



KING'S PARK
DAY NURSERY



KING'S PARK DAY NURSERY

APPLICATION PACK

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www.kingsparknursery.co.uk



Your Confidential Data

The information you provide in this form will be recorded on our software Connect so that we can get to know your child and their requirements. We will use the information to contact you by e-mail, telephone, or in person about your child's place at Kings Park day nursery . We will also use your personal details to create your account with us, and to generate, process, and manage your monthly invoices. The information will be stored and used in accordance with the General Data Protection Regulation 2018 and our Data Protection Policy. It is your responsibility to ensure that the third parties you name on the contacts form have authorised you to supply their personal details to us. No information will be sold on to external companies. Please tick the box to say you give us permission to use all the data supplied on this form as specified above.

I agree to Kings Park day nursery processing this confidential data.

Yes No

Signed _____

Please print your full name _____

Date _____

Application Form

Child Details	
Title:	Name:
Surname:	Forename(s):
Date of birth:	Gender:
Address:	
Postcode:	
Ethnicity:	Preferred Start Date:
First Language:	
Bill Payer Details	
Those who have legal parental responsibility for the above child (more information is provided in the welcome pack)	
Title:	Gender:
Surname:	Forename(s):
Tel Home:	Tel Mob:
Email Address:	
National insurance No:	Date of birth:
Address (if different from above):	
Postcode:	
Preferred Payment Method:	Payment Frequency:

Parent/Carer Details or Guardian with Legal Responsibilities

Details of other parent or Carer who have parental responsibility for the child

Title:	Gender:
Surname:	Forename(s):
Tel Home:	Tel Mob:
Email Address:	
Address (if different from above):	
Postcode:	

Parent Details

Details of the parent only if the child does not live with them

Title:	Gender:
Surname:	Forename(s):
Tel Home:	Tel Mob:
Email Address:	
Address (if different from above):	
Postcode:	

Does this parent have legal access to the child? Yes / No

Does this parent have parental responsibility? Yes / No

Personal Details

Has your child previously attended another Early Years Setting? Yes / No
If you answered No, please continue to Emergency Contact Details.

Did they have an Early years Foundation Stage, 2-year-old progress check at this setting? Yes / No

Will you share this with us? Yes / No

Emergency Contact Details

Full Name:

Relationship to child:

Home Tel:

Work Tel:

Mob:

Address:

Postcode:

Full Name:

Relationship to child:

Home Tel:

Work Tel:

Mob:

Address:

Postcode:

Full Name:

Relationship to child:

Home Tel:

Work Tel:

Mob:

Address:

Postcode:

Other Authorised Collectors

Details of anyone authorised by yourself to collect your child from nursery (Must be aged over 16)

Full Name:

Relationship to child:

Contact Number:

Password:

Address:

Postcode:

Other Authorised Collectors continued

Details of anyone authorised by yourself to collect your child from nursery (Must be aged over 16)

Full Name:

Relationship to child:

Contact Number:

Password:

Address:

Postcode:

Full Name:

Relationship to child:

Contact Number:

Password:

Address:

Postcode:

Medical Information

Does your child have any medical conditions, allergies or dietary needs?
If yes, please give details below.

Yes / No

Doctors Name:

Contact Number:

Address:

Child's Health Visitor:

Contact Number:

Address:

Others Professionals

Are there any other professionals involved with the child? please give details below

King's Park Monthly Prices

	Hours per week	Hourly Rate	Babies Monthly Price	Hourly Rate	Over 2's Monthly Price
5 Full Days	50	4.50	956.25	4.40	935.00
4 Full Days	40	4.50	765.00	4.40	748.00
3 Full Days	30	4.50	573.75	4.40	561.00
2 Full Days	20	4.50	382.50	4.40	374.00
3 Days + 2 Sessions	40	4.75	807.50	4.63	787.10
3 Days + 1 Session	35	4.64	690.62	4.53	673.62
2 Days + 3 Sessions	35	4.93	733.11	4.79	711.87
2 Days + 2 Sessions	30	4.83	616.25	4.70	599.25
2 Days + 1 Session	25	4.70	499.38	4.58	486.63
5 Sessions (AM or PM)	25	5.50	584.38	5.30	563.13
4 Sessions (AM or PM)	20	5.50	467.50	5.30	450.50
3 Sessions (AM or PM)	15	5.50	350.63	5.30	337.88
1 Day	10	4.50	191.25	4.40	187.00
1 Session	5	5.50	116.88	5.30	112.63

Sessions

Session	Time	Price Under Two	Price Over Two
Full Day	8:00am - 6:00pm	£45.00	£44.00
Morning Session	8:00am - 1:00pm	£27.50	£26.50
Afternoon Session	1:00am - 6:00pm	£27.50	£26.50
Early Bird	7:30am - 8:00am	£3.50	£3.50

We require a £40 registration fee payable on application and a deposit of one week's fees or £100 whichever is greater to reserve a place at Kings Park.

This deposit is refundable with one complete months notice in writing.

Fees will then be payable weekly/monthly in advance.

The minimum number of session bookings is two full days or three half days.

Sessions Required

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day					
Morning Session					
Afternoon Session					
Early Bird					

Start Date: _____

Number of Sessions required: _____

Packages Application

Child Name:	
Start Date:	

Please tick your required package and select the days/sessions you would prefer your child to attend.

Package	Please Tick	Monday			Tuesday			Wednesday			Thursday			Friday		
Red Full week																
Yellow 4 Full Days																
Green 3 Full Days																
Blue 3 Days + 1 Sessions		Full Day	AM	PM	Full Day	AM	PM	Full Day	AM	PM	Full Day	AM	PM	Full Day	AM	PM
Purple 2 Days + 2 Sessions		Full Day	AM	PM	Full Day	AM	PM	Full Day	AM	PM	Full Day	AM	PM	Full Day	AM	PM

Late Collection

A late collection fee of £5 will be charged for any child collected 15 minutes after the times stated. This charge will be made for every consecutive 15 minutes. All invoice queries must be raised within 90 days. No consideration will be made for queries after this time period.

Nursery Closure

We close for all public holidays, however we do charge for the following:

New Years Day
Good Friday
Easter Monday
Early Spring Bank Holiday
Spring Bank Holiday
Summer Bank Holiday

We will finish on the last working day before Christmas Eve and re-open on the first working day of the New Year. You will not be charged for the period in December when we are closed.

Please see terms and conditions for further information.

FEES ARE SUBJECT TO AN ANNUAL INCREASE IN LINE WITH COMPANY POLICY.

Contact Details

Registration Number - EY471390

Contact Number - 0151 489 9999

Email - kings.joan@icloud.com

Terms and Conditions

Please read the following details carefully when accepting a place at Kings park Day Nursery.

Fees will be payable weekly/monthly and half termly in advance and directly to Kings park Day Nursery. Payment options are: Cash, Credit/Debit Card, Bank Transfer and Government Tax Free Childcare Payments.

We reserve the right to cancel your child's place if fees are not received on time, subject to availability and the full fees (including days not attended due to non payment) being met your child will be able to return to nursery.

One weeks's fees or £100.00, which ever is the greatest, is required to secure your place at Kings Park Day Nursery. This is refundable with one complete months notice.

We reserve the right to make a Late Payment Charge of 10% of the invoice total or a minimum of £25 if full payment has not been received 21 days from the Invoice Date.

Full fees are payable at all times (i.e if your child is absent through sickness) including bank holidays, except when the nursery is closed for one week between Christmas and New Year.

We reserve the right to charge £2.50 per transaction for Credit Cards, there will be no charge for Debit Cards.

Packages are reviewed annually, fees are calculated on a full year and are payable monthly in twelve equal amounts.

Packages are available on a first come first serve basis and are subject to availability. Those children already on packages will be given priority when allocating 30 hours funded places.

Packages are reviewed annually, fees are calculated on a full year and are payable monthly in twelve equal amounts. Packages are billed monthly.

Existing children can join our Packages system.

All packages commence on the 1st of each Month. Those wishing to start Mid Month will be charged the usual daily rates until the 1st of the following month when the package price will be billed. This includes any age band changes your new rate is applicable from the first complete month after your child's birthday. the event of your child leaving nursery, we require one complete months notice.

Any requests to change packages or sessions require four weeks notice and are subject to availability and agreement of Kings park Day Nursery. Extra sessions are available on request subject to availability.

All packages are based on the stretched funding option.

Children on funded hour contracts will be offered a place no later than two weeks prior to the start of a new term. Places will be allocated subject to availability. Once a funded place has been located and accepted, that place and sessions are for that one term only and there is no guarantee that a place will be allocated to the child in the next term. Changes to any funded sessions will not be accepted.

If the nursery has to close or we take the decision to close due to events or circumstances beyond our control (such as hazardous weather conditions or health and safety concerns), we shall be under no obligation to provide alternative facilities and fees remain payable.

If for any reason your child is collected late additional charges will apply.

Parents are asked to supply nappies, creams and wipes and to supply babies with their milk feeds and any canned or packet foods required.

In the interest of health, we reserve the right to exclude a child from nursery in the event of illness or threat of infection to other children and to seek medical advice if required. If a child vomits or as diarrhoea in nursery a parent/guardian will be telephoned to collect them immediately.

Additional Services will be charged in blocks of one hour.

Terms and Conditions continued

Please read the following details carefully when accepting a place at Kings park Day Nursery

No child will be given into the care of anyone that we do not know. If any person other than the parent is collecting a child, we must be informed of whom that person is and password quoted.

If your child has an allergy, we will request a treatment plan and access to any medical advice that has been given.

It is the policy of Kings Park Day Nursery to only administer prescription medication to a child two full days after the doctor has issued it. If a parent feels after 48 hours their child is ready to return to nursery, we will continue to administer medication under the following circumstances;

The medicine is in the original bottle

The prescribed amount and child's name are clearly labelled on the bottle.

A medicine form must be completed on arrival to nursery.

Medicines should not usually be administered unless a doctor, dentist, nurse or pharmacist has prescribed them for that child. Non-prescription medicine e.g. pain and fever relief or teething gel may be administered, but only with the prior written consent of the parent and only when there is a health reason to do so.

A qualified First-Aid Officer at the nursery will give treatment of minor accidents. The nursery reserves the right to the seeking of any necessary emergency medical advice or treatment in the future. All accidents will be recorded in the Nursery Accident Book. Parents will be asked to sign this book after they have been informed of an accident that has taken place.

It is the responsibility of parents to keep us informed of any changes in contact details.

Kings Park Day Nursery does not accept any responsibility for any belongings brought into the nursery from home.

Kings Park Day Nursery does not accept any responsibility or liability if parents arrange for staff to care for their children outside of nursery hours. This is the full responsibility of the carer.

Either party may cancel a nursery place provided one month's written notice is given. However the nursery may ask your child to be removed immediately from the setting due to the following reasons;

- A parent's behaviour is considered unacceptable.
- A child's behaviour is considered unacceptable or extremely disruptive.
- The level of care required cannot be provided due to a change in circumstances.
- Failure to pay nursery fees.
- Failure to comply with the terms and conditions.

I have read and agree to the terms and conditions.

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

Parental Responsibility

Who has parental responsibility?

A mother automatically has parental responsibility for her child from birth. However, the conditions for fathers gaining parental responsibility vary throughout the UK.

For births registered in England and Wales

In England and Wales, if the parents of a child are married to each other at the time of their birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent.

This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:

- (From December 1st 2003) by jointly registering the birth of the child with the mother.
- By a parental responsibility agreement with the mother.
- By a parental responsibility order, made by a court.

Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

All parents (including adoptive parents) have a legal duty to financially support their child, whether they have parental responsibility or not.

For births registered in Scotland

A father has parental responsibility if he is married to the mother when the child is conceived, or any time after that date. An unmarried father has parental responsibility if he is named on the child's birth certificate (from May 4th 2006). Alternatively, unmarried fathers can also be named following a re-registration of birth.

For births registered in Northern Ireland

A father has parental responsibility if he is married to the mother at the time of the child's birth. If a father marries the mother after the child's birth, he has parental responsibility if he lives in Northern Ireland at the time of the marriage. An unmarried father has parental responsibility if he is named, or becomes named, on the child's birth certificate from April 15th 2002.

For births registered outside the UK

If a child is born overseas and then comes to live in the UK, the parental responsibility rules apply for the UK country in which the child lives.

Applying to the Courts for Parental Responsibility

A father can apply to the court to gain parental responsibility. In considering an application from a father, the court will take the following into account;

- The degree of commitment shown by the father to his child
- The degree of attachment between the father and child
- The father's reason for applying for the order

The court will then decide to accept or reject the application based on what it believes is in the child's best interests.

Photography and Use of Children's Images Policy

Kings Park Day Nursery are fully committed to the safety of the children in our care.

Aim

We understand that we will not place any child in a vulnerable position, and will be sensitive to the photographs and videos we take e.g. in bathrooms during hygiene routines such as teeth cleaning and hand washing etc.

At Kings park Day Nursery photographs are taken of children and used for various purposes:

1. For recording activity participation and children's developing skills and interests.
2. Development records / child's learning journey
3. Displays within the nursery.
4. Special events / activity days
5. Christmas plays / Graduation ceremonies etc
6. Newsletters
7. Social media
8. Promotion / marketing

Consent will be gained for the above 1, 2, 3, 4, 5, 6 and 7 on enrolment at the setting.

For promotion / marketing purposes, extra permission will be sought at the time.

This policy is written in line with the General Data Protection Regulation (GDPR) 2018 and is linked closely with our safeguarding children policy, our confidentiality policy and complaints policy.

For the purpose of this policy **please see the following definitions:**

Photographer – An official photographer is anyone who is employed, commissioned or given consent by the setting to take photography, including staff and parents. Official photographers will be allowed to take photographs in any location directed by the setting's manager / owner.

Photographs – The word 'photograph' is used to refer to images in any format moving or still, recorded on any equipment (camera, video recorder).

Photographs by staff will be taken on nursery designated cameras and devices only.

Procedure

- All staff and students will be informed about this policy on induction and sign an agreement.
- Personal mobile phones or cameras are not allowed in the rooms - Staff members, students and other professionals visiting the setting are prohibited to take their own personal mobile phones or other devices in to rooms where children are present and phones are to be kept locked, within the staff room or office during working hours. Student phones, and those of visitors will be signed in and out of the office. Failure to comply with the procedure will be a breach of nursery policy and disciplinary action will be taken on individual staff members. The one exception to this is a managers company mobile phone in order to take photos for display or in order to email or upload to website or twitter. Photos will be deleted once used or in line with e safety procedures. Managers company phones and all other devices will have a secure lock code so if the phone is lost, data cannot be accessed. In the event of a phone being lost, they will be restored back to factory settings by The Hub as soon as possible to delete all information off the device.
- Parents / carers taking private calls will be asked to do so outside of the day care room where children are not present.
- To complete on line learning journeys on the children, iPads will be issued throughout the setting to staff. The settings on these will have been adjusted and blocked to ensure that staff can only access the necessary applications on them. These devices will be signed in and out from a

Photography and Use of Children's Images Policy continued

locked cabinet in the office at the beginning and end of the day, and kept safe during the day in a box within the rooms. If these devices are going off site, then senior staff only will sign them in and out of the building. All staff using these devices will sign to say they have read and understood this procedure. When laptops are going to be used with the children for research purposes, staff will conduct initial research in the office before doing so with the children to reduce the possibility of unwanted content. Staff will be aware of the types of words used when searching for content to limit the possibility of unwanted content.

- Settings will have a named e safety monitor. This monitor will be a senior member of staff and will be responsible for checking the photo stream every month on every device to ensure pictures are being deleted. They will also monitor device history and emails on every tablet and laptop. Managers company mobile phones will be checked by the director.
- I pads or other devices for use by the children will have the settings adjusted and parental blocks etc switched on to limit the access they have on them to applications such as the internet and games they use. All devices that can be, will be locked and used in child mode.
- Parents and carers are asked not to allow their child to bring in a mobile phone to play with and that they must not be left in their child's bags in the cloakroom area.
- In a parent's case, consent will be sought for their child to be included on recordings of Christmas plays etc. by other parents on enrolment. They can opt out at any time and this will be made clear on the consent form.
- If a photographer from an outside agency is coming into the setting, they will sign in and out of the visitors book, and a member of staff will stay with them at all times.
- As the children in our care are under 16 years old, permission will be sought from each parent / carer on enrolment – for pictures to be taken of their child for their own learning journeys and also to be on display for others to see around the nursery.
- It will be understood and included on the consent slip that photographs going onto individual children's learning journeys may include that of other children, (i.e. a photo / video including your child could go into another child's learning journey if they were involved in the same activity) and that people who have access to the setting eg other professionals, other parents and carers, students etc may see these still or moving images within the setting.
- Social media is used to communicate with customers, to promote the business, showcase the high quality care and education we provide, and to share good practice. Parents will be made aware that our social media pages are public. Names and identities will remain anonymous and all images used or uploaded by Portico Nursery Group will be sensitive.
- Once printed or uploaded, photographs or videos will be deleted off the hard drive in line with the e-safety procedures.
- Videos may be made of children, for example if a child is unsettled at the start of a session we may record the child to show the parent / carer the child later on happily playing. Once they have seen it, it will be deleted. Pictures of children during the sessions may also be emailed to parents off the nursery phone or computer with parents agreement.
- Extra permission will be sought if pictures are to be seen by anyone other than people involved with the nursery i.e. newspaper promotions, study purposes.
- If a photograph is being taken at a public event, it will be made clear the reason for the photograph, giving people the opportunity to opt out of being on the photograph.
- Parents are informed of our complaints policy and general data protection regulation procedures on enrolment.

Photographic Permissions

Please complete this form

I have seen a copy of the nursery's Photograph and Use of Children's Images Policy March 2018.	Yes	No
I understand that photography refers to still or moving targets.	Yes	No
I agree that pictures of my child may appear in that of another individual if they are involved in the same activity.	Yes	No
I agree that my child may be included in written observations / learning stories alongside other children, which may be read by other parents and carers and appear in another child's file / learning journey.	Yes	No
I give my permission for the following:		
For recording activity participation	Yes	No
Development records / child's learning journey	Yes	No
Displays within the nursery	Yes	No
Special events / activity days	Yes	No
Christmas play / graduation ceremonies	Yes	No
Christmas play / graduation ceremonies etc by other parents	Yes	No
Public Twitter and Facebook social media pages	Yes	No
I understand I have the right to opt in or out of any of the above at any time by speaking to my child's key worker.	Yes	No

Signed: _____

Print Name: _____

Child: _____

Date: _____

Sun Cream Permission

Here at Kings Park Day Nursery your child's health and wellbeing is extremely important to us.

We provide sun cream for all children attending nursery, this will be kept on site at all times and applied regularly throughout the day. We will take notice of health warnings and avoid outdoor play in between the hottest times of the day, between 11:00am until 3:00pm.

The suncream we use is "Boots Soltan, Kids SPF 50 Hypoallergenic".

However, if you still feel that you wish to provide your own suncream then please do so and provide this each day for your child, labelled in their bag.

Also please do not forget to provide an appropriate sun hat.

Please can we remind you of the policy which states that you will put sun cream on your child before they come to nursery and this policy is available in the file at the entrance to the nursery.

We will then ensure it is re-applied throughout the day.

I give permission for my child to have suncream supplied and applied by Kings Park Day Nursery

Yes / No

Child's Name: _____

Print Name: _____

Signature: _____

Date: _____

Permission for Calpol

The nursery will purchase liquid paracetamol/calpol to be used in an emergency situation. If your child has a high temperature we will try to contact you before administering 5ml of liquid paracetamol/calpol to reduce their temperature. We would then contact you to collect your child.

I give permission for my child to receive one dose of liquid paracetamol/calpol to reduce a temperature and understand I will then be contacted to collect my child.

Yes / No

Child's Name: _____

Print Name: _____

Signature: _____

Date: _____

Permission for Outings

From time to time we will take the children on walks within the community to explore the local environment.

Each outing has been thoroughly risk assessed to ensure maximum safety for your child whilst out of the nursery premises.

If we ever wanted to go further afield such as using a mini bus or public transport, we would inform you a week before the outing and seek further written consent.

I give permission for my child to be included in outings from nursery, no further than half a mile.

Yes / No

Child'd Name: _____

Print Name: _____

Signature: _____

Date: _____

Multi Agency Information Sharing Consent Form

From time to time the setting may be required to share information with other agencies that may become involved with your child such as, health visitors, social services and GP's. It allows for a range of agencies to provide sufficient services and support to meet the needs of your child/family.

We need your consent to share information between agencies. you may consent to information being shared between all agencies or specify any agency you do not wish to be included in the sharing of information about your child/family.

Consent Declaration

I agree to the sharing of relevant information between all agencies for the purpose of assessing my child/children's needs.

Yes / No

Child'd Name: _____ D.O.B _____

Child'd Name: _____ D.O.B _____

Child'd Name: _____ D.O.B _____

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____