

REGISTRATION FORM



PERSONAL DETAILS

Please see our Privacy Notice before you complete this Registration Form.

Full Name of the Child		Gender	
		Male	Female
Date of Birth		Age at Admission	
Home Address & Postcode			
Religion		Ethnic Origin	
Nationality		Language	
Position in the family		Preferred start date	
Details of any disabilities/special needs			
Details of any professional agencies involved (Social Worker, EHA, CP etc)			
Has the child attended any other nurseries/playgroups/toddler groups?			
How did you hear about Little Treasures Academy?			

ABOUT YOUR FAMILY

	Mother/Carer	Father/Carer
Title		
First Name		
Surname		
Password		
Home Address & Postcode		
Home Telephone No		
Mobile No		
Email Address		
NI Number		
Work Address		
Work Telephone No		

EMERGENCY CONTACTS

Please obtain prior permission from all your emergency contacts. LTA will use all the information given below to contact in an emergency, *until* your child is registered at Little Treasures Academy, unless informed otherwise.

	Contact 1	Contact 2
Title		
First Name		
Surname		
Password		
Relationship to child		
Address & Postcode		
Home Telephone No.		
Mobile No.		
Email Address		

Allergies	Dietary requirements	Medical conditions
Does your child have any allergies? YES/NO If YES, please give details of the cause and the reactions		
Does your child have any special dietary requirements? YES/NO If YES, please give details		
Does your child have any current medical conditions or needs? YES/NO If YES, please give details		
Does your child have any allergies to plasters? YES/NO If YES, please give details		

IMMUNISATIONS

Has your child had any of the following immunisations? (Please tick and date)

	Date		Date		Date
BCG		Meningitis C		Tetanus	
Diphtheria		Poliomyelitis		Whooping cough	
HIB		MMR		Other	

MEDICAL CONTACTS

	Doctor	Health Visitor	Other Agencies
Name			
Name of Surgery			
Address and Postcode			
Telephone			
Email			

MEDICAL CONSENT FORM

I give permission for staff at Little Treasures Academy to seek any necessary emergency medical attention deemed necessary on the child in the absence of the parent.

I give authorisation for staff at Little Treasures Academy to administer the following medication to my child with my verbal consent. **MY CHILD IS NOT ALLERGIC TO LIQUID PARACETAMOL or LIQUID ANTIHISTAMINE.** I will be asked to sign the medicine book when I collect my child. Please note Little Treasures Academy will use sugar free Calpol and Piriton brands.

I will inform Little Treasures Academy immediately if there are changes to the medical condition of my child.

Medicine	Brand	Dosage
Liquid Paracetamol	Calpol	
Liquid Antihistamine	Piriton	
Name of Parent:	Relationship to Child:	
Signature:	Date:	

SESSION TIMES

Please note we endeavour to provide a place for your child on the chosen sessions. However occasionally an alternative session might be offered, if your chosen session is oversubscribed.

PLEASE SELECT THE TYPE OF CONTRACT

CONTRACT	Please Select	Age at Registration	Location	Please Select
ALL YEAR ¹			THORNEY LEYS	
LITTLE TREASURES ACADEMY TERM TIME ²			WEST WITNEY	
OCC TERM TIME ³			MADLEY BROOK	

Important Notes

- ¹ Minimum 8 regular sessions per month must be booked.
- ² Limited spaces available in each year group. Little Treasures Academy nursery term time is different to Oxfordshire Country Council (OCC) school term time. Contact Operations Manager for more information.
- ³ Only applicable to children entitled to nursery education funding of 15/30 hours per week from the OCC, the term after their 2nd/3rd Birthday or out of school provision. Minimum 8 sessions per month (full day/half day) must be booked

DAY CARE SERVICES		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Full Day	8am-6pm					
Half Day	9am-1pm					
Half Day	1pm-5pm					
Additional Hours						
Additional Hours						
Early Start	7.30-8am					
Breakfast	8-8.30am					
Lunch/High Tea						
OCC 15 HOURS FUNDED SESSIONS						
5 Hours per Day	9am-2pm					
OCC 30 HOURS FUNDED SESSIONS						
All year with lunch*	8am-6pm					
All year without lunch*	8am-6pm					
OCC Term Time with lunch*	9am-3pm					
OCC Term Time without lunch*	9am-3pm					
EXTRA CURRICULAR ACTIVITIES						
Music Lessons	Monday					
Soft Play Sessions	Tue-Thurs					
Sports Lessons	Tuesday					
Dance Lessons	Wednesday					
OUT OF SCHOOL SERVICES						
Afterschool Club with high tea*	3pm-6pm					
Afterschool Club with high tea	3pm-5pm					
Afterschool Club (no high tea)	3pm-4pm					
Holiday (Full Day)	8am-6pm					
Holiday (Half Day)	9am-1pm					
Holiday (Half Day)	2pm-6pm					
Additional Hours						

*Please refer to our fee chart for more information on Additional Charges.

AGREEMENT

Child's Name	
Parent responsible for payment of fees	
Address & Postcode	Telephone: Day
Telephone: Evening	Telephone: Mobile

- I have seen the OFSTED Registration Certificate of Little Treasures Academy.
- I have seen the complaints procedure of Little Treasures Academy.
- I give permission for my child to be transported by car or minibus.
- I give permission for staff at Little Treasures Academy to apply sun cream supplied by the parents or apply nursery sun cream.
- I agree to inform Little Treasures Academy **immediately** if there are any changes to the information provided in this Registration Form.
- I agree to give one full calendar month/ full term's notice (from the first to the last day of the term/month) notice when I want to change/terminate my contract with Little Treasures Academy.
- I agree to abide by the terms and conditions and policies and procedures of Little Treasures Academy which I have read and fully understand.
- I hereby agree to pay the fees for the above child on the 1st day of every month to Little Treasures Academy

Signed: _____

Date: _____

Preferred payment method:

Childcare vouchers	
Cheque	
Cash	
Credit/Debit Card	
Internet transfer	
Tax Free Childcare	

Responsibilities (please tick those that apply)				
	Mother/ Carer	Father/ Carer	Contact 1	Contact 2
Collect child from nursery				
Payment of Fees				
Contact in Emergency				

AUTHORISATION

Observations (Photographs and Videos)

As part of our commitment to provide for the individual needs of your child we will observe all areas of development, and in partnership with you, record progress in those areas in order to plan appropriate activities within Little Treasures Academy. These observations and records (on tablets and paper) will be available for inspection by Ofsted, otherwise, they will be confidential and available only to you and those nursery staff involved in planning the curriculum for your child. Little Treasures Academy offers training placements for childcare students. To complete college assignments they may be asked to observe play. Any photographs taken of your child by nursery staff or childcare students may be used in assignment work or nursery displays but will not be taken off the premises.

Take children off the premises for walks and local visits

As part of the nursery curriculum, Little Treasures Academy will arrange local visits and walks in the neighbourhood to support children's learning and experiences. For example, they could learn about different kinds of food and cooking ingredients during a trip to supermarket or collect objects of interest for a collage or table display during a walk in the park.

Adult ratios will be higher than normal on these occasions and we would welcome and appreciate any parents / carers who would feel able to accompany us on short walks and trips.

Please note that separate letters and permission slips will be sent out for planned visits and trips further afield.

- I **DO / DO NOT** give permission for my child's photo to be used for displays inside the nursery
- I **DO / DO NOT** give permission for my child's photo to be used on Little Treasures Academy's Facebook page
- I **DO / DO NOT** give permission for my child's photo to be used on the Little Treasures Academy's Website
- I **DO / DO NOT** give permission for my child's photo to be used for any other promotional purpose (e.g. local paper, leaflets and posters)
- I **DO / DO NOT** give permission for nursery staff and childcare students to observe my child as described above
- I **DO / DO NOT** give permission for my child to take part in trips off Little Treasures Academy premises.
- I **COULD / COULD NOT** be available to help with nursery trips as detailed above.

Name of Child:

Signature of Parent	Relationship to Child	Date

TERMS AND CONDITIONS FOR PARENTS AND CARERS

LITTLE TREASURES ACADEMY, 13-14 Thorney Leys Park, Witney, Oxon OX28 4GE

We believe these standard terms and conditions reflect the custom and practice of private nurseries providing care for children aged birth – 11 years. The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper resourcing of Little Treasures Academy. Nothing within these terms and conditions affects the parent/carer's statutory rights. To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions.

Admission

1. Children will be considered for entry to Little Treasures Academy when the registration form has been completed and returned to us.

Welfare of the child

2. We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care. We respect your child's human rights and freedom which must however, be balanced with the lawful needs and rules of our nursery and rights and freedom of others.
3. We will take necessary actions to report any concerns raised in relation to safeguarding all or any children/child under our care.
4. Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a child in distress, or to maintain safety and good order, or in connection with the child's health and welfare.

Health and Medical matters

5. If your child becomes ill during a session, Managers/Room Leaders will contact the parent/carer, or the emergency contact indicated on the registration form. **Parents must inform Little Treasures Academy immediately of any changes to these contact details.**
6. If your child is suffering from a communicable illness your child should not be brought to nursery until such time as the infection has cleared.
7. Parents/carers are required to notify the Nursery Manager if your child is absent from Little Treasures Academy through sickness.
8. Any child who has been sent home from Little Treasures Academy because of ill health will not be re-admitted for at least 24 hours. If a child is prescribed antibiotics they will not be allowed to return to Little Treasures Academy for 24 hours.
9. Little Treasures Academy cannot administer any medicine to a child unless prescribed by a doctor. Should the child be on prescribed medication, it is the responsibility of the parent or carer to notify the Nursery Manager, room leader or key worker and to sign the necessary form of consent.
10. We reserve the right to call an ambulance in an emergency and escort your child to the emergency department of the nearest hospital. Any decisions regarding the child's welfare will then be made by the emergency department at the hospital.
11. It is your responsibility to inform Little Treasures Academy if your child is not vaccinated in accordance with their age. If it is considered necessary, information regarding children vaccinated in nursery may be shared with other parents, however, individual names will not be given.

Food and Dietary requirements

12. We will work with parents/carers to provide suitable food for children who have a special dietary requirement as diagnosed by a doctor or dietician. Although all reasonable care will be taken to ensure that a child does not come in contact with certain foods, unless a doctor's note is provided Little Treasures Academy cannot guarantee this.

Concerns/Complaints

13. **Any question, concern or complaint about the care or safety of a child must be made in the first instance to the room leader/key person in charge. If the matter cannot be resolved at this level the matter should be referred to the Nursery Manager and should follow the settings complaints and compliments policy.**

Disclosures

14. Parents must, as soon as possible, disclose to Little Treasures Academy any known medical condition, health problem or allergy affecting the child, or any family circumstances or court order which might affect the child's welfare or happiness, or any concerns about the child's safety.

Fees

15. **All fees are charged monthly in advance and must be paid by the first day of the month to which they relate.** Fees will be invoiced to the person(s) named on the registration form. Fees are payable during periods of absence from Little Treasures Academy, including sickness and holidays. Little Treasures Academy will be closed on the annual bank holidays.
16. Fees will be subject to annual increase on notice from the Nursery Manager/Owner.
17. Prices quoted are per child for a core session and includes lunch/high tea. Extra hours (or parts of an hour) will be charged at the ruling rate and must be booked and paid for in advance.
18. Once a place at Little Treasures Academy is confirmed the first month's fees become payable to secure the place. One month's written notice is required if you no longer require the place or wish to withdraw your child from Little Treasures Academy. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the place once accepted.
18. One calendar month (first to the last day) written notice is required to reduce the sessions.
20. Fees will not be refunded or waived for absence through sickness or any other reason (i.e. school outings, trips, or other club activities). This rule is necessary so that Little Treasures Academy can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents. No compensation will be paid, or refund given if Little Treasures Academy must be closed due to any reason beyond the control of Little Treasures Academy, such as power failures or extreme weather conditions.

Unpaid Fees

21. Little Treasures Academy reserves the right to charge interest on late fees at the rate of 5% of outstanding balance. For dishonoured cheques/payments a charge of £20 per occasion will be applied.

Exclusion for Non-payment

22. Children may be excluded from Little Treasures Academy if fees remain outstanding more than 10 working days beyond the due date and the registration terminated.

Late Collection

23. Parents/carers collecting children late from Little Treasures Academy will be subject to a surcharge, details of which are published at Little Treasures Academy. Charges are made every 15 minutes or part thereof. Parents / carers should be aware that Little Treasures Academy must be vacated by the designated closing time.

Belongings

24. Little Treasures Academy does not accept responsibility for accidental damage or loss of property.

Insurance

25. Little Treasures Academy undertakes to maintain those insurances required by law. Details of these are available from the Nursery Manager. Copies of the current employer's liability and public liability insurance policies are displayed on the notice board at Little Treasures Academy.

General

26. You should be aware that Little Treasures Academy occasionally takes photographs within Little Treasures Academy, which may be used, in training or promotional material. Parental preference is adhered to and permission will be sought via the settings permission form which is completed at enrolment.

Safeguarding Children

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

Security

29. Parents/carers are welcome to visit Little Treasures Academy; however, we will not admit anyone without prior notification. It is the parent/carers responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the building with anyone, known or not, without prior notification.

Data Protection

30. It is understood that you sought prior permission from all the contact details you provided on this Registration Form. All information provided on this Registration Form will be used to contact all persons in an emergency, for your child's well-being or any other matter.
31. It is a legal requirement for Little Treasures Academy to hold up-to-date information about children using Little Treasures Academy and its staff. Basic information is used for registers, invoices and for emergency contacts; however, all records will be stored in a locked cabinet.

Legal Contract

32. The offer of a place and its acceptance by the parents gives rise to a legally binding contract on the terms of these terms and conditions.
33. These terms and conditions are governed exclusively by English and Scottish law.

Little Treasures Academy

CONTRACT

This contract is between Little Treasures Academy and _____ concerning the care of _____ who will be attending Little Treasures Academy at 13-14 Thorney Leys Park, Witney, Oxfordshire OX28 4GE/Madley Brook Primary School/West Witney Primary School.

The terms of this contract are those set out in the Terms and Conditions for Parents/Carers and will run for the entire duration of your child's stay at Little Treasures Academy. Nursery fees are annually reviewed in September.

Length of notice:

- one month's/term's written notice (One full calendar month/term which is first to the last day of month/term) or payment in lieu of notice is required from parents/carers if the child is to stop attending or reduce attendance
- one month's/term's notice will be given by Little Treasures Academy if Little Treasures Academy wishes the child to cease attending

This contract is subject to the terms and conditions issued by Little Treasures Academy and the policies and procedures in Little Treasures Academy and I/we agree to abide by those.

- I/we understand that it is our responsibility to update Little Treasures Academy with any changes to our child's details, i.e. home address, emergency contact numbers, vaccination record and so forth.
- I/we understand that these terms and conditions are not intended to be exhaustive and accept that the policies and procedures in Little Treasures Academy support these terms and conditions.
- I/we agree that Little Treasures Academy has the right to inform authorities and/or call an ambulance in an emergency and/or escort my/our child to the emergency department of the nearest hospital and to await your arrival. Any decisions regarding your child's care will then be made by the Emergency Department of the hospital.

Signed	for and on behalf of Little Treasures Academy
Position in Nursery	Date
Signed – (Both Parents/Carers to Sign)	
Mother/Carer	Date
Father/Carer	Date