

Fledglings Nursery Registration Form



Executive Headteacher: Mrs Hayley Sonnex

Fledglings Office and Administration Manager: Mrs Tracy Chambers

Fledglings Childcare, Learning and Development Manager: Miss Sophie Middleton

Cheyney Avenue | Salhouse | Norwich | NR13 6RJ | 01603 720402 (option 3)

email: fledglings@salhouse.norfolk.sch.uk web: www.salhouseschool.co.uk

Respect | *Responsibility* | *Courage* | *Trust* | *Perseverance* | *Compassion*

THE CHURCH
OF ENGLAND
Diocese of Norwich



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***Fledglings
Nursery
aims to be a
happy and
safe
community
where
everyone
shares a
love of
learning. To
support this
aim we take
strength and
direction
from Isaiah
40 (v31).***

***“They will
soar on
wings like
eagles
They will run
and not
grow weary
They will
walk and not
be faint”***

***Respect / Responsibility / Courage / Trust
 / Perseverance / Compassion***



Fledglings Nursery Terms and Conditions

Background

These are the terms and conditions that apply to the provision of early years provision at Fledglings.

“**Fledglings**” is the name of the early years provision operated by the Governing Body of Salhouse Primary School. The Governing Body of Salhouse Primary School is federated with two other schools (Neatishead Primary School and Fleggburgh Primary School), together referred to as the “**Federation**”.

By signing these terms and conditions, you (as the parent, guardian or carers of the child concerned) are entering into an agreement with the Governing Body to provide childcare services and Early Years Education for your child or children at Fledglings, referred to in this agreement as the “**Services**”.

The details you have provided in the Registration Form and the terms and conditions set out below, and any documents or policies referred to in them, will make up the legal and binding agreements between us, referred to as the “**Agreement**” in respect of the Services.

In this Agreement we used some other definitions and interpretations set out below:

Child	means the child (or children if more than one) named and detailed in the Registration Form and whom you have parental responsibility for or are the legal guardian or carer of;
Registration Form	means the form completed by you to provide information about your Child and information about you (parents, guardians and carers);
Fees	the prices payable by you in respect of booked childcare as described in the Price List. VAT is not charged on Fledglings Fees;
Nursery Manager	means the named person in charge of the Nursery on any given day; Mrs Tracy Chambers and Miss Sophie Middleton or such other person nominated for this purpose;
Price List	means the current price list, available on our website: www.salhouseschool.co.uk/classes/fledglings/

In this Agreement:

- a reference to ‘you’ or ‘parent’ includes both the mother, father and legal guardian or carers of a Child.
- a reference to ‘Fledglings’ includes its staff, agents or contractors.
- a reference to a gender includes all genders.

- a reference to legislation is a reference to the current version of that legislation as at the date of this Agreement

Enrolment and Services

Fledglings offer a variety of booking options (Permanent Bookings are available in our Nursery, Breakfast and After School Clubs and one-off bookings are available in our Breakfast and After School Clubs, term time only. You must specify which booking options you intend to use for your Child on registration).

- Fledglings is operated in accordance with the policies of Salhouse Primary School and are available on the website or on request.
- Breakfast and After School Club is available to children, on roll at Salhouse Primary School or Fledglings Nursery, from the age of 3 years old.
- Nursery is available to children from the age of 2 years old.

Price and Funding

- Prices currently payable are contained in the Price List available at www.salhouseschool.co.uk/classes/fledglings
- Fledglings may increase the prices in the Price List at any time by giving you 28 days' written notice.
- If you do not agree with an increase in the prices, you are able to terminate the agreement in writing by giving 28 days' notice.
- Local Authority 2-Year-Old Funding is available for those children who are eligible under the scheme. Eligibility is means-tested.
- Local Authority 15- and 30-Hours Childcare Funding for 3- and 4-year-olds is available for those children who are eligible under the scheme. The funding is subject to the current and applicable rules and regulations as set by each Local Authority.
- For those parents accessing Local Authority funding, sessions booked over and above the entitlement under a funding scheme will be charged at the current prices in the Price List.

Fees and Payments

- Fees will be invoiced, via email, on or after the last Thursday prior to a school holiday. Fees are payable within 28 days of the date of the invoice.
- In the event Fledglings incur additional costs due to you not paying the fees on time, Fledglings will pass on these incurred costs to you. These are set at a scale to reflect a pre-estimate of the cost to Fledglings, they include an administration charge of £20.00 for any returned payments or dishonoured direct debits.
- Fees are payable in full for booked sessions, whether your Child attends or not.
- Missed days cannot be transferred or reclaimed at a later date.

Child Drop off and Collection

- You must collect your child in person. If you arrange for someone else to collect your child, then you must provide them with the password Fledglings will hold for you and contact Fledglings prior to collection.
- You must ensure that your child is collected at the scheduled time of collection. If you are not able to collect your child at the scheduled time, you should make every effort to inform Fledglings as soon as possible.
- You will be charged £5.00 for every 15 minutes or part of for a late collection of your child. This charge is to cover the cost of staffing.
- Fledglings has a duty of care to a Child who may be collected late.
- The Local Authority Children's Services will be contacted 30 minutes after your Child's session has ended or the closing of Fledglings if your Child has not been collected and Fledglings has not received notice.
- Fledglings staff may not release a Child for collection if it is reasonably believed or has reason to suspect that the collecting person is under the influence of alcohol and/or is intoxicated by drugs. Fledglings staff may contact the other persons named on the Registration Form to come and collect your Child.
- Fledglings permit minors from the age of 16 to collect a child from Fledglings on behalf of parents, provided Fledglings has been notified that the minor has been given authority to do so and they are able to provide the relevant password. Nursery Manager will give the final and absolute permission for a Child to be collected by the minor.

Parent's Commitments and Responsibilities

You commit to the following responsibilities:

- To advise Fledglings in writing of any changes to the details provided in the Registration Form before the change(s) take place or as soon as possible.
- All pre-booked sessions are payable, any permanent amendments to these sessions will require 4 weeks written notice or you will continue to be charged.
- Fledglings is a **nut and peanut free** setting, any food or creams you provide your Child must not contain nuts or peanuts
- To notify Fledglings of any allergies your Child may have or develops whilst they attend Fledglings, and to complete the allergy information section of the Registration Form and provide any relevant medical documentation to be displayed in the setting, to ensure Fledglings has up to date information.
- To inform the Nursery if your Child is taking or has been prescribed medication. Any medicine brought into Fledglings must be in its original container, as dispensed by the pharmacist and must include the pharmacist's instructions, your Child's name, dosage and times to be administered.
- To give all medication to the keyworker or on duty staff member and sign the appropriate forms. You should not leave any medication in your Child's bag.
- To ensure that you or another chosen responsible person is contactable by telephone at all times whilst your Child is attending Fledglings, provide a

minimum of 2 emergency contacts on the registration form and to provide the correct telephone numbers.

- To label all of your Child's clothes and possessions that are taken into Fledglings. To provide suitable spare clothes for your Child.
- To dress your Child in play appropriate clothes, shoes with backs and covered toes, (heeled shoes are not permitted). Any jewellery worn as a cultural attire is done so at the Parent's risk.
- To inform Fledglings if your Child is attending, or planning to attend another nursery setting.
- To provide nappies, wipes and cream for your Child if they are in nappies.
- To not assist anyone else's Child to enter or exit the Nursery unless they are in their parent's care and to ensure that your child is supervised when on the school grounds.
- To not assist any unidentified person to enter the Nursery and to immediately advise staff of any concerns.
- To regularly monitor and diligently acknowledge all accident and incident reports of your Child sent via text, email or informed by phone.
- To provide in writing any information that is relevant to your child's safety and security, including details of and copies of any relevant and applicable Court Orders, injunctions, parental responsibility orders and any intervention by the Local Authority. Fledglings cannot refuse access to any Parent that is known to unless a Court Order is provided.

Safeguarding

- Fledglings must report to the Local Authority any concern that a Child is at significant risk of harm. Fledglings will contact the parent where it is appropriate to do so before contacting the Local Authority, unless we reasonably believe that your Child is at significant risk of harm from you or that your Child has been or is subjected to neglect or abuse.

Specific Consent

- You consent to Fledglings arranging for your Child to receive emergency treatment from emergency services should this be required. If such a circumstance were to arise. You agree:
 - to make arrangements to immediately attend the hospital as soon as you are notified by Fledglings; and
 - to be responsible for arrangements to collect your child from Fledglings immediately if your Child is unwell or the Fledglings Manager requires that you remove your child from Fledglings at the Fledglings' Manager's discretion.
- You consent to your child's development records being kept and stored by Fledglings in paper and/or digital form and in accordance with Data Protection Act 2018.

- You consent to the Nursery making the appropriate checks with the Local Authority to establish whether the Nursery is entitled to receive the Early Years Pupil Premium on behalf of your Child.
- You consent to your Child accessing other areas on Salhouse Primary School site under the supervision of Fledglings staff.

Fledglings' Commitment to Parents

Fledglings commits under this Agreement to:

- To ensure all Fledglings staff are professional and demonstrate the Federation's Christian Core Values at all times.
- Engage suitably qualified persons to carry out the Services.
- Maintain adequate insurance levels relevant to the Services.
- Observe all applicable laws, regulations and rules relevant to the Services.

Data Protection

- In the performance of its obligations under this Agreement, Fledglings shall comply with the provisions of the Data Protection Legislation (including the provisions within the Data Protection Act 2018 and the General Data Protection Regulation 2018, as may be amended from time to time).

Limitation of Liability

Except for any legal responsibility that cannot be excluded in law (such as for death or personal injury), the Fledglings is not legally responsible for any:

- Losses that were not foreseeable to both parties when this Agreement was formed.
- Losses of savings, discounts (whether actual or anticipated), business losses, any losses of profit, earnings or income.
- In any event, the total liability of Fledglings under this Agreement shall not exceed £5 million.
- Loss or damage to your property or your child's property that is not caused by Fledglings.

Termination

- This Agreement may be terminated by you and Fledglings on giving not less than 28 days' notice in writing to the other.
- You may terminate this Agreement immediately by giving written notice to Fledglings, if Fledglings has breached a fundamental term or condition of this Agreement and the breach remains uncorrected for 20 business days after Fledglings has received a written notification of that breach.
- Fledglings may terminate this Agreement immediately on written notice to you, if you have failed to pay any amount due under this Agreement on the due

date and that amount remains unpaid for 7 business days after you have received a written notification from Fledglings that the payment is overdue.

- Fledglings may terminate this Agreement immediately on written notice to you, if any consent, licence or authorisation held by Fledglings is revoked or modified in such a way that Fledglings is no longer able to comply with its obligations under this Agreement or receive any benefit to which it is entitled.
- Fledglings may terminate this Agreement at any time by giving 28 days' notice in writing to you if Fledglings stops carrying on all or a significant part of its business; and becomes insolvent, has a receiver or administrative receiver appointed over all or any part of its business, has a resolution passed for its winding up or has a freezing order made against it.
- On termination of this Agreement for any reason you will immediately pay all outstanding invoices.

Notices

- If you want to end this Agreement, you must give us notice in writing on giving no less than 28 days' notice.
- Any other notices or communication under this Agreement by Fledglings will be in writing and sent to you either by post or by email.
- Notices are deemed received by post: at 9.00 am on the second business day after posting and by email on receipt of a delivery receipt email from the correct address.

Events out of our control and Change of Ownership

- If we cannot perform our obligations due to an event outside our control (such as lightning, floods, exceptionally severe weather, fire, explosions, war, acts of terrorism etc.), we will contact you as soon as possible to let you know. As long as we do this, we will not compensate you for the delay or being prevented from performing our obligation, but if the delay is likely to be substantial, you can cancel the contract and receive a refund for any booked sessions you have paid for in advance, but not received.

Changes to the Agreement

- Fledglings can make changes to this Agreement at any time. Any changes will be provided in writing to you by post or email and will take effect 28 days after notice.
- If we make a change to this Agreement which is to your significant disadvantage (in our reasonable opinion), we'll give you 28 days' Notice before the changes take place and you may have a right to terminate this Agreement as a result. If you do have a right to terminate and do not terminate in this 28-day Notice period, you'll be considered to have accepted the changes.

No set-off

- Payment is due within 28 days when you receive the invoice. You will pay all Fees that you owe under this Agreement. There will be no set-off, which means you will pay in full regardless of any monies that may be due to you from Fledglings.

Entire agreement

- To protect your own interests, please read the conditions of this Agreement carefully before signing them.
- Fledglings intends to rely upon the written terms set out here and any other document (the Registration Form and any policies) referenced in this Agreement. Neither Fledglings nor you may alter the terms of this agreement without the agreement of the other.
- Third party rights - a person who is not a party to this Agreement will not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any of the provisions of this Agreement

Governing law and jurisdiction

- This Agreement is governed by the laws of England and Wales.

Fledglings Privacy Notice

- We ask that you read the UK GDPR section on our website for our Privacy Notice, (also called Fair Data Processing Notice) carefully as it contains important information on who we are, how and why we collect, store, use and share personal information you provide to us about you, your child and your next of kin, your rights in relation to the personal information and on how to contact us or our supervisory authorities in the event you have a complaint.

Signed on behalf of Fledglings..... Dated

Signed by Parent / Carer..... Dated.....

Parent/Carer - Print Name.....

Policies and Procedures

Please sign below to confirm that you acknowledge Fledglings Nursery Policies and Procedures can be found on the Salhouse C of E Primary School Website and are available for you to read.

From time to time we may communicate with an Early Years Professional. This could include supporting our setting to meet the needs of all children’s learning and development. This is through discussion and/or observation. By signing below, you are giving consent for the involvement of an Early Years Professional who may discuss the learning and development needs of your child.

Signed		Date	
--------	--	------	--

Fledglings Nursery Registration Form

Child's Details

Child's first name(s)		Legal Surname	
Preferred name			
Child's full address			
Gender		Date of birth	
Family details			
Name of parent(s)/carer(s) with whom the child lives:			
Contact details 1 (including emergency information):			
Parent/carer full name			
Relationship to child			
Daytime/work telephone		Mobile	
Home telephone		Email	
Home address			
Work address			
Does this parent have parental responsibility for the child? Yes/No (<i>delete</i>)			
Does this parent have legal access to the child? Yes/No (<i>delete</i>)			
Contact details 2 (including emergency information):			
Parent/carer full name			
Relationship to child			
Daytime/work telephone		Mobile	
Home telephone		Email	
Home address			
Work address			
Does this parent have parental responsibility for the child? Yes/No (<i>delete</i>)			
Does this parent have legal access to the child? Yes/No			

Contact details 3 (including emergency information):

Parent/carer full name			
Relationship to child			
Daytime/work telephone		Mobile	
Home telephone		Email	
Home address			
Work address			
Does this parent have parental responsibility for the child? Yes/No (<i>delete</i>)			
Does this parent have legal access to the child? Yes/No (<i>delete</i>)			
Emergency contact details if parents are not available Emergency contacts must be local. It is your responsibility to update your Emergency Contacts if there are any changes. Please call or email Fledglings Nursery with the correct information.			
Contact 1 - Name			
Daytime/work telephone			
Home telephone		Mobile	
Address			
Relationship to child			
Contact 2 - Name			
Daytime/work telephone			
Home telephone		Mobile	
Address			
Relationship to child			

Password for the collection of child by authorised person

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:

Does your child have any special needs or disabilities? Yes/No (*delete*) If so, please provide details:

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?

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			

What is the reason for the involvement of the social care department with your family? *NB If the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social care worker named above and keep these securely in the child's file.*

Any other professional who has regular contact with the child

Name 1		Role	
Agency		Telephone	
Address			
Name 2		Role	
Agency		Telephone	
Address			

Meet the Team

Fledglings Childcare, Learning and Development Manager:

Miss Sophie Middleton

Fledglings Office and Administration Manager:

Mrs Tracy Chambers

Fledglings Early Years Practitioners:

Miss Abbie Clarke
Miss Beth West
Miss Chloe Robson
Mrs Simone Bell

Executive Headteacher:

Mrs Hayley Sonnex

HR:

Mrs Lisa Phillimore

Our Aims and Objectives

Our Aim is:

- To provide a safe, secure, and stimulating environment in which your child will develop to their full potential by learning through play.
- To deliver effectively a broad, balanced and relevant curriculum.
- To develop self-motivation, confidence, self-discipline and respect.
- To work closely in partnership with parents, to the benefit of your child.
- To prepare your child/children for the opportunities and experience of Primary/First School.

Fledglings Nursery provide the opportunity for your child/children to:

- Learn through play.
- Share and enjoy the company of other children.
- Be in a group which values everyone, where there is freedom of opportunity for personal growth and development regardless of gender, colour, ethnicity, religion or social background.
- Develop at their own pace with the support of trained staff.
- Grow in self-confidence by being part of a positive environment and learning to choose from a range of activities and materials, by trying new skills and receiving praise for achievement.
- Take forward their learning and development by building upon what they know and what interests them.
- Gain independence.

Pricing

Nursery 9am to 12pm or 12pm to 3pm	£15.00
Breakfast Club	£4.00
After School Club 3pm to 4:30pm	£6.00
After School Club 3pm to 6:00pm	£10.00
Extending from half session to full session in After School Club	£5.00

These are current prices. Fledglings may increase the prices in the Price List at any time by giving you 28 days' written notice.

Fledglings Nursery accepts tax-free childcare vouchers. For more information:
<https://www.gov.uk/tax-free-childcare>

There are no charges for the cost of sessional snacks.

What your child will need for each session

- A named water bottle
- A named change of clothing, including underwear and socks
- Nappies/Pull-ups, wipes and cream if required
- Named wellies (to stay in the setting if possible)
- A named pack lunch
Hot dinners are available from Salhouse C of E Primary, please see a member of staff for more details.

At Fledglings Nursery children have the choice to go outside in all weathers

For Autumn/Winter

- Named hat, scarf and gloves
- Named waterproof clothing/wetsuit.

For Spring/Summer

- Named sunhat
- Named suncream

All About Me

Please could you, complete this short questionnaire. This will help us better understand your child.

My name:..... **My date of birth:**.....

Names of people and animals special to me:

.....

My special names for things or words I use:

.....

Things I like to do:

.....

I usually have a rest in the day **Yes** **No**

Special things which help me to rest:

.....

I also attend these other childcare providers

.....

What I would like to play with when I go to Fledglings Nursery?

.....

Any other information you think we might find helpful:

.....

.....

.....

.....

.....

.....

General Permissions

Emergency treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by a senior member of staff for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Signed		Date	
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For Inhaler/Auto-injector only

I give permission for a trained member of staff to administer the inhaler or auto-injector.

Signed		Date	
--------	--	------	--

Sun cream

We recommend you apply 8-hour sun cream the morning of your child's session. If required to, I give permission for staff to reapply sun cream to my child.

Signed		Date	
--------	--	------	--

Animals

We may occasionally have supervised visits of animals to our setting. A risk assessment will be carried out for visiting animals, and parents informed. Please state below any known allergies or aversion your child has to animals:

Signed		Date	
--------	--	------	--

Intimate Care

Throughout Fledglings Nursery there may come a time where a member of staff needs to change your child's nappy or help them with toileting.

I give permission for Nursery to provide intimate care to my child

I will advise the Nursery of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I understand the procedures that will be carried out and will contact the Nursery immediately if there are any concerns

Signed		Date	
--------	--	------	--

Photo Permission Form

Photographs and videos will only be collected and stored with a documented lawful basis. Photographs and videos will be used where they are deemed essential for performing the public task of the school. Where photographs are required for other purposes, these purposes will be documented and explicit consent sought.

We hold school workforce data as documented in our Retention Schedule, which can be requested by contacting the school office.

Where local media come into the school to take photographs, we will ask for consent for that specific purpose beforehand.

Where photographs are used as part of a display we will not accompany the photograph with any other identifiable information such as names.

For more information on General Data Protection Regulation, please see the GDPR Policy on the Salhouse C of E Primary School website: www.salhouseschool.co.uk/gdpr/

We collect and use photographs for the following purposes. Please tick the box to confirm you agree to the use of photographs for that purpose:

For display in access controlled areas of Fledglings Nursery (display boards)	<input type="checkbox"/>
For display in public areas of the school (such as reception)	<input type="checkbox"/>
For use in the school newsletter and other printed documents	<input type="checkbox"/>
For use on the school website	<input type="checkbox"/>
For use on social media (such as the school Twitter or Facebook page)	<input type="checkbox"/>
School photographs can be provided to the media for publication or broadcast	<input type="checkbox"/>

I HAVE READ AND UNDERSTOOD THE INFORMATION.

I agree for my child's photographs and video to be used for the purposes described.

Pupil Name	
Name of Parent/Carer	
Signature of Parent/Carer	
Date	

If you wish to withdraw consent, please ask a Fledglings Nursery staff member for a consent withdrawal form.

Tapestry Consent Form

Dear Parents/Carers,

At Fledglings Nursery we use Tapestry which is an online learning journey, this is a way to view your child's learning story. Using the Tapestry App, you can get email notifications about your child's progress in Fledglings and you can add entries yourself of what your child does whilst at home. These entries could be photos and captions of activities, outings and current interests of your child. This will then help Fledglings Staff members to plan activities in accordance of your child's interests.

Tapestry is password protected. You will be sent a website link via email for you to set up and activate your child's account. You and your child's key-worker will use Tapestry together to build your child's learning and development journey. Your child's Tapestry account can be shared with other people of your choice; please provide their name and email address in the box below.

Fledglings Nursery use the Development Matters 2021 guidance (in the Early Years Foundation Stage) [Development Matters - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Child's Name: Date of Birth:

Parent/Carer Name:	Email Address:

Signature:Date:

Fledglings Nursery Key Persons

Each child joining Fledglings Nursery will have a key person appointed to them. Your child's key person is your first point of contact for anything you wish to discuss about your child.

During our Breakfast and After School Club there will be a minimum of 2 members of staff known to the children. Due to the staffing rota, your child's key worker may not be working in Breakfast or After School Club.

Fledglings Nursery – Salhouse C of E Primary School



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Fledglings Childcare, Learning and Development Manager: Miss Sophie Middleton
 Cheyney Avenue | Salhouse | Norwich | NR13 6RJ | 01603 720402 (option 3)
 email: fledglings@salhouse.norfolk.sch.uk web: www.salhouseschool.co.uk

Booking Request Form

Please complete the following form to ensure a space is available for your child in the club you require.

Name of child

Preferred start date

Please could you tick below the sessions you would like to book in Fledglings Nursery and if you would like to use 3 & 4 year old funding.

	Monday	Tuesday	Wednesday	Thursday	Friday
9am to 12pm funded					
9am to 12pm paid					
12pm to 3pm funded					
12pm to 3pm paid					
Breakfast Club					
After School session ½ until 4.30pm					
After School session full until 6pm					

Signed Parent/Carer:..... Date:

Fledglings Nursery - Salhouse C of E Primary School



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