 **APPLICATION FORM AND PARENT CONTRACT**

 **Acorn Class 3 Year Olds Nursery Provision**

**Please return to:**

School Office

Lower Farm Academy

Milking Lane

Nuneaton

CV10 0FG

**Parent’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address:** ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **CHILD’S DETAILS** Child’s full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Known as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please indicate your child’s attendance pattern required.**

|  |  |  |
| --- | --- | --- |
| **Morning only****(Mon-Fri)****08:30 – 11:30** | **Full Day (Mon-Fri)**(Including lunch session 11:30-12:30 with additional fee)**08:30 – 15:30** | **Afternoon Only** **(Mon-Fri)****12.30-15:30** |
|  |  |  |

**A child can start Nursery the term after they turn** **3-years-old** e.g. if they turn 3 in Autumn Term, they can start in Spring Term, If they turn 3 in Spring Term, they can start in Summer Term and if they turn 3 in Summer Term, they can start in Autumn Term the following academic year.

Start Term: Autumn (September – December) \_\_\_\_\_\_\_\_\_\_(year)

(please circle) Spring (January – Easter) \_\_\_\_\_\_\_\_\_\_(year)

 Summer (Easter – Summer) \_\_\_\_\_\_\_\_\_\_(year)

I am only eligible for universal 15 hours free childcare £ (please tick)

I am eligible for 30 hours free childcare £ (please tick)

You can find more details on whether you are eligible here: <https://www.gov.uk/30-hours-free-childcare>

I can confirm I am eligible for 30 hours free childcare and my 30 hour code is: ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any additional needs or other information we may need to care effectively for your child (please detail)

Any medical needs (please detail)

Any dietary requirements (please detail)

Any Allergies (please detail) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Medication Control (if appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PARENT CONTRACT**

We believe that there needs to be a formal agreement between Nursery and Parents/Carers. This contract will outline the obligations and commitment of both Nursery and the Parents/Carers.

**NURSERY (ACORNS CLASS)**

* Is part of Lower Farm Academy, registered address Milking Lane, Nuneaton, CV10 0FG
* Is registered with Ofsted and operates within their regulations, guidelines and rules. Their inspectors regularly visit the setting to ensure appropriate standards of care and education are being provided.

**THE CONTRACT**

* Notice Period: Due to the long-term commitment we make when reserving a child’s place, we must ask you make a similar commitment to us. We, therefore, require a minimum of 1 calendar month’s written notice to reduce or cancel your child’s booking.
* Increasing your booking is subject to availability.

**HOURS OF OPERATION**

Monday to Friday 08:30 to 15:30. Late collection is charged at £10 per 30 minutes or part of, at the end of your child’s session. Acorn Class (Nursery) will be closed all school holidays and these days are not charged.

**PAYMENT OF FEES**

**Please note**: Preference will be given to 30-hour and 15-hour funded places. If there are spaces after these places have been allocated, paid sessions may be offered to those children who only qualify for a 15-hour funded place.

Fees are at the prevailing fee schedule as below.

**15-Hour Session (Morning or Afternoon):** 08:30-11:30 or 12:30-15:30 - £16.50 per day

**Lunch Club** **(children attending both morning and afternoon sessions who need to stay for lunch in between sessions)** 11:30-12.30 - £6.00 per day. **Please see Lunchtime Payment Policy for information on how to pay this.**

The setting reserves the right to increase fees at any time, giving one month’s notice of the proposed increase to parent/guardians. Fees include all sick days and holidays taken as these are paid days. You will not be required to pay for school holidays and inset days. Refunds and credits will not be given for days where you child does not attend due to sickness or holidays.

**MORNING/AFTERNOON SESSION PAYMENT POLICY**

Parents agree that fees will be paid in advance of the session. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

**LUNCHTIME PAYMENT POLICY**

All parents/carers who wish their child to stay in Nursery through lunchtime will need to pay £6 per session to cover the cost of staffing.

Payments will need to be made via ParentPay (unless using Government Childcare Voucher or other childcare voucher schemes, instructions for which are below).

All children attending lunchtime will be pre-booked half-termly in advance on ParentPay by the School. Parents/carers will then be able to see how much they will owe for the half-term and this amount will be payable by the end of the half-term (please note that the cost of the lunch cover will still be charged if your child does not attend).

If payments are not made by the end of the half-term then the nursery lunchtime cover place may be revoked.

To make a payment via ParentPay:

* Log onto ParentPay (if you do not have a ParentPay account, please contact the school office at office@lowerfarmacademy.org to request an activation email)
* Select **Pay for other items**
* Select **View** against **Nursery lunchtime cover**
* Enter the amount to pay

* You can then either select **Add to basket** or you can pay via **Bank Transfer** if you have enabled this feature
* If you select **Add to basket,** select the basket icon in the top right corner of the screen to review the payment. You will then have the option to pay via **Parent Account credit**, **Bank Transfer** or **Other payment method**.
* You can then complete the payment process.

To make a payment using a voucher scheme:

* Log onto your voucher scheme portal and set up a transfer to Lower Farm Academy
* Once you have completed the transfer please email the details of the transfer (child’s name, date of transfer, amount of transfer) to office@lowerfarmacademy.org
* The amount will then be allocated to your ParentPay account balance

**ILLNESS POLICY**

Please advise the school office prior to 08.15 if the child will not be attending due to illness. Parents agree that a child who is ill e.g. fever, infection, diarrhoea, communicable disease or any other type of illness that may be passed on to others, (with the exception of a common cold), will be kept at home to protect the well-being of staff and other children in our care. The parents further agree should a child become ill whilst in our care we will contact the parents to collect. Children will not be allowed to return to Acorn Class until they are well enough to do so.

**LATE ARRIVAL/PICK UP POLICY**

Please notify the nursery if an unauthorised person will be collecting your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. A password will be required.

**TERMINATION**

Acorn Class reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care.

**WITHDRAWAL**

Parents agree that a minimum notice of one full month (notice to be given in writing) will be given for permanent withdrawal of, or reducing hours of any child. It is the parent’s responsibility to ensure that notice have been received by the school office, no exceptions can be made.

**HEALTH AND SAFETY**

The name of the designated Health and Safety Officer is displayed in the school entrance. Any Health and Safety questions, please arrange to meet with the Early Years Leader. We would ask all parents to make sure doors are closed when entering or leaving the building and they are mindful of little fingers. If Acorn Class has to close due to Health and Safety or illness reasons including bad weather, fees will still be due to be paid during the period closed.

**TOILET/POTTY TRAINING**

Children should ideally be potty trained before starting Acorn Class, but we will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child.

**BEHAVIOUR MANAGEMENT**

If a child’s behaviour is seen to endanger others and all routes according to our behaviour policy have been adhered to, Acorn Class will arrange a meeting with the parents to discuss the options available.

**WHAT TO WEAR**

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is advisable to send children dressed in clothes that are easily washable and preferably not new. We offer a school uniform, but this is not compulsory. You can find further details about this on our website/in our New Starter Welcome Pack. It’s good for children to practise the skills, which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet unaided, and to put on and take off their outdoor clothes without being too dependent on other people for help. The Nursery team also requests that each child is provided with a pair of wellington boots which are clearly labelled and to be kept within Acorn Class.

**DATA PROTECTION**

I understand that my child’s records will be held on a computerised database and that this is protected by the Data Protection Act 1984 & 1998 and that they will be used for no other purpose than company business. I understand that if I require a copy of this personal information, I must make a request in writing. I agree to be contacted by email for the purposes of Nursery or out of school club business.

**SAFEGUARDING**

I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for me to view at any time.

**NON-SOLICITATION OF STAFF**

1. The parent/guardian of the child who is subject to this registration form, hereby agrees that during the term of this agreement and for the period of six months after its termination (howsoever terminated) that (s)he will not seek to employ, entice away or attempt to entice away from the employment of Lower Farm Academy (the Company) any person or persons employed by the company at the date of termination of this agreement or any person or persons who were employed by the Company in the six months preceding the date of the termination of the agreement.
2. If the parent/guardian shall breach clause 10 (a) that (s)he shall indemnify the Company fully in respect of all and any costs of replacing the relevant member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessary incurred by the company in replacing the member of staff together with all legal fees/disbursements.

**ACCEPTANCES**

1. The above terms and conditions are considered to be fair and reasonable.
2. The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

This agreement must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility.

I have read and understand the Parental Agreement and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

(Parent/Legal Guardian)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

(Parent/Legal Guardian)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Data protection Disclaimer**

**By signing this document, you are agreeing to your information, and that of your child’s, to be used by Nursery.**

**Data collected in this document is used by Nursery to inform our online records (SeeSaw, registers etc).**

**This information may also be shared with the local authority. However, your information will not be used or shared for marketing purposes.**

**This document will be kept in the school’s archives for 10 years following the child’s departure from Nursery.**

**Completion of this document also authorises Nursery to use ALL contact information provided.**