

### Registration Details and Terms & Conditions

Child's name:	Date of birth:	Copy of Birth Certificate seen: <input type="checkbox"/> Staff please tick
Name to be used at pre-school: <i>(If different, please tick which name is to be used on name tags etc)</i>		Gender: Male/Female
Home address:		
Name/s of parent/s or carer/s with whom the child lives:		
1.		
Tel:	Mobile:	Work:
Does this person have parental responsibility? (Please see guidance notes)    Yes    No <i>please tick</i>		
Email:		
2.		
Tel:	Mobile:	Work:
Does this person have parental responsibility? (Please see guidance notes)    Yes    No <i>please tick</i>		
Email:		
Name/s of Parent/s or Carer/s with whom the child does not live all the time:		
1.		
Address:		
Tel:	Mobile:	Work:
Does this person have parental responsibility? (Please see guidance notes)    Yes    No <i>please tick</i>		
Email:		
Emergency Contact Details (Alternative person/s to contact if we are unable to contact parent/s)		
1. Name:	Relationship to child:	
Tel:	Mobile:	
2. Name:	Relationship to child:	
Tel:	Mobile:	
People (other than those named above) who are authorised to collect the child. (Must be over the age of 16):		
1.	Relationship:	
2.	Relationship:	
3.	Relationship:	

**Please note:** We will not allow your child to leave with anyone, other than the listed person/s. Please ensure that everyone who comes to collect your child always brings proof of identification with them in case they are asked to show it. Proof of identification (such as a driving licence or passport) will be required from anyone whom staff do not recognise before a child is released.

**SESSIONS REQUIRED** (Please tick either the Term Time Only or All Year Round form as appropriate):

TERM TIME ONLY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING 8.30-11.30					
AFTERNOON 12.30-3.30					
PRESCHOOL DAY 8.30-3.30					
FULL DAY 8.00 – 5.00					
LATE AFTERNOON 3.30 – 5.00					

Preferred Start Date:

I wish to pay:  TERMLY  or  MONTHLY



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ALL YEAR ROUND	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING 8.00-11.30					
AFTERNOON 12.30-5.00					
FULL DAY 8.00 – 5.00					
PRESCHOOL DAY 8.30-3.30					

Preferred Start Date:

I wish to pay:  TERMLY  or  MONTHLY

<b>Does your child attend any other early years providers (nursery or childminder)?</b>	
Name of Early Years Provider:	Tel:
Email:	
<p>It is an Ofsted requirement for all providers to share information about the children we care for. This consent is valid until your child leaves Rainbow's End Montessori School. You have the right to withdraw your consent to share information at any time. Refusal or withdrawal of consent to share information with other Early Years Providers must be given in writing and must be signed by a person with parental responsibility.</p> <p>I give permission for Rainbow's End Montessori School to communicate with, to share information &amp; documentation (which may include photographs) with, and to work in partnership with the above named Early Years Provider/s. (Person signing <u>must</u> have parental responsibility for the child)</p>	
Signed:	Date:

Will you be using employers' Childcare Vouchers?	Yes	No	<i>please tick</i>
Will you be claiming 30hrs Funding?	Yes	No	<i>please tick</i>
Is your child eligible for 2yr Old Funding?	Yes	No	<i>please tick</i>

<b>HEALTH INFORMATION</b>			
Name of child's Doctor:	Tel:		
Surgery Address:			
<b>DOES YOUR CHILD:</b>			
<p>Please give brief information below. We will ask for more detailed information about allergies, medical conditions, diet &amp; medication before your child is due to start at Rainbow's End, as we are aware this information may change over time. We will ask you to complete &amp; sign a Medication Form with details of how &amp; when to administer your child's medication. If necessary, we will work with you to prepare a Health Care Plan in order to keep your child safe &amp; well whilst they are in our care.</p>			
Have any allergies?			
Have any medical conditions or health issues?			
Take regular medication?			
Have or need a Health Care Plan?			
Have any special dietary requirements?			
<b>IMMUNISATIONS/VACINATIONS</b>			
Has your child had the following immunisations? <span style="float: right;"><i>Please tick</i></span>			
Whooping cough	Diphtheria	Tetanus	Polio
Hib Meningitis	MMR		
Measles	Mumps	Rubella	

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<b>ADDITIONAL NEEDS</b>
Does your child have any additional needs? For example Speech & Language, Emotional and/or Behavioural, Hearing or Visual Impairment, Physical.

<b>Does your child have any of the following? Please tick</b>	
Individual Education Plan	Education, Health & Care Plan
Application for an Education, Health & Care Plan	CAF Form (Common Assessment Framework)
In order to best support all the children in our setting we have a designated SENDCO (Special Educational Needs & Disabilities Co-ordinator) who will routinely liaise with any professionals involved with your child. The SENDCO is: Tina Hemming-Stevens	
We also have access to support and advice from Dorset Early Years Team with whom we may discuss your child in order to best support their learning & development.	
Please sign below to indicate that you understand & agree to the above. (Person signing <u>must</u> have parental responsibility for the child)	
Signed:	Date:

<b>PERSONAL CHILD HEALTH RECORD (Red Book)</b>	
NOTES:	
PRESCHOOL STAFF: I have seen the child's PCHR (Red Book)	PARENT: I have shared my child's PCHR (Red Book) with Rainbow's End Montessori School
Signed: _____ Date: _____	Signed: _____ Date: _____

<b>OTHER PROFESSIONALS</b> <i>Please provide names &amp; contact details for other professionals involved with your child</i>	
	NAME & TELEPHONE NUMBER
HEALTH VISITOR	
SPEECH & LANGUAGE THERAPIST	
PORTAGE	
PHYSIOTHERAPIST	
OCCUPATIONAL THERAPIST	
PAEDIATRICIAN	
EDUCATIONAL PSYCHOLOGIST	
SOCIAL WORKER	
OTHER (please specify)	

<b>CONSENT FOR INFORMATION SHARING (person signing <u>must</u> have parental responsibility for the child):</b>	
I give permission for Rainbow's End Montessori School to share relevant discussions, assessments, records, reports (which may include photographs) and information with other professionals working with my child. This consent is valid until your child leaves Rainbow's End Montessori School. You have the right to withdraw your consent to share information at any time. Refusal or withdrawal of consent to share information with other professionals must be given in writing and must be signed by a person with parental responsibility.	
Signed:	Date:

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<b>PARENTAL CONSENT (person signing <u>must</u> have parental responsibility for the child)</b>		
I give permission, in the event of an accident or emergency, for my child to receive first aid or medical treatment from a qualified First Aider or medical professional.		
Signature:		Date:
I give permission for staff to change my child's nappy and/or clothing, as necessary.		
Signature:		Date:
I give permission for staff to apply nappy cream that I have supplied for my child.		
Signature:		Date:
I give permission for my child to take part in activities & outings within Parley First School grounds.		
Signature:		Date:
I give permission for staff to apply sun cream that I have supplied for my child.		
Signature:		Date:
I give permission for my child to be photographed for use within the setting		
Signature:		Date:
I give permission for photographs & video of my child to be taken & used in my child's learning journal.		
Signature:		Date:
I give permission for photographs & video of my child to be taken and used in group observations that will also appear in other children's learning journals.		
Signature:		Date:
I give permission for Rainbow's End Montessori School to use photographs of my child in the School's prospectus, on the School's website and Facebook page and in any other marketing or promotional material until such time as I revoke consent. I understand that photographs used for this purpose will be accessible to the general public.		
Signature:		Date:
I agree that Rainbow's End Montessori School may keep the information I have provided on this form and may use the contact information I have provided, and may keep and use any information as may be required to meet the nursery's statutory obligations in caring for my child until such time as I revoke consent.		
Name:	Signature:	Date:

**PLEASE NOTE:** A non-refundable £50 registration fee is required to cover administrative costs. For children who are eligible for 2yr Old Funding and who attend for 15 funded hours (or 12 funded hours stretched) per week only, or who are eligible for 3-4yr Old Funding and attend fully funded Late Afternoon sessions only, no registration fee is due. A month's notice in writing (or a month's fees in lieu of notice) will be required if you wish to remove your child from the setting.

I confirm that I have received a copy of Rainbow's End Montessori School's Terms and Conditions and I agree to be contractually bound by these. I have viewed Rainbow's End Montessori School's Policies & Procedures (on website) and agree to abide by these.		
Name:	Signature:	Date:

**Guidance Notes regarding Parental Responsibility:**

It is a legal requirement for all Early Years Providers to have information about who has parental responsibility and who has legal contact with the child.

**Who has parental responsibility?**

- If parents are married both parents have parental responsibility.
- If parents are unmarried:
  - if both parents register the birth and are named on the birth certificate then both parents have parental responsibility
  - if only the mother registers the birth and is the only name on the birth certificate then she alone has parental responsibility
- Adoptive parents have parental responsibility when the child is placed

**Who does not have parental responsibility?**

- Unmarried fathers who do not register the birth of the child jointly with the mother and who are not named on the birth certificate
- Step Parents – unless parental responsibility is awarded by a Section 8 Residence Order

**What this means for you and the Early Years Provider?**

- Consent forms can only be signed by those with parental responsibility.
- Parents with parental responsibility can collect their child, can attend meetings & events and can have access to information about the setting and to their child's learning & development records.
- Children can be collected by parents who do not have parental responsibility as long as the setting has written consent from the parent who does have parental responsibility.

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### **TERMS & CONDITIONS OF REGISTRATION**

By signing the registration form, parents & guardians agree to support & abide by Rainbow's End Montessori School's policies & procedures and to be contractually bound by Rainbow's End Montessori School's terms and conditions as set out below.

#### **ADMISSIONS**

1. A £50 registration fee is required in order to register a child with Rainbow's End Montessori School. This is taken once sessions have been confirmed and is non-refundable.
2. Sessions can only be guaranteed in advance for a September start. Children applying to start at other times in the year will be allocated sessions up to a maximum of one term (12 weeks) ahead of their preferred start date. This means that, for children applying to start at any time of the year other than September, parents' preferred spaces cannot be guaranteed more than 12 weeks in advance.
3. For children on the waiting list, sessions will be allocated according to age, with the eldest child on the waiting list being allocated a space first. This is in keeping with the Local Provider Agreement for delivering the Nursery Education Funding in Dorset.
4. Children may attend a minimum of 2 sessions (a session being a half day) per week.
5. Children eligible for the 3-4 year old Nursery Education Funding who chose to attend fully funded (late afternoon) sessions only must not be charged a registration fee.
6. Children eligible for the 2 Year Old Funding entitlement of 15 hours who chose to attend for 15 funded hours or less per week term time only or 12 hours or less per week stretched, must not be charged a registration fee. In order to access the 2 Year Old Funding parents must produce an Eligibility Code and confirmation email.
7. In keeping with the Local Provider Agreement for delivering the Nursery Education Funding in Dorset a child's circumstances may mean that they take priority over other children to be allocated sessions.
8. Please see a copy of our Admissions Policy for full details.

#### **FEES**

9. Parents may choose to pay termly or monthly.
10. Invoices are issued termly or monthly via email. It is the responsibility of parents to ensure that they provide the nursery with an up to date & functioning email address. Where no email account is available, invoices will be printed and placed in the child's tray.
11. Fees are payable termly or monthly in advance.
12. Fees may be paid by direct bank transfer, Tax-Free Childcare or employers' childcare vouchers.
13. Fees are due by the date specified on the invoice.
14. Payments by vouchers or Tax-Free Childcare are due by the date specified on the invoice.
15. It is the responsibility of parents to ensure that they pay the correct amount due as shown on the invoice.
16. Overpayments will be credited to the next invoice. Overpayments will not be refunded.
17. Half-day closures for family events will be charged at the usual rate. No alternative sessions will be offered. Where an event is limited to a particular age group (eg school leavers only), children who do not fall into this age group will not be charged.
18. Where payment is not received by the date specified on the invoice the child will be unable to attend until all outstanding fees have been paid in full.
19. Where fees have not been paid by the date specified on the invoice Rainbow's End Montessori School reserves the right to withdraw a child's place. At the discretion of the proprietor, once outstanding fees have been paid in full, a child may re-apply for a place at the nursery. This will require a new registration form and will incur the usual £50 registration fee. A child who re-applies for a place in these circumstances will be treated as a new application and will be subject to the usual process to allocate available sessions as per our Admissions Policy.
20. Rainbow's End Montessori School reserves the right to review fees without prior notice. However, it is anticipated that fees will be reviewed annually and that reasonable prior notice of reviewed fees will be given.

#### **FUNDING**

21. Rainbow's End Montessori School is able to accept the Government Nursery Education Funding for 3-4 years olds & for eligible 2 year olds, and offers places for the 30hrs Extended Childcare Offer.
22. It is parents' responsibility to return Nursery Education Funding forms by the date specified by the proprietor. Where a form is not returned on time parents are responsible for full nursery fees for their booked sessions for the term.
23. Where parents are claiming the 30hrs Extended Childcare it is parents' responsibility to obtain their Eligibility Code, and to pass their code to Rainbow's End Montessori School in time to begin accessing the 30 hours.
24. It is parents' responsibility to reconfirm their eligibility on time in order to continue receiving the 30hrs Extended Childcare offer.
25. Where parents cease to be eligible for the 30hrs Extended Childcare Offer they must give 4 weeks notice in writing of their intention to decrease their child's sessions when their Grace Period ends. Where 4 weeks notice is not given, parents are responsible for full nursery fees for the notice period.

#### **ABSENCE**

No refund or reduction of fees, will be offered for absence. The nursery's running costs remain constant as staffing & resourcing are based on the expectation that your child will attend their sessions. No alternative sessions will be offered for any sessions missed.

Children in receipt of the Nursery Education Funding are entitled to take up to 10 days holiday per term during which the government will continue to pay the Nursery Education Funding. For holidays lasting longer than 10 days, parents are responsible for full nursery fees after the first 10 days.

#### **CHANGES TO BOOKED SESSIONS**

1. Four weeks' notice is required for a reduction in sessions. This notice must be given by email or in writing.
2. If four weeks' notice is not given, full fees will be payable in lieu of notice and four weeks Government Funding (if applicable) will be retained in lieu of notice. This is in keeping with the Local Provider Agreement for delivering the Nursery Education Funding in Dorset.
3. A change or increase in sessions must be requested by email. We will inform you as soon as possible whether the changes you have requested are available. If applicable, your child's name may be added to our waiting list for sessions.
4. Where a termly payment has been made, any additional fees incurred by an increase in sessions will be invoiced immediately. For monthly payments, any additional fees incurred by an increase in sessions will be shown on the following month's invoice.

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5. It is parents' responsibility to complete & return a new Nursery Education Funding form to claim additional funded hours due to increased sessions. If a new Nursery Education Funding form is not returned any additional hours incurred by the increase in sessions will be invoiced at the full hourly rate.

### **TEMPORARY INTERRUPTION OF SERVICE**

During a temporary interruption of service due to factors outside of our control, including temporary enforced closure by authorities such as, but not limited to, Government, Public Health England or Ofsted:

1. Rainbow's End Montessori School will seek to temporarily deliver the service in a different way, for example by remote learning via Tapestry. Where parents choose to access this temporarily changed service 25% of usual fees will be payable;
2. Where Rainbow's End Montessori School cannot temporarily deliver the service in a different way, or where parents choose not to access the temporarily changed service during the period of temporary interruption of service, no fees will be payable whilst the setting is temporarily closed;
3. It is the parents' responsibility to inform the setting in writing at the earliest opportunity if they choose not to access a temporarily changed service;
4. Full fees based on the child's normal attendance will be payable as usual once the setting reopens;
5. Where opening hours are disrupted full fees, based on the child's normal attendance and the hours that Rainbow's End Montessori School is able to open, will be payable;
6. Terms and Conditions to withdraw a child from the setting remain the same during periods of temporary interruption of service.

### **WITHDRAWAL**

A month's notice (**in writing**) is required in order to withdraw a child from the nursery. Where such notice is not received a month's fees in lieu of notice will be payable or four weeks Government Funding will be retained in lieu of notice. This is in keeping with the Local provider Agreement for delivering the Nursery Education Funding in Dorset. Where a termly payment has been made, and four weeks' notice in writing has been received, a refund will be issued for remaining, unused fees. Where payment has been made by childcare vouchers or tax-free childcare payments, remaining unused fees will be refunded into the parent's childcare vouchers account or tax free childcare account.

Rainbow's End Montessori School reserves the right to require parents/guardians to remove their child or to reduce their child's sessions without notice on either a temporary or permanent basis should it be considered necessary for the safety and/or well-being of themselves or others. Please see our Behaviour Management Procedure.

### **CLOTHING & PROPERTY**

It is the responsibility of parents/carers to dress children in clothing that is appropriate for the activities on offer throughout the nursery day. Rainbow's End Montessori School cannot take responsibility for damage to clothing or shoes from nursery activities. It is the responsibility of parents to ensure that all belongings are clearly named. A full list of items that must not be brought to nursery can be found in our Welcome Pack. Rainbow's End Montessori School cannot take responsibility for loss or damage to any property brought to nursery.

### **ILLNESS**

Rainbow's End Montessori reserves the right to refuse entry to children who appear unwell or who are, or appear to be, suffering from an infectious illness. Exclusion periods are as per our Sick Children Policy.

Children who are not well enough to fully participate in the daily routines of the nursery should be kept at home until fully recovered. It is the responsibility of parents/guardians to ensure that the nursery has up to date contact information so that we can contact you in the event of illness, accident or emergency.

Medication can only be administered with completion of a Medication Form, signed by the parent/guardian. We are able to administer prescribed medication only, unless the child has a care plan. Please see our Administration of Medication Policy.

### **COLLECTION OF CHILDREN**

Children may **only** be collected by persons aged 16yrs or over who are listed on the child's registration form as having permission to collect. The child's registration form may only be updated in person (not over the telephone or by email) and may only be updated by a person who has parental responsibility for the child

Rainbow's End Montessori School **will not** release children to unlisted persons, or to anyone about whose identity we are uncertain.

**Everyone** who comes to collect a child (including parents) should **always** bring identification with them in case they are asked to show it. It is the responsibility of parents to ensure that everyone who collects their child is aware of this rule.

### **PARKING**

Parents must **not** park in the nursery car park or anywhere inside Parley First School grounds. It is the responsibility of parents to ensure that **everyone** who brings or collects their child is aware of this rule. At the discretion of the proprietor, repeated disregard for this rule may result in your child's place at Rainbow's End being withdrawn.

### **PARENTS' CONDUCT**

Parents & carers are required to support and abide by the rules, policies & procedures of the setting. A full copy of the nursery's policies & procedures is available on our website [www.rainbowsendmontessori.co.uk](http://www.rainbowsendmontessori.co.uk).

It is expected that parents & carers will treat all staff members, children and other parents & visitors to the nursery with politeness & respect. At the discretion of the senior member of staff on duty, any parent or carer deemed to be behaving inappropriately may be asked to leave the nursery premises. At the discretion of the proprietor, any behaviour by parents or carers that is deemed aggressive or inappropriate may result in the child's place at Rainbow's End Montessori School being withdrawn with immediate effect.

### **SAFETY**

Parents & carers are required to abide by all rules put in place to ensure the health & safety of children attending the nursery. These rules are communicated via the Welcome Pack, in policies and procedures and in other communication such as posters or newsletters. It is the responsibility of parents to ensure that everyone who drops off or collects their child is aware of the rules.