Pre School and Nursery or by request. By signing this form you are confirming that you have read and understood our 'Information Sharing' policy.
8. We accept children from the age of 2 years. They do not need to be toilet trained, however, parents are required to provide their child with spare nappies/pull-ups and nappy sack.
9. A minimum of three sessions is preferred to provide continuity and aid settling in.
10. To claim Early Years funding for your child a funding form must be completed each term for which you claim and a suitable ID document provided. Providing false information or failure to complete the form may result in funding for your child being withdrawn by Herts County Council. The parent or legal guardian will then be liable to repay the funding amount.
11. Marshalswick Pre School and Nursery have the right to revise these Terms and Conditions at any given time. You will be notified in writing of these changes within half a term of them being made.

Walk Permission

Permission is given for the child detailed below to be walked to the local shops, library, park or church for educational purposes.

You may withdraw this consent at any time in writing by post or email. Our written reply will confirm us understanding this withdrawal of consent.

Photographs and Other Media

From time to time we take photographs and/or videos of the children for things such as learning journals and general marketing purposes and on social media platforms. Your child's name or any other identifying information will never be used. By signing this form you give us your consent to allow this to happen. You may withdraw this consent at any time in writing by post or email. Our written reply will confirm us understanding this withdrawal of consent.

Emergency Medical Treatment

I give permission for a suitably qualified First Aider to administer First Aid to my child, or take my child to Accident and Emergency, or call for medical assistance and to sign on my behalf any consent forms required by medical authorities, if they know that it would not be advisable to wait for my own signature. I do this knowing that every reasonable effort has been made to locate me and that my child's medical needs are paramount in this situation.

Please note that in the event of your child being injured or taken ill whilst at Marshalswick Pre School, a member of staff would immediately attempt to contact the child's Mother, Father or carer. If unable to make contact, staff would then try the emergency contacts you have nominated. If a child needs to go to hospital an ambulance will be called. A member of staff will accompany the child until a parent or guardian is present.

This agreement

We ask that you sign below. However, acceptance of a place with us will be deemed as acceptance by you of these terms and conditions.

Signed ByName (please print)

Relationship to child Child's Name

Date

We recommend that parents retain a copy of this form for their records

Updated: May 2020

Please find our **10.1b Privacy Notice and 10 10 Information Sharing** policy on our website at <https://marshalswickpreschool.co.uk/wp-content/uploads/2016/05/10-10-Information-Sharing-1.pdf>