

1st Steps Day Nursery

Where every little step matters!

1st Steps Day Nursery, 15 Cambridge Road, Waterloo, L22 1RR, 0151 944 1345

Admission Form

Name: (M/F/Non- Binary) Child known as:

Date of Birth: Age when starting nursery:

Address of child: Postcode:

Home telephone number: Email:

Name of persons/carers of this child:

Do these parents/carers have parental responsibility?

Other people living in the house:

Copy of birth/adoption certificate required: Copy taken: Yes/No

Where did you hear about us? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Carer Information

(The first parent/carer named will be the first to be contacted if necessary in emergencies)

1) Name: Relation:

Occupation: Workplace:

Mobile No: National Insurance No:

Work Landline:

Do this parent/carer have parental responsibility?

2) Name: Relation:

Occupation: Workplace:

Mobile No: National Insurance No:

Work Landline: \_\_\_\_\_ Email:

Do this parent/carer have parental responsibility?

Emergency contact numbers and addresses (if different from parents):

Name: Does this person consent to sharing this information?

Relationship: Telephone No:

Payment Details: Method of payment

Voucher name and payment date

Grants (2/3 yr funding) Voucher code:

Details of any legal issues (i.e. court injunctions) which nursery staff should be aware of involving parental responsibility for children in nursery.

If specific people are not allowed to collect you child, i.e. Dad/Mum, please put this in writing to the nursery and where possible, enclose a photograph/description of the person(s).

Does your child have a social worker for any reason? Yes / No (circle answer)

Name: Phone:

Based at:

What is the reason for the involvement of the social care department with the family?

Name of GP: Tel:

Address:

Name of Health Visitor: Tel:

Has your child had their 2 year Assessment? If so, when?

Does your child have any medical conditions? If so, please ask for and complete a healthcare plan.

Record of previous immunisation (please tick if immunised):-

Diphtheria Whooping cough Tetanus

MMR Polio Hib Meningitis

Record of infectious diseases

Does your child have any allergies? (please tick) Yes No

If yes, please ask for a healthcare plan to give details of what to look for if a reaction occurs and what to do in emergencies.

Can your child have food that may contain traces of nuts? Yes / No (circle answer)

In the event of an emergency, I give permission for nursery to contact my GP or A&E or for my child to be taken by car, taxi or Ambulance to the nearest hospital:

Signed: Date:

Cultural/Religious/Ethnic information

Religion: Ethnic Origin:

Families 1st language: Country of origin:

Child's first language:

Details of any procedures prohibited for medical, religious or other reasons.

Are there any festivals or specific occasions celebrated in your culture that your child will be taking part in and that you would like us to celebrate with your child while he/she is in our setting?

Special Dietary Requirements, e.g. Religious, cultural, medical:

Other special requirements, e.g. feeding support:

Does your child have any special needs or disabilities? Yes/No (circle answer)

If yes, please give details:

What (if any) special support will he/she require in our setting?

Names of Professionals involved (email any other details if more space is needed):

Name: Role:

Agency: Phone:

Name 2: Role:

Agency: Phone:

Child Protection

I have read a copy of the child protection policy and understand that any carer who suspects that a child in his/her care may have been abused or neglected, has a duty to report this to the Designated Officer who will follow procedures to liaise with the Local Safeguarding Children’s Board.

Name: (Parent/Carer)

Signed: Date:

**Data Protection Act**

At 1st Steps Day Nursery, we have to collect certain information regarding the child, parents/carers

and the home to enable us to safeguard the child. The General Data Protection and Regulation (GDPR)

2018 is followed and all information is stored in accordance with it. Information provided is for the

purpose of providing childcare to your child/ren, which may include the disclosure of such information to

health & educational professionals and social workers. By signing this document you will be deemed to have

given your consent, on behalf of your child/ren to the processing of this information by us wherever

necessary.

**GDPR** works around the principal of consent and assumes the automatic right of privacy to individuals. We will ask parents to give consent for us to hold their data and inform them of what we will do with it. We will also inform them how long we will keep it and why we need to keep it. 1st Steps Day Nursery is registered under the Data Protection Act 1998 with ICO.

Please choose a password that other adults may use if you cannot collect your child:

**Start date:**

**Days of attendance and hours:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|  | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM |
| Please add session times |  |  |  |  |  |  |  |  |  |  |

These are your booked days. Please do not change or swop days without authorisation from the management.

Cost per week when child starts: £

Deposit Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date paid:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The deposit is held and deducted from your notice period when you leave.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Settling Programme Discussed with parents: (details below)

Induction date:

Settling dates:

Staff member who showed you around:

**Charges Guide**

We are sorry to issue this letter to all of our parents as most of you pay on time and in advance as required. we have hired a debt collecting agency, which has proved to be very successful. We can no longer wait for payments while family tax credits, etc are sorted. As stated in your agreement, payments are due in advance. If your payments are not paid on the first day of each week that your child attends nursery, then your child may be turned away from nursery and will not be allowed back in until full payment is made.

If you break any terms of your Credit Agreement, we may charge you the following:

|  |  |
| --- | --- |
| Surcharge for late payments | £10.00 per week money is owing |
| Issuing an arrears letter | £10.00 |
| Third party charges and litigation costs  Debt collection by external agent   * Tracing fees * Court fees * Solicitors fees * Legal administration | Any debt passed onto our debt collector will incur more fees on top of your bill.  At cost  At cost  At cost  At cost  At cost |

If you have a problem paying your fees, please speak to management, Alex or Bev for further advice.

Parent signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the information given on this document is true and correct, and I will inform you of any changes to these details.

Name: (Parent/carer)

Signed: Date:

1st Steps Equal Opportunities Monitoring Form

**Name of Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of parent/carer**

In order for our nursery to monitor whether we are achieving our aims, we need the following information. Please note, all the information received is treated with the strictest of confidence.

**Please circle the appropriate answers.**

**Age of child(ren) when starting nursery:** 0 - 1 1 - 2 2 - 3 3 – 4 4 - 5

1 Status Are you: Single female Separated Single male

Carer/guardian Married Divorced

2 Are you & your partner employed?

0 - 16 hours 16 - 24 hours 35 hours +

3 Do you receive any financial support/Benefits?

Type of support: Tax credits Disability allowance:

Other (please specify):

4 Are you in training? Yes No

Please circle Full - time Part - time

5 Does someone else fund your childcare? Yes / No

If so, from who? E.G. Social Services: College (which one?):

Employer: University:

6 Are you registered Disabled? Yes / No

Please specify if you require any extra assistance:

Does your child have special educational needs or Disability (SEND)? Yes / No

If yes, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child receive DLA?

Your child's SEND status: No special educational need:

Early Years Action:

Early Years Action Plus: Educational Health Care Plan:

7 Ethnic origin: Please tick the relevant box.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White | Mixed | Asian/Asian British | Black/Black British | Chinese | Any other ethnicity |
| British | White & Black African | Indian | Caribbean | Chinese | Please state below |
| Irish | White & Black Asian | Pakistani | African |  |  |
| Traveller of Irish heritage | Other | Bangladeshi | Other |  |  |
| Other |  |  |  |  |  |

Thank you for your time and co-operation

1st Steps Day Nursery Terms & Conditions (Nursery Copy)

**Childs name:**

**Nursery Closure**: Nursery will be closed on all public holidays and between Christmas and New Year. Charges will still apply for bank holiday closures as staff wages are payable during this time. We will close at 4.00pm on Christmas Eve and re-open on the next working day after New Year. For any other closures, such as staff training, you will be notified via newsletters / posters with at least a terms notice.

**Fees**

* One week’s deposit is required to secure your nursery place which is non-refundable to enter our waiting list.
  + Once a place is confirmed, your fees will begin from the required start date.
  + Any delay to the start date will result in your deposit being used and you will re-enter the waiting list at the bottom.
  + Only the days required will be held and additional days cannot be guaranteed.
* Fees are payable monthly or weekly **in advance** only.
* **Fees are payable in full during sickness and holidays**.
* Full time fees are calculated on days used each month, e.g. 20 days one month compared 22 the next
* Part time fees are payable for the set hours you do each week.
* Fees are reviewed every 6 months and subject to increase in-line with inflation and minimum wages.
* You are required to email proof of payment via Nursery in a Box.
* Payment methods accepted are, bank transfer and child care vouchers/Tax free childcare.
* A warning will be given to notify you of outstanding fees via Nursery in a Box. Failure to pay 1st Steps may result in surcharges and then your child not being admitted to nursery until fees are paid in full.
* You will not be entitled to any refund or release from liability for payment of place fees by virtue of non-attendance of the child at the nursery for any reason.
* Minimum number of sessions per week is 2 days.
* All vouchers for 2 year offers need to be printed and handed into office with proof of birth.
* All voucher codes need to be refreshed every 3 months. Any changes to the code need to be notified to us via Nursery In a Box.
* **Charges** may be incurred due to late payments and collections, see attached charges guide

**Notice period**

4 weeks notice must be given in writing for a child leaving aged 0 – 2 (not receiving funded support)

A full ½ term’s notice is required for any funded children (age 2, 3 or 4 year olds).

* Autumn term: Notice needed by October half term to finish end December.
* Spring term: Notice needed End of December to finish Spring half term.
* Summer: Notice needed End of Spring term to finish May ½ term.
* Notice needed May 1/2 term to finish end of July/August.

**Property:** We do not accept responsibility for any piece of clothing, toy, pram, etc. that does not have a name on it.

**Accident & Illness**:

* 1st Steps has the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and will be required to sign their child’s accident form. For accidents of a more serious nature involving hospital treatment, all attempts will be made to contact parents, but failing this, 1st Steps is hereby authorized to act on behalf of the parents and authorize necessary treatment.
* 1st Steps will administer **prescribed** medicine only when parents complete a Medicine Form however, parents are expected to give the 1st and last dose each day. Medicine should be clearly labelled for your child.
* Please notify nursery via Nursery in a Box of your child’s absence first thing on the day they are due to attend.
* 1st Steps may require you to withdraw your child from the nursery in the event that the child requires special medical care. You may also be required to withdraw your child if 1st Steps has reasonable cause to believe that the child is or may be suffering or has suffered from a contagious disease and there remains a danger that other children at the nursery may contract such a disease.
* It is the parents responsibility to notify us of any change in medical conditions, allergies, treatments, etc, as soon as possible and provide a packed lunch if the request immediate as lunches are booked 1 week in advance.
* Please notify staff if your child has been in contact with infection/illness.

**Behaviour Management**:

1st Steps may require you to withdraw your child from the nursery in the event that the Nursery Managers consider the child or parent to be disruptive or displaying inappropriate behaviour. Working in partnership will support positive changes and exclusions will only occur after careful consultation with the appropriate bodies.

**Health & Safety**

* 1st Steps is a strictly No-smoking & Vaping premises.
* 1st Steps has a no mobile phone policy in place to protect your children. Please refrain from using in the setting.
* Dogs (except guide dogs) are not allowed on the premises unless otherwise agreed with management.
* We operate a password system for collection of your child.
* Please ensure that when leaving the building, you do not let anyone in as you do not know who they are.
* Please ensure that all DOORS and gates are closed after you.
* If the fire alarm sounds, please leave the building by the nearest fire exit and meet at the evacuation point in the car park to the side of the building.
* Parking safely is paramount. Please be patient and park sensibly. Enter the carpark with caution as there may be children with parents out there.
* We operate a zero tolerance policy towards violence and abuse towards staff.
* **Information**: Parents are requested to inform the nursery of any changes to information stored in the nursery, i.e. phone numbers, addresses, medical issues, etc. This is essential in case of emergency.

You are advised to read and understand these terms and conditions. Please sign and return one copy along with your admission form.

You must complete a full induction programme with your child to ensure they have a positive transition into 1st Steps Day Nursery. Part of this induction includes a Home-Nursery Agreement and settling in sessions. The agreement outlines our high expectations of your child/children and yourselves. The first part of your induction is done through our electronic learning journey, Tapestry. This needs to be completed online before part 2 of the induction in nursery. Failure to complete the form and information on Nursery in a Box will delay your child starting nursery.

Both parents/carers need to sign this document

Parent/Carer 1 Name: Parent/Carer 2 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree that information about my child may be shared with Early Years, Education, Social & Health Services as needed.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information about sources of funding.**

The government website: <https://www.childcarechoices.gov.uk> offers advice and can help you calculate which government funding may be applicable to you.

**Tax Free Childcare -** For working families, including the self-employed, in the UK with children under 12 (or under 17 if disabled)**.** For every £8 you pay in, the government will add an extra £2, up to £2,000 per child per year - that's up to £500 every three months

**Universal Credits for Childcare:** For working families claiming Universal Credit, in England, Scotland and Wales with children under 16. 85% of eligible childcare costs, up to a cap

**2 Year free childcare:** For families in England, receiving some forms of support/benefits

**Nursery Education Grant** for children ages 2-5 years. This is payable in the term following their 2nd or 3rd birthday. Grants are paid directly to the nursery and fees will be reduced to account for them.

**30 Hours free childcare:** For working families with children aged 3 and 4 years.

**Support while you study**: Speak to your Student Finance Officer for further support

**Pricing structure**

(Reviewed twice a year)Apr 24

Full day: £62.50 Minimum of 2 days required

1/2 day session: £32.50

Full time: £277.50

Per hour (or part hour): £6.58 (Conditions apply and agreed by management only as all sessions need to be pre- booked in advance)

Snack = £1.50 per week

These fees include meals, snacks, drinks and all other Essentials & Extras for none funded customers only.

Discounts:

10% for siblings (oldest child receives discount)

Attending 1st Steps Full Day sessions using 15/30 hour funding

Hours are offered between the hours of 9 - 4.30 only (subject to availability).

As we are open 51 weeks per year, we provide the hours in a stretched offer as follows:

15 hours (given for 38 weeks) = 11 hours per week x 51weeks (2 x 5.5 hour sessions deducted from your current booking pattern hours, 1 week closed for xmas)

30 hours (given for 38 weeks) = 22.5 hours per week for 50.5 weeks (3 x 7.5 hour session, 1 week closed for xmas)

Any hours outside 9 - 4.30 can be purchased at a cost of £6.58 per hour (or part hour)

Term time only funded places will be offered 2 x 9 – 4.30 days only (limited availability).

Essentials & Extras

Charge £10.00 per funded session (this covers all Essentials and Extras as described in funding leaflet)