

Thurgoland Childcare

Parent and Carer Contract



Password.....

Code (if applicable)

Child's Personal Details:

Child's Full Legal Name:		Are they known by any other name(s):	
Date of Birth:		Gender:	
Home Address:		Postcode:	
		Home Telephone Number:	
NHS Number:		Birth Certificate Number:	
Child's First Language:		Religion:	
Was your child born in the UK?		Arrival date in UK (if not British born):	

Parent's/Carer's Personal Details:

Parent/Carer 1		Parent/Carer 2	
Full legal Name:		Full legal Name:	
Home Address if different to Child's:		Home Address if different to Child's:	
Mobile:		Mobile:	
Email:		Email:	
Place of Work:		Place of Work:	
Work Address:		Work Address:	
Work Telephone Number:		Work Telephone Number:	
National Insurance Number:		National Insurance Number:	
Date of Birth:		Date of Birth:	

Parental Responsibility

The Department for Education (DfE) requires that providers must obtain necessary information for parents/carers in advance of a child being admitted to the provision, including information about who has legal contact with the child; and who has parental responsibility for the child. **While birth mothers always have parental responsibility, fathers only have parental responsibility if:**

- They are married to the child's mother when the child was born.
- They jointly adopt a child.
- The parents jointly register the birth (so both names appear on the birth certificate)
- The parents have formed a parental responsibility arrangement.
- They are given parental responsibility by court order.

Who has parental Responsibility?

Legal Contact

DfE has advised us that the policy intention in relation to 'legal contact' was to ensure that if a parent was legally banned from contact with a child, then a childcare provider would not let the child go with that parent. Where this is the case a copy of relevant documentation will need to be seen by the Nursery Manager.

Who has Legal Contact?

Emergency Contact details in the event of being unable to contact the Parents/Carers:

Name:		Relationship to Child:	
Address:			
Home Telephone Number:		Mobile Number:	
Work Telephone Number:		Email:	

Are there any other adults that your child has regular contact with that you would like to tell us about?

Name of Adults	Relationship to Child	Contact Details:
		Mobile Number: Email: Work Number:
		Mobile Number: Email: Work Number:
		Mobile Number: Email: Work Number:

Please give details of any other children who live in the family home:

Full Name	Date of Birth	Relationship to Child	Setting/ School

Please provide any other addresses where you have all lived during the last 5 years:

Address	Post Code	Dates
		From: To:
		From: To:
		From: To:

Additional Information:

Languages - Please identify the languages spoken at home with mum, dad, grandparents, siblings and carers.	
Faith - Any specific requirements? i.e. diet, festivals, holy days?	

Collection Authorisation

To safeguard your child, we will not let your child leave the Nursery with anyone that you have not listed below they need to be over 16 years of age and know the password you have provided.

Password: *this is the same password you have given on the first page*

Name	Relationship to Child	Parental Permission (signed)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Health Professional's Information:

Name of Family Doctor:	
Surgery Address:	
Contact Number:	
Health Visitor:	Name: Contact Number:
Dentist:	Name: Contact Number:
Any Others?	Name: Contact Number:
	Name: Contact Number:

Medical Details and Additional Information

If you answer 'yes' to any of these questions, please provide further information:

Does your child have any allergies to anything? Please include any foods.	Yes/ No	
Does your child have or previously had any medical conditions?	Yes/ No	
Is your child using any long term medication? i.e. Inhaler/epi-pen	Yes/ No	
Does your child have any special dietary requirements?	Yes/ No	
Does your child have any special needs or an identified disability?	Yes/ No	
Is there any other Agency involved with your child?	Yes/ No	
Does your child have an EHA (Early Help Assessment)?	Yes/ No	Lead Professional: Contact Number: Email Address:
Does your child have a Social Worker?	Yes/ No	Name: Contact Number: Email Address:
Is your child attending another setting?	Yes/ No	Setting Name: Address: Telephone number: Sessions Attended:

Permissions

Permission to share information with Health Colleagues

The Statutory Framework for the Early Years Foundation Stage requires us to review your child's progress between two and three years old and provide parents with a short written summary. During this progress review we will contact your child's Health Visitor and other health professionals; this will allow us to identify any developmental delay which needs early intervention. In order to do this, it is helpful if you share with us, at regular intervals what is recorded in your child's Health Record (Red Book).

There may also be other occasions where we may need to share information relating to your child's health and welfare with their named Health Visitor or other health professionals.

Declaration

I/We give permission for Thurgoland Childcare to contact my child's named Health Visiting Team (or other relevant professionals) so that information regarding my/our child's health, development and welfare can be shared or joint developmental assessments can be arranged.

I also give permission for any reports to be copied to my Health Visitor and where relevant be passed on to my child's next setting/school.

Name of Child:	Name of Parent/Carer:	Parent/Carer Signature:	Date:

Permission to share information with and receive information from Social Care and other Agencies.

Providers must have regard to the government's statutory guidance 'Working Together to Safeguard Children' and to the 'Prevent duty guidance for England and Wales.'

All schools are required to have regard to the government's 'Keeping Children Safe in Education' statutory guidance, and other childcare providers may also find it helpful to refer to this guidance. If providers have concerns about children's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.

In other circumstances, we may need to contact social care to discuss any support that we would like to offer to your child or family or to share information which will help us and other professionals to better support your child during their time at nursery and at home.

Declaration

I/We give permission for Thurgoland Childcare to contact any relevant agencies in order to support my child and/or family.

I give permission for any agencies (including social care) to share information regarding my child/family

Please note, if we have concerns, we have a legal obligation to report to relevant agencies without permission.

Name of Child:	Name of Parent/Carer:	Parent/Carer Signature:	Date:

Emergency Treatment:

In the unfortunate event of an emergency or accident occurring we must ensure that your child receives the best and the most appropriate care. To enable us to do this, please sign the declaration below.

Declaration

I/We give permission for my/our child to receive appropriate medical attention and treatment should an emergency occur.

I/We understand that I will be contacted as soon as possible about the emergency or accident and that Nursery staff may accompany my child to hospital in my absence if necessary.

Name of Child:	Name of Parent/Carer:	Parent/Carer Signature:	Date:

Administration of Liquid Paracetamol

In an emergency situation, we will follow our Medication policy and administer Liquid Paracetamol (age appropriate dose) if it is deemed appropriate by senior staff responsible. We will always attempt to contact you prior to administering the dose however, in an emergency if you are not contactable, a dose may be given in line with our medication policy.

Declaration

I/We give permission for my child to receive a measured dose of Paracetamol.

Name of Child:	Name of Parent/Carer:	Parent/Carer Signature:	Date:
----------------	-----------------------	-------------------------	-------

CCTV

At Thurgoland Childcare we feel security and safeguarding of your children is of the up most importance. Therefore, we have CCTV in operation which is solely used to ensure the safety and security of all children, staff and parents. The CCTV we have in place is on a 14 day loop therefore all imagery is automatically erased after 14 days.

Declaration

I/We sign to say that I/We agree with the above statement and understand it is in place.

Name of Child:	Name of Parent/Carer:	Parent/Carer Signature:	Date:
----------------	-----------------------	-------------------------	-------

Sun Protection

In order to protect children from the sun the Nursery will support your child to apply sun cream provided by yourselves. The nursery does have sun cream which will be used if not provided. The brand may differ so please ask your room leader if you would like full details.

Declaration

I/We give my/our consent for Nursery staff to apply sun cream to my child.

Name of Child:	Name of Parent/Carer:	Parent/Carer Signature:	Date:
----------------	-----------------------	-------------------------	-------

Photography

Declaration

I/We have no objection and I/We give permission for photographs of my/our child to be used in the following ways:

- Within Nursery: Yes / No
- Nursery Publications: Yes / No
- Local Media: Yes / No
- BMBC Literature: Yes / No
- On the Internet: Yes / No

Name of Child:	Name of Parent/Carer:	Parent/Carer Signature:	Date:
----------------	-----------------------	-------------------------	-------

Outings

As part of the learning experience that the nursery provides, we feel it is of great importance for children to be able to go to the local park, church or shops. To enable us to do this please sign the declaration below;

Declaration

I/We have no objections and give permission for my/our child to be taken on such outings as mentioned above.

Name of Child:

Name of Parent/Carer:

Parent/Carer Signature:

Date:

Tooth Brushing

At Thurgoland Childcare we recognise the importance of dental care and regular daily tooth brushing for your child. We will provide your child with an appropriate toothbrush and toothpaste that has been recommended by dental care experts. The toothbrushes will have individual protective covers. Your child will be encouraged, supported and explained the importance of this routine. Please indicate by signing the declaration below if you wish for your child to participate.

Declaration

I/We have no objections and give permission for my/our child to take part in daily tooth brushing as mentioned above.

Name of Child:

Name of Parent/Carer:

Parent/Carer Signature:

Date:

Nursery pet

As part of the learning experience that the nursery provides, Ronnie the support dog sometimes comes to visit. Under supervision and following risk assessment the children are allowed to spend time with Ronnie brushing him, reading to him, walking him, singing to him etc.

Declaration

I/We have no objections and give permission for my/our child to participate in activities with Ronnie the support dog as mentioned above.

Name of Child:

Name of Parent/Carer:

Parent/Carer Signature:

Date:

GDPR disclosure

We comply with the new data protection standard, and we will only use your (including your child's) personal information to provide a childcare service to you. We would like to keep sending you information about your child/our nursery by email, Facebook, phone, SAGE, other but we need to be sure we have your permission to do so.

We keep your information so you can receive important updates about your child/our nursery. We will keep your information secure and will never share it except if required to do so by law e.g. in a safeguarding case. We will store your information in accordance with the setting's policies and procedures which adhere to legal requirements.

You can of course unsubscribe/ask us not to contact you by email, phone, Facebook, etc. at any time in writing as we will ensure you are removed from the data storage in a timely manner.

Declaration

By ticking this box and signing your name, you are consenting to us continuing to hold and process your data and send you information.

Name of Parent/Carer 1:	Parent/Carer 1 Signature:	Date:
Name of Parent/Carer 2:	Parent/Carer 2 Signature:	Date:

Attendance Details for Thurgoland Childcare

At Thurgoland Childcare we offer a range of contracts to suit parent's needs dependent upon the age of your child.

What date would you need your places to start?	
Would you like a home or Nursery visit?	
Does your child attend any other setting?	Yes / No
If 'Yes,' please name the setting?	

Please indicate ✓ which sessions you require dependent upon the current age of your child:

We recommend your child attends Nursery at least 2 days per week as our experience has shown that children settle better with more regular attendance, however we do accept babies for 1 day per week.

We currently only offer full days in the Baby Room – you can if you wish drop off later/pick up earlier, but you will be charged for the full day. Please note that we cannot accept Baby Room drop off between 8.15-9.00 am and pick up from 2.45-3.30 pm because that is the busiest time for older children arriving and leaving nursery and baby drop off's and pick up's take longer.

For the Toddler and Pre School Rooms, where possible we ask that you keep to the set times for drop off's and pick up's as we do not have staff available to facilitate this outside of these times as all staff are in ratio.

	0-2 Years		2 Years and 3/4 Years					
Monday	7.30 - 6.00	✓	7.30-8.45	✓	8.45-3.15	✓	3.15-6.00	✓
Tuesday	7.30 - 6.00	✓	7.30-8.45	✓	8.45-3.15	✓	3.15-6.00	✓
Wednesday	7.30 - 6.00	✓	7.30-8.45	✓	8.45-3.15	✓	3.15-6.00	✓
Thursday	7.30 - 6.00	✓	7.30-8.45	✓	8.45-3.15	✓	3.15-6.00	✓
Friday	7.30 - 6.00	✓	7.30-8.45	✓	8.45-3.15	✓	3.15-6.00	✓

Please indicate ✓ which contract you wish to use:

Term Time * the number of weeks may increase/decrease dependent upon when Easter falls	✓	50 Week Contract * the number of weeks may increase/decrease dependent upon when Easter falls	✓
<ul style="list-style-type: none"> Sessions are booked and fixed for the 38* weeks term time only. Unfunded weeks occur in some academic years' dependent upon when Easter falls, which will increase the number of term time weeks to in excess of 38* BUT funding is still only available for 38 weeks in any year, therefore, your child will still attend Nursery these weeks and you will be liable to pay in full for all unfunded weeks occurring via invoice. Option to add extra days in the holidays, subject to availability, to be requested with the Nursery Manager. Contract runs from September (or start date) to the end of the Summer Term in July each year. 		<ul style="list-style-type: none"> Sessions are booked and fixed for 50* weeks of the year (term time and holiday weeks). Contract runs from September (or start date) to the end of August each year including the final year before your child leaves for School. Notice to leave Nursery early in the final year will not be accepted unless the family is moving out of the area. 	
<ul style="list-style-type: none"> No holiday entitlement. 		<ul style="list-style-type: none"> One week's holiday entitlement based on how many days attended. (ie 3 days holiday per year if attend 3 days per week) – pro rata in the first year. Holidays booked by email to the Nursery Manager, 8 weeks in advance or full payment will be charged. The Holiday Year runs from September to August each year. Any holidays not taken, expire on the 31st August each year; 	
<ul style="list-style-type: none"> Option to change from term time to 50 week contract needs to be requested giving 8 weeks' notice and changes can only be made at the beginning of each school term, ie September; January; Easter. 		<ul style="list-style-type: none"> Option to change from 50 week contract to term time to be requested giving 8 weeks' notice and will only be accepted at the beginning of the new academic year, ie September. 	

Funding:

Dependent upon the contract you have chosen and the funding you are eligible for, there are different conditions as to how the funding is calculated. Children become eligible for funding in the term following them turning 9 months; 2 years; 3 years, respectively. You can check the eligibility criteria for funding at <https://www.barnsley.gov.uk/services/children-families-and-education/childcare-nurseries-and-family-support/>

Please indicate ✓ which funding option you are eligible for currently dependent upon the age of your child:

	✓	Term Time Contract	50 Week Contract * the number of weeks may increase/decrease dependent upon when Easter falls
0-9 Months	✓	<ul style="list-style-type: none"> No childcare funding available, therefore, you will be invoiced for all hours attending Nursery at the current hourly rate. 	
9 Months to 2 Years	✓	<ul style="list-style-type: none"> Not eligible for childcare funding therefore, you will be invoiced for all hours attending Nursery at the current hourly rate. 	
	✓	<ul style="list-style-type: none"> From September 2024, 15 hours universal funding will be available to eligible working parents – further details to follow when guidance issued. Up to 15 hours funding given each week for 38 weeks (maximum 10 hours per day) with the remaining hours attended and Consumable charge payable by parents via invoice. 	<ul style="list-style-type: none"> 15 hours funding will be stretched over 50 weeks* and given each week of the year (max 10 hours per day) with the remaining hours and Consumable charge payable by parents via invoice. Any annual deficit by stretching funding will be payable via first invoice each year

	✓	Term Time Contract	50 Week Contract * the number of weeks may increase/decrease dependent upon when Easter falls
<p>2 Years of Age Disadvantaged and Working Parents 15 Hours Options</p> <p>“Research shows that high quality early education at age 2 brings benefits to children’s development and helps children to prepare for School”</p>	✓	<ul style="list-style-type: none"> • Subject to meeting the criteria, 15 hours universal funding will be available from the term after your child turns 2 for 38 weeks of the year. • Any hours in excess of the funded 15 hours claimed that your child attends nursery per week, will be payable by parents via invoice. • The appropriate Consumable charge per day will be payable by parents via invoice. • All extra sessions booked in the holidays will be payable in full by parents via invoice. 	<ul style="list-style-type: none"> • The 15 funded hours will be stretched over the full 50* weeks of the year to give you a reduced number of funded hours for each week of the year. • Any hours in excess of the funded hours given per week that your child attends nursery will be payable by parents via invoice. • Any annual deficit by stretching funding will be payable via first invoice. • The appropriate Consumable charge per day will be payable by parents via invoice. • Any additional sessions booked will be charged in full by parents via invoice.
<p>2 Years of Age 15 Hours Free Option</p>	✓	<ul style="list-style-type: none"> • Places allocated by Nursery for funded weeks only at set times/days subject to availability. • Children will not attend Nursery in Unfunded weeks. • No Consumable charge is made but parents must provide their own food which meets nursery guidelines (if appropriate and the setting has no serious allergies). • There will be a voluntary fee for snacks and consumables on your invoice. 	<p>Not applicable</p>

	✓	<ul style="list-style-type: none"> Term Time Contract 	50 Week Contract * the number of weeks may increase/decrease dependent upon when Easter falls
3 Years of Age 15 hours Universal Funding Only	✓	<ul style="list-style-type: none"> Subject to meeting the criteria, 15 hours universal funding will be available from the term after your child turns 3. Any hours in excess of the funded 15 hours claimed that your child attends nursery per week, will be payable by parents via invoice. The appropriate Consumable charge per day will be payable by parents via invoice. All extra sessions booked in the holidays subject to availability and requested via the Nursery Manager will be payable in full by parents via invoice. 	<ul style="list-style-type: none"> The 15 funded hours will be stretched over the full 50* weeks of the year to give you a reduced number of funded hours for each week of the year. Any hours in excess of the funded hours given per week that your child attends nursery will be payable by parents via invoice. Any annual deficit by stretching funding will be payable via first invoice each year. The appropriate Consumable charge per day will be payable by parents via invoice. Any additional sessions booked will be payable in full by parents via invoice.
3 Years of Age 15 hours Free Option	✓	<ul style="list-style-type: none"> Places allocated by Nursery for funded weeks only at set times/days subject to availability. Children will not attend Nursery in Unfunded weeks. No Consumable charge is made but parents must provide their own food which meets nursery guidelines (if appropriate and the setting has no serious allergies). There will be a voluntary fee for snacks and consumables on your invoice. 	Not applicable
3 Years of Age 15 hours Universal plus 15 hours Extended Funding	✓	<ul style="list-style-type: none"> Subject to meeting the criteria and renewing your Eligibility Code every 3 months, 15 hours universal funding and 15 hours extended funding will be available from the term after your child turns 3. Any hours in excess of the funded 30 hours claimed that your child attends nursery per week, will be payable by parents via invoice. The appropriate Consumable charge per day will be payable by parents via invoice. All extra sessions booked in the holidays will be payable in full by parents via invoice. 	<ul style="list-style-type: none"> The 30 funded hours will be stretched over the full 50* weeks of the year to give you a reduced number of funded hours for each week of the year. Any hours in excess of the funded hours given per week that your child attends nursery will be payable by parents via invoice. Any annual deficit by stretching funding will be payable via first invoice. The appropriate Consumable charge per day will be payable by parents via invoice. Any additional sessions booked will be charged in full by parents via invoice.

Consumable Charges:

A Consumable Charge will be made for each day your child attends nursery as follows. This charge includes a home cooked meal at lunchtime, all snacks, drinks and expenses incurred with additional activities to enrich your child's learning experience at Nursery.

0-9 Months	9 Months – 2 Years (unfunded)	All food, drinks and consumables included in the hourly rate	
9 Months – 2 Years (funded)		Baby Consumable Charge invoiced for each day attending Nursery	
2-4 Years		Part Consumable Charge invoiced for each day attending Nursery less than 7.5 hours	Daily Consumable Charge invoiced for each day attending Nursery in excess of 7.5 hours

Lunch/Food Provided by Nursery

We recommend children have Nursery Meals. If you do not wish to pay for nursery meals, you may provide your own food (breakfast, lunch and tea) on certain free contracts (see above), but this MUST meet nursery's policy on Healthy Eating and Allergies. Snacks will be provided, and a voluntary charge will be applied for these			
Declaration			
My/Our child will have food provided by the nursery: Yes / No			
My/Our child will bring their own food: Yes / No (Free Contract option only)			
Name of Child:	Name of Parent/Carer:	Parent/Carer Signature:	Date:

Fees, Funding and Payments

Invoices must be paid in line with our fees and invoicing policy. In the event of you removing your child prior to them receiving their EEF funding, sessions already attended will need to be paid for in full. 8 weeks' notice is required at all times to remove or change sessions - you will be liable to pay for all fees incurred in this 8 week period including, but not exclusively to, any session fees, admin fees incurred and lunch/snack monies. Funding cannot be claimed for any children who are not attending the nursery on/before headcount day and cannot be claimed for children not attending to cover a notice period.

Please note we do not swop sessions. Also, if you are also attending another childcare setting the funding has to be agreed prior to starting at the setting with each provider – a 50/50 split is the easiest option.

It is your responsibility to ensure that your Code for the extended funding is renewed every 3 months and in the event that your code is not renewed, or you become ineligible for funding you will be responsible for all hours that we could not claim funding for.

Prior to receiving your first invoice, Finance will email you detailing the Financial Information for paying your invoice.

In order to claim for EEF, the nursery must have seen original copies of all the documents listed below:

Document:	Serial Number:	Document:	Serial Number:
Child's passport:		Parental Responsibility Arrangement:	
Adoption Certificate:		Parental Responsibility Court Order:	
Birth Certificate:		(If you have the above documents, please bring them in for nursery's reference)	

Eligibility Code for Extended Funding:

Code:						
Dates Checked:						
If Splitting your funding will Thurgoland Childcare be the main setting claiming the 15 Universal Hours?					Yes / No	

Baby Room Deposit:

<p>In order to secure your child's place in the Baby Room upon receipt of this form and confirmation that the session/s you have requested are available you will be invoiced for a £50.00 deposit that will need to be paid before your place at Nursery is secured.</p> <p>In the event that you do not take up the place at Thurgoland Nursery you will forfeit this deposit.</p> <p>After taking up your place at Nursery, Finance will contact you to refund this deposit to you or if you prefer, to credit this amount to your child's account that you can then deduct this amount when paying your next invoice.</p>			
Declaration			
I/We agree to pay the deposit to secure our baby/s place at Nursery and understand that this will be forfeited if we later decide not to take up this place.			
Name of Child:	Name of Parent/Carer:	Parent/Carer Signature:	Date:

Early Years Pupil Premium (EYPP):

<p>The EYPP is an additional amount of money paid to the setting for children and families in receipt of certain benefits to enhance the quality of the early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. Follow the link for more information and to check your eligibility https://www.barnsley.gov.uk/services/children-families-and-education/childcare-nurseries-and-family-support/ If you believe that your child may qualify for EYPP please provide the following information about the main benefit holder to enable EYPP to be claimed.</p>			
Parent/Carer Name:		Parent/Carer DOB:	
Parent/Carer NI/NASS:		Parent/Carer Signature:	

Disability Access Fund (DAF) Declaration:

<p>The DAF enables providers to make their settings more accessible for children with special needs. If your child is in receipt of Disability Living Allowance (DLA) and also receiving the 15 hours universal childcare entitlement, we can apply for the Disability Access Fund (DAF). DAF is paid to the child's early years setting</p>			
Is your child eligible and in receipt of Disability Living Allowance?			Yes / No
If your child is splitting their free entitlement across two or more settings, please nominate the main setting where the Local Authority should pay the Disability Access Fund?			
Name of Child:	Name of Parent/Carer:	Parent/Carer Signature:	Date:

