



**Grassroots**

Day Nursery

Your child's gateway to great things ahead

## Registration Form

*Thank you for choosing Grassroots Nursery for your child.*

*Should you have any queries or require any assistance with this form, please do not hesitate to contact us on 01933 626547 or feel free to call in.*

Child's Name: .....

Child's Date of Birth: .....

Date Registration Form Completed: .....

Date registration fee of £60 paid: .....

Once we have received your completed registration form and fee, we will confirm if your child's space has been reserved successfully, sessions booked and start date, and will be in touch to arrange FREE settle sessions prior to them joining Grassroots Nursery. We strongly advise that you bring your child to at least four of the settle sessions offered to help your child (and you) get to know us.

OFSTED Registration Number: EY483094

Grassroots Nursery is a trading name of Mill View Farm Ltd, a company registered in England and Wales under company number 08910790 and whose registered office is:

The Haunches Home Farm, Abbots Ripton, Huntingdon, Cambridgeshire PE28 2LD

# Registration

Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Name of other setting(s) your child attends or has attended in the past:

\_\_\_\_\_ Date from: \_\_\_\_\_ Date to: \_\_\_\_\_

\_\_\_\_\_ Date from: \_\_\_\_\_ Date to: \_\_\_\_\_

Do you receive any Government Funding at another setting?

YES / NO (delete as appropriate) Universal hours: \_\_\_\_\_ Extended hours: \_\_\_\_\_

## Sessions Required

Please tick the boxes (with a minimum of 15hrs per week) to show which sessions you require:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM session (8am – 1pm)					
PM session (1pm – 6pm)					
Full Day (8am – 6pm)					
Early Start (7:30 – 8am)					

Are you able to choose alternative sessions: YES / NO (delete as appropriate)

Preferred Start Date:

### Please Note:

- All information is required when registering a child for a place at Grassroots Nursery.
- A **minimum of 3 sessions (15hrs) per week must be booked** (eg: 3 x am/pm sessions OR sessions which amount to 1 and a half full days). This ensures your child is familiar with the nursery and enables us to get to know them well.
- All early starts must be booked 24 hours in advance (if not taken as a regular part of their booking).
- Extra sessions may be available where required/space available and will be charged at the normal rate (not funded).
- Six weeks' written notice must be given to cancel your booking or permanently change sessions. An administrative fee of £25 will be applied to the following months invoice to permanently change sessions.

### Registration Fee:

- A £60 non-refundable registration fee is required at the time of registering and this can be paid directly into the bank:  
**Mill View Farm Limited (Trading as Grassroots Nursery)**  
**Barclays Bank**  
**Sort Code: 20-45-77**  
**Account Number: 60619906**

When making the payment, please use your child's full name or your reference code if using Tax Free Childcare Vouchers. If you will be paying your monthly invoices using the Tax Free Childcare Voucher Scheme, please put your reference code in this box:

# Immediate Family Details:

1 Parent/Carer Full Name: \_\_\_\_\_

Address (if different from the child): \_\_\_\_\_

\_\_\_\_\_

Does this parent/carer have parental responsibility? YES / NO *(delete as appropriate)*

Mobile No:

Home No:

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Contact No:

National Insurance Number:

Date of Birth:

2 Parent/Carer Full Name: \_\_\_\_\_

Address (if different from the child): \_\_\_\_\_

\_\_\_\_\_

Does this parent/carer have parental responsibility? YES / NO *(delete as appropriate)*

Mobile No:

Home No:

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Contact No:

National Insurance Number:

Date of Birth:

## Payments:

Name the person responsible for payments: \_\_\_\_\_

(this person MUST sign here to state they have read and understood the terms and conditions)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Email address for invoices to be sent: \_\_\_\_\_

# Emergency Contact Details:

In case we need to contact you during the time your child is in or care, please give details of whom you wish to try and contact first. **Emergency contacts should live/work reasonably close to Grassroots Nursery** where possible and must be made aware that we hold their details for these purposes only.

1 Name of 1<sup>st</sup> Emergency Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No:

Home/Work No:

Relationship to Child: \_\_\_\_\_

2 Name of 2<sup>nd</sup> Emergency Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No:

Home/Work No:

Relationship to Child: \_\_\_\_\_

3 Name of 3<sup>rd</sup> Emergency Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No:

Home/Work No:

Relationship to Child: \_\_\_\_\_

4 Name of 4<sup>th</sup> Emergency Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No:

Home/Work No:

Relationship to Child: \_\_\_\_\_

We will only allow authorised adults to collect your child with prior consent from you. This person **MUST** match your description and also know your chosen password. By giving us the details above, Grassroots Nursery accepts that you give consent for collection of your child in an emergency from the people named above, and if there are **ANY** changes to this, you will inform us. **Parent/Carer contact details can be updated using the Parentzone app.**

Chosen Security Password:

# Consent Form:

In the event of an accident during the nursery day, every attempt will be made by staff to contact a parent or guardian. Should this prove impossible, any immediate treatment which may be required will be given by a qualified First Aid member of staff, doctor or local hospital, whichever is the most appropriate (please see our policies).

I give my permission for any immediate medical treatment to be given to my child if the nursery is unable to contact me in the event of an accident.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I give permission for my child to:	(tick as appropriate)	Yes	No
• Receive Emergency First Aid			
• Have plasters applied if needed			
• Have Sudocrem applied if required at nappy changes			
• Have photographs taken for display in the nursery			
• Have photographs taken for their learning journey (alongside nursery peers & vice versa – no names)			
• Have photographs taken to appear on the Grassroots Nursery website (no names)			
• Have photographs taken to appear on the Grassroots Nursery Facebook page (no names)			
• Go on short walks and outings in the surrounding area			

## Nursery Sun Protection:

I understand my child will not be allowed out in the sun (during high summer) without sun protection and a sun hat. I understand that my child should be wearing sun protection at the start of the session and am signing to say that I allow Grassroots to re-apply their own high factor (with a rating 50+\*\*\*\*) sun lotion during the Summer Term. I understand a one-off small charge will be added to my invoice at the beginning of the Summer Term only.

Parent/Carer Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If your child is **allergic** to certain lotions and you do not wish them to have nursery sun protection, please tick here

**You will need to provide a suitable lotion (named for your child) to stay at nursery to be re-applied by staff.**

I give permission for staff to re-apply the specific sun protection I have provided for my child.

Parent/Carer Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Sharing Information with other Professionals:

As part of our work, it is sometimes essential for us to share information with other professionals such as a Health Visitor, Speech Therapist or the Local Authority Funding Department. Please sign to say you give permission for us to share information where necessary.

Parent/Carer Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Grassroots Nursery is registered with the Information Commissioner's Office.

## Medical Information:

In order for us to care for your child's every need, it is essential we are aware of ALL medical needs – no matter how big or small... please complete as fully as possible.

- Does your child have any medical conditions? YES / NO (if YES please list)

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- Is there any long term medication required? YES / NO (if YES please give details)

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- Child's Registered Doctors Name and Address: \_\_\_\_\_

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\_\_\_\_\_ Surgery Phone Number:

- Is your child up to date with immunisations? YES / NO (delete as appropriate)

- Does your child have any allergies? YES / NO (if YES please give details)

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- Does your child have any dietary requirements? YES / NO (if YES please give details)

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## Calpol Consent:

At Grassroots Nursery, we operate a strict policy with regards to Calpol (see sickness/medical policy).

**Please sign if you consent to ALL the following statements:**

- I confirm that my child has previously been administered Calpol and has not had any adverse reaction.
- I understand that if my child develops a fever (38°C or above) nursery will try to contact me before giving my child Calpol but if I cannot be contacted for any reason and my child has been at nursery for 4 hours or more, then I give permission for Calpol to be administered. After being given Calpol, children should be collected within 1 hour.
- I or one of my emergency contacts will collect my children within the hour once Calpol has been administered.
- I understand a normal (unmedicated) temperature must be observed for 24 hours before my child returns to nursery.

Parent/Carer Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Terms & Conditions

- At Grassroots Day Nursery, we agree to provide excellent childcare facilities for your child at the agreed times.
- Try and accommodate any requests you make for any additional sessions and/or extended hours of childcare at the nursery.
- Provide you with regular verbal and written updates as to your child's progress.
- Notify you as soon as possible of any days on which nursery will be closed.
- Provide you with a monthly invoice detailing any extras.

A registration fee, as referred to on the front sheet, shall be paid by the parent/guardian to the nursery on submission of the completed registration form and that fee shall not be returnable if such acceptance is later withdrawn by the parent/guardian. **Once a place at the nursery has been confirmed, our standard six week notice period applies, and fees are payable if there is a delay in taking up the place.** Attendance may not begin until the first months fees are paid. The registration fee will be returned if the nursery cannot offer the place on the schedule and date required.

## Payment of nursery fees

- Payment of nursery fees to the nursery for the child's attendance at the nursery shall be made by the parent/guardian monthly, in advance, on the first day of each month (the due date) by bank transfer. If the payment of fees shall be outstanding for more than 14 days, then a late payment charge of 10% of fees outstanding may be added to the invoice, also the nursery may serve 14 days' notice in writing to terminate this contract. Upon termination of this contract, the child shall cease forthwith to be admitted to the nursery, and the nursery's notice to so terminate shall be regarded as a formal demand for all outstanding monies.
- The nursery reserves the right to 'The fees' payable by parent/guardian. These fees are calculated per month.
- The nursery does not permit the payment of fees on a daily or weekly basis.
- An administration charge of £25 will be incurred for permanently changing sessions. Six weeks' notice is required.
- The nursery does not permit the pro-rata reduction of payment fees if the child is absent from the nursery due to illness or holidays while the nursery is open. The parent/guardian is therefore obliged to make full payment. In the event of payment not being made, then the nursery reserves its right to terminate this agreement.
- Grassroots Day Nursery may increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/guardian.

After registering your child, either party may terminate this agreement by the service of six weeks' notice in writing. During that six week period, the nursery undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due. In the event of the parent/guardian failing to pay the month's fees, the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies. In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing said child, there shall be due to the nursery six weeks' fees in lieu of notice. Failure by the parent/guardian to provide six weeks' notice or any notice at all shall render the parent/guardian liable to the nursery for six weeks fees.

## Six weeks' notice to terminate the place must be in writing and given to the nursery manager.

No deductions are made in respect of sickness, holidays, or nursery closures due to 'acts of god', infectious diseases or environmental factors (such as snow) beyond our control.

The sessions booked on registration are a permanent booking, and six weeks' notice should be given for any reduction or increase in this agreement, subject to availability. Changes to session booking patterns will incur an administration charge of £25.

Nursery must be informed if your child will not be in nursery because of a holiday, sickness or a family day to ensure correct staff/child ratios.

Extra sessions required on an ad-hoc basis will be subject to availability and cannot be swapped to another day. Any extra sessions will be added to the following month's invoice. Any cancellations will not be reimbursed. No charge will be made for the occasional late collection for up to 10 minutes after your child's session finishes. After 10 minutes, a charge of £10 per 15 minutes or part thereof is charged. Repeated late collection charges are £15 per 15 minutes or part thereof. Any late charges will be added onto the following months invoice.

For the care and safety of all our children, entry may be refused on any day on which a child is infectious in any way and an exclusion policy exists for the infectious conditions. Please read our Sickness and Medication Policy.

## Government funding entitlement

- Universal funding is provided by local government. All children qualify for the grant after their 3<sup>rd</sup> birthday. The terms begin in January, April and September.
- Your child is entitled to 15 free hours per week for 38 weeks of the year. To access the full 15 hours, your child needs to attend a minimum of 3 sessions per week. Because we are open all year round, we stretch the funding over 50 weeks of the year instead of the 38 term time weeks. (Please speak to the Manager for further explanation).
- In addition to this funding, we offer 30 hours 'Extended' funding to eligible families, please talk the Nursery Manager for more information. This funding only covers the cost of Early Years Education and Care and is not intended to cover the cost of meals, other consumables or

additional hours. Please see food pricing for 3-5 years olds, as this is charged in addition of funding and we do not allow packed lunches due to allergens.

### Non-solicitation of staff

The parent/guardian of the child, the subject of this registration form, hereby agrees that during the term of the agreement and for the period of six months following its termination (howsoever terminated) that he/she will not seek to employ, entice away or attempt to entice away from the employment of Grassroots Day Nursery (the Company) any person or persons employed by the Company at the date of termination of the agreement between the Company and the parent/guardian of any person or persons who was employed by the Company in the six months preceding the date of the termination of the agreement between the parent/guardian and the Company. If the parent/guardian shall breach the aforementioned clause then he/she shall indemnify the Company fully in respect of all and any costs, claims, damages and expenses incurred by the Company as a result of the aforementioned breach to include the cost of replacing said member of staff to include, but not limited to, agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the company in replacing the member of staff together with all legal fees and disbursements.

We may immediately end this agreement if you, your child or any other family members behave unacceptably towards any member of staff, or other parent of any child.

### Safeguarding

Grassroots Day Nursery is under an obligation to report to the relevant authorities any incident where we consider a child may have been abused or neglected. This may be done without informing the parent/carer.

Any information given by a parent/carer regarding their child will be treated with the utmost confidentiality, except in case where abuse towards a child is suspected. The divulging of confidential information relating to the nursery, its employees or customers to any third party is considered a breach of confidence and such is regarded as constituting gross misconduct which could lead to summary dismissal from employment or cancellation of a nursery place.

### Acceptance

These 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 the agreement shall remain in full force and effect. The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

I / We understand and accept the terms of registration and terms of payment and other conditions.

I / We accept that Grassroots Day Nursery cannot be held liable for the loss or damage of any item belonging to the public on the premises. This particularly applies to children's clothing and toys as well as motor vehicles, prams and buggies.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Bill Payer's name: \_\_\_\_\_ Signature: \_\_\_\_\_

Dated: \_\_\_\_\_ Signed by Nursery Manager: \_\_\_\_\_

### Privacy Notice

Here at Grassroots Nursery, we take your privacy seriously and will only use your personal information to manage your account and provide tailored care to your child. From time to time, we will need to contact you, via phone, email and the ParentZone app to provide you with nursery updates, share relevant news and send your childcare bills. We will input your data into a system called Connect Childcare which helps us manage our nursery smoothly. Your data is held in secure data centres and can only be accessed by authorised personnel. Personal information will not be shared with any third parties.

Signing this declaration confirms you have read and understood the above statement and gives us consent to contact you regarding relevant matters.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Bill Payer's name: \_\_\_\_\_ Signature: \_\_\_\_\_

Dated: \_\_\_\_\_



# Nursery Fees

As of March 2023

	0-3 year olds Includes meals	3-5 year olds ** Excludes meals
<b>AM Session: 8:00 – 13:00</b>	<b>£38</b>	<b>£30</b>
<b>PM Session: 13:00 – 18:00</b>	<b>£36</b>	<b>£30</b>
<b>Full day: 8:00 – 18:00</b>	<b>£62.50</b>	<b>£53</b>
<b>*Full days (all week)</b>	<b>£277.50</b>	<b>£236</b>
<b>Early start 7:30 – 8:00</b> <i>Early starts must be booked 24 hours in advance to ensure correct staff/child ratios</i>	<b>£6</b>	<b>£6</b>
<b>Extra hour (between 8:00 – 18:00 if ratios allow)</b>	<b>£10</b>	<b>£10</b>

\*A discount of approx. 11% is applied to care charges for full time children.

A 10% sibling discount will be deducted from the eldest child's monthly invoice until the child receives funding.

## Funding:

All children will receive 'Universal' funded hours during the term after their third birthday. This 15 hours per week entitlement is a stretched offer at Grassroots (stretched over 50 weeks of the year as opposed to 38 term time weeks; equating to around 11 hours per week). In addition, we offer 30 hours 'Extended' funding to eligible families; check your eligibility at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). All funding only covers the cost of Early Years Education and Care and is not intended to cover the cost of meals, other consumable or additional hours.

\*\*Please see Consumable for 3-5 years olds (below) for which you will be charged.

## Consumables for 3-5 year olds only

These charges will be applied in addition to the daily session fee and any funding you may receive, and will be incurred on days when the child is booked into nursery but does not attend such as holiday/sick days as they effectively level up with the funding to meet our non-funded daily charge.

<b>Breakfast: 7:30 – 8:30am</b>	<b>£2.00</b>
<b>AM snack</b>	<b>£0.50</b>
<b>Hot lunch (midday)</b>	<b>£4.00</b>
<b>PM snack</b>	<b>£0.50</b>
<b>Light tea and dessert (4:00pm)</b>	<b>£3.00</b>

Due to possible allergens, we cannot allow food to be brought into nursery, therefore children will be expected to partake in meals as offered within the sessions they attend. (See our food policy).

OFSTED Registration Number: EY483094

Grassroots Nursery is a trading name of Mill View Farm Ltd, a company registered in England and Wales under company number 08910790 and whose registered office is:

The Haunches Home Farm, Abbots Ripton, Huntingdon, Cambridgeshire PE28 2LD