



FAIRFIELD PRESCHOOL LIMITED



Childcare Registration and Agreement Form

This form must be completed by someone who has parental responsibility.

Family Details

Child's full name		
Preferred or familiar name		
Date of birth		<i>Birth Certificate presented?</i>
Parents /carers names	Mother	
	Father	
	Others (specify)	
Mums home address		
Dads homes address		
Careers home address. (if applicable)		

Contact Details

Telephone Home	
Mum Mobile	
Dad Mobile	
Mum work number	
Dad work number	
Mum email address	
Dad email address	
Other people allowed to collect your child <i>(Must be over 16 years of age)</i>	Name: Name: Name: Name:
Child Collection Password	

Legal Responsibility and Contact Details

Name of those who have parental responsibility	
Any other information of who has legal contact or access restrictions	

Alternative Emergency Contact Details

1st alternative contact (required)	
Name and relationship to child	Telephone no:
2nd alternative contact (required)	
Name and relationship to child	Telephone no:

Health Information

Name of GP Surgery:	Telephone no:
Name of GP:	Telephone no: (If known)
Health visitor:	Telephone no:
Dietician:(If applicable)	Telephone no:
Paediatrician:(If applicable)	Telephone no:

Does your child have any special health requirements?

Any known allergies ?(e.g. food, animals, plasters, medication, etc)

Does your child have any special dietary requirements ?

Are all childhood vaccinations up to date?

Consent Information

Please sign if you're willing to give your consent for	Signatures:
Outings – local village, school grounds, park and recreation ground	
Holding personal information (paper and computer based)	
Sharing information with other professionals, e.g. Health Visitor or Speech therapist , other early years settings attended	
Photography to be used for observations for child's learning journey and emailed to parents with areas of learning and development, including group photos	
In the event of an emergency, for your child receiving any urgently required medical advice or treatment	
Use of child's own provided sun cream	
Use of plasters	
Use of CCTV by the Village Hall management Committee outdoors	
Photos/videos including your child to be posted on our CLOSED facebook page	

Childcare Requirements

Required Start date?	Please mark the days you require below					
AM Session	Mon	Tue	Wed	Thur	Fri	
PM Session	Mon	Tue	Wed	Thur	Fri	
Full day	Mon	Tue	Wed	Thur	Fri	

Important

We ask that you keep us informed of any changes to your details.
Periodically we may ask you to confirm your details for our records.

2 YEAR OLD FUNDING

ARE YOU ENTITLED TO 2 YEAR OLD FUNDING? YES / NO

ARE YOU ACCESSING FUNDING AT ANOTHER SETTING? YES / NO

ARE YOU HAPPY TO PAY THE ENRICHMENT FEE BY VOLUNTARY CONTRIBUTION? YES / NO

Fairfield Preschool Limited Terms and Conditions

Admission

A completed Childcare Agreement Form is required to secure your child's place.

The minimum number of sessions your child can be booked into Fairfield preschool for is 2 half day sessions or 2 full days.

Fees and Invoices

Childcare accounts are payable half termly, Invoices will be issued during the last week of each half term, detailing the charges for the coming half term. These are payable in advance, and all payments are due by the first week of the coming half term. If invoices are not paid by the first week, a late payment fee of £30 per week will be charged. Any parent / carer, whose fees remain unpaid for a further week, risk their child's place at the Fairfield Preschool Limited being withdrawn. Invoices are payable by bacs to Fairfield Preschool Limited and we accept childcare vouchers. We can apply on your behalf for the Free Entitlement from your local education authority (more information will be given to you when your child becomes eligible). Funding is for 38 weeks per year. All 3 and 4 year olds are entitled to 15 hours of funding, 30 hours of funding and 2 year old funding is available to eligible parents. All booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or holidays. Bank holidays will not be charged for. Fairfield Preschool Limited is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance.

Late collection charge

If you expect to be late collecting your child please notify the Preschool as soon as possible. late collection is charged at £15 per 15 minutes.

Termination, cancellation and change of sessions

Two months notice is required by either party in writing for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is two months. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Agreement form.

Fairfield Preschool Limited reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent / carer displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

Insurance

Fairfield Preschool Limited has extensive insurance cover for preschool based activities and outings. Details of the insurance may be requested from the Preschool manager. The Certificate is displayed within the Preschool.

Personal property and belongings

Fairfield Preschool Limited cannot be held responsible for any loss or damage to any parents / carer's or child's property or belongings. Every reasonable effort will be made by Fairfield Preschool Limited staff to ensure that property or belongings of any parent / carer or child are not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

Liability

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

Accidents and illness

Fairfield Preschool Limited reserves the right to administer first aid and any emergency advice or treatment as required. Parents / carers will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required Fairfield Preschool Limited will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a Medicine Consent form.

We may require parents to withdraw their child from Preschool in the event that it is considered that the child is not well enough to attend Preschool. We may also ask parents to withdraw their child from the Preschool if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Health Illness and Emergency Policy regarding exclusion and incubation periods by which we are bound. Parents / carers must inform the Preschool if the child is suffering from any illness, sickness or allergies before attending the Preschool. The Preschool is mindful of the needs of working parents / carers and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the Preschool. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at any time. One month notice will be given of any changes made.

The Preschool is operated by Fairfield Preschool Limited.

GDPR- General Data Protection Regulation

At Fairfield Preschool we take your privacy very seriously. We will only use yours and your child's personal information to provide a childcare service to you. We'd like to send information about your child and our preschool by email, telephone, text, closed facebook page, whatsApp, online learning journey or other, and we need to be sure we have your permission to do so. We will only keep information so you can receive important updates about your child and our preschool. We will keep your information secure and will never share it except if required to do so by law, where possible we will ask your permission before sharing information, however there is a legal duty to disclose certain information, namely, information about: child abuse, which will be disclosed to social services, or drug trafficking, money laundering or acts of terrorism or treason, which will be disclosed to the police. You are able to request in writing to withdraw your consent to holding information at any time. By signing below you will be giving Fairfield Preschool Ltd permission to hold and process yours and your child's personal information/data and consenting to the preschool sending you information through the services listed above

I have read and understand these Terms and Conditions and agree to be bound by them.

Signed (parent).....

Print name:

Date:

FAIRFIELD PRESCHOOL - Consent form

Name of the child's
Parent or guardian: _____

Name of child: _____

At Fairfield Preschool we use Evidence Me by 2 Simple for our online learning Journeys. We take photographs and videos of the children at preschool to evidence their learning and development, which are then emailed directly to parents. These photos/videos may be of individual children, children playing together or groups of children. We will not use these images in our prospectus or in other printed publications that we produce, or on our website without additional consent.

Fairfield Preschool has a closed facebook page for parents only, parents have to request to join and admin will only accept current parents/carers, (no extended family). A new group will be created for each new academic year.

Parents and carers are reminded that it is strictly forbidden for any photos published in this group to be copied or shared, either privately or on any other social media websites. This is to protect all children in our care.

We have an open facebook page for prospective new parents, No images that can identify individual children are published on this page without additional permission.

Please circle your answer

- | | |
|---|-----------------|
| May we use your child's photograph/video for our online learning journeys? | Yes / No |
| May we include your child in group photos/videos containing other children? | Yes / No |
| May we use photos/videos including your child on our CLOSED facebook page? | Yes / No |
| May we use your child's photograph/video for our company website? | Yes / No |
| May we use your child's photos/video on our open facebook page and introduction video | Yes / No |

I have read and understood the conditions of use of photographs and videos at Fairfield Preschool.

Parent's or
Guardian's signature: _____ Date: _____

Name (capitals): _____

