

Thelwall Little Explorers Registration Form and Terms of Entry

Please note children can be admitted to our nursery the term after their 3rd birthday subject to availability. If more applications than places are received then our over subscription criteria is applied (see website [admissions page](#))

Child's details			
Forename		Surname	
Address			
Date of Birth			
Family details			
Parent (1) Name			
Relationship to child			
Telephone (mobile)		Work/home	
Address (if different from child)			
Email address			
Parent (2) details			
Parent (2) Name			
Relationship to child			
Telephone (mobile)		Work/home	
Address (if different from child)			
Email address			

Additional Emergency contact			
Name			
Relationship to child			
Telephone (mobile)		Work/home	
Address			

Password to be used if child is collected by unknown contact:

Dietary Needs	
I agree for my child's photograph to be displayed around school if they have special dietary needs/allergies	
Yes No	

Medical Practice		Tel No	
Address			
Medical Condition(s):			
I agree for my child's photograph to be displayed around school if they have medical conditions/allergies			
Yes No			

Ethnicity e.g. white/british, white/black African, Any other white, Chinese, Asian		Religion	
		Country of Birth	
Nationality		First Language: (the language they were exposed to in their early years)	
Home Language: (language the child now speaks at home)			

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

Signature:	Date:
Name (please print):	Relationship to child:

Terms of entry

What we offer

At Thelwall Little Explorers we care for children between the ages of three and four years of age, and the numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). Sessions are offered on a first come, first served basis. If there are no places available in your chosen sessions alternative sessions may be offered. A waiting list is held for any full sessions. When considering admissions we are mindful to ensure appropriate staff to child ratios and fully consider the facilities available at the nursery. Children can start at Thelwall Little Explorers the term after they turn three years of age.

Nursery Sessions and Fees

Thelwall Little Explorers Nursery is open 9am to 3pm during term time.

Morning sessions run from 9am to 12pm (including lunch at 11.30am-12pm) and afternoon sessions run from 12pm-3pm (including lunch at 12pm-12.30pm).

All 3 to 4-year-olds in England can get 570 free hours per year. This equates to 15 hours per week over 38 weeks (term time). These 15 hours can be used for morning or afternoon sessions (9am-12pm or 12pm-3pm)

You may be able to get up to 30 hours free childcare. Your eligibility depends on: if you are working, how much you earn, your child's circumstances, your nationality. For more information regarding eligibility please follow the link <https://www.gov.uk/30-hours-free-childcare> . If you are eligible for 30 funded hours and want to use them all at our nursery these will be 9:00am – 3:00pm Monday to Friday. You can split funded hours between two settings.

Wrap Around Care Offer

Additional hours can be bought if available at a cost of;
£4.75 per hour for additional hours (7.30-9am and 3pm to 6pm.)

If you are accessing funded places then you will also complete a **parent declaration** form.

All additional unfunded hours are booked via our online booking system ipal. Please [click here](#) to register your child on the system (we will add your funded hours to the system once you have registered your child and then notify you so that you can purchase any additional hours that you require).

Payment

Any additional hours booked on ipal will then need to be paid for (amount shown on ipal invoice) either by BACs payment or with childcare vouchers.

Payment via BACs (bank transfer)

Please pay the amount shown on the invoice and use your child's name and 'nursery' as your reference.

Account Name: **Thelwall Community Infant school**
Account Number: **18751105**
Sort Code: **01-09-17**
Reference: **(please use your child's initial and surname)**

Payment with Childcare Vouchers

We can accept any type of childcare voucher that your employer may use. Please speak to the school office to find out if we are currently registered with your voucher provider. If not a school will complete the registration process with the provider. You are entitled by the government to a maximum of £243 per month which can be deducted from your salaries tax free to be used for the payment of childcare fees. You will need to set up this arrangement with your employer. Please make sure that you use your child's name as a reference with any electronic payments.

Changing sessions

You are required to give one month's notice in writing when reducing sessions or leaving Little Explorers, and normal monthly fees apply for the notice period.

There may be a minimal annual fee increase to reflect rising costs.

Child illness/absence

Please let us know by phoning the school office if your child will not be able to attend nursery. (Please note children who have been sick should be kept off for 48 hours after the last bout of sickness.)

Daily drop off and collection

Children must be signed in by a parent/carer when entering nursery.

Staff will only release a child to a named person other than their parent/carer if they have been informed of this by the parent or guardian. If the person is unknown to the staff they will require a password as indicated by you on the form above.

Contact details

Parents have a responsibility to update the school within 24 hours of any change in address or contact details.

Policies & procedures

Thelwall Little Explorers follows the policies implemented by Thelwall Infant School (see website for further policy information)

Medical and Emergency Treatment

For children with medical needs e.g. asthma, we will work with you to ensure the correct medication is available and administered safely.

Our administering medication policy is on the school website. We will only administer medication where absolutely necessary (i.e. when a parent or carer cannot do so). If your child needs prescribed or non-prescribed medication please speak to the headteacher.

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 member of staff for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence

By signing these terms of entry I hereby give my consent for the school to seek emergency treatment (GP or Emergency Services) if necessary.

Declaration

I agree to abide by the conditions of entry listed above and register with the Thelwall Little Explorers Nursery.

Signed by parent: _____ Date: _____