

**Parent Registration Pack**

Dear Parents/Guardians,

Welcome and thank you for expressing interest in Little Companions Pre-School. We aim to provide a learning environment to inspire and nurture children, whilst catering for your child’s individual needs.

Please take some time to read the information provided in this pack. We also encourage you to read the Pre-school’s policies which are accessible online at <http://www.littlecompanions.org.uk/little-companions-policies.html> . If you do not have access to the internet, please do let us know and we can provide you with any paper copies of policies you would like to see.

Little Companions Pre-School aims to give your precious young ones an experience of independence before they start school through a warm and safe environment designed by highly qualified graduate early years practitioners. The children will be encouraged to develop their learning and confidence through the Early Years Foundation Stage Curriculum while gently being guided and supported by the practitioners. Children’s backgrounds and lifestyles will be respected and a foundation with an emphasis on manners and values will be the basis of their holistic learning. Our generous staff ratios will allow us to implement an excellent quality of care and supervision. Children will have daily access to our outdoor area and have both the indoor and outdoor incorporated into their learning environment.

Each child is allocated a key worker who will help your child to settle as well as maintain a strong partnership with you to ensure individual needs are met. Key workers observe and assess the children to plan activities based around their needs and interests and build each child’s record of development. Parents/guardians may request to view their child’s developmental record at any time. Once registered, we will send you a welcome pack for your child; this will contain essential information for you as well as an ‘All about me’ form which we would like you to fill in prior to your child starting the Preschool.

The Little Companions team look forward to welcoming you and your child into our setting. If you require any further information, please do not hesitate to contact us via email or telephone and one of our team members would be happy to answer your questions.

Kind regards

Naazish Haq and Reema Juttla

Co-Managers.



**Little Companions Pre-School Application Form**

Name of Child...........................................................................................................................................

Gender (Delete as appropriate) Male/Female

Child’s Date of Birth (Day/Month/Year) ......................./..................................../....................................

Ethnic background....................................................... Religion...............................................................

Home Language........................................................................................................................................

Home Address...........................................................................................................................................

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Home Telephone Number........................................................................................................................

Parent/guardian1 Name and Mobile Number/Work Number.................................................................

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Occupation...............................................................................................................................................

Email address............................................................................................................................................

Does this parent have Parental Responsibility? (Delete as appropriate) Yes/No

Parent/Guardian Mobile 2 Name and mobile Number/Work Number...................................................

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Occupation................................................................................................................................................

Email address............................................................................................................................................

Does this parent have Parental Responsibility? (Delete as appropriate) Yes/No

Emergency Contact number 1-.........................................Relationship to Child......................................

Emergency Contact number 2-.........................................Relationship to Child......................................

Emergency Contact number 3 (if able)…………………………..Relationship to Child…………………………………..

(**Please notify us to any changes to address and emergency phone numbers)**

Date you would like your child to start Little Companions............................./.................../....................

Please tick the sessions you require:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Monday(am) 9.00-11.30 | Monday(pm)11.30-2.00 or till 3.00 please specify | Tuesday(am)9.00-11.30 | Tuesday(pm)11.30-2.00 or till 3.00 please specify | Wednesday(am)9.00-11.30 | Wednesday(pm)11.30-2.00 or till 3.00 please specify | Thursday \*(pm)11.30-2.00 | Friday(am)9.00-11.30 | Friday(pm)11.30-2.00 |
|  |  |  |  |  |  |  |  |  |

 \*Thursday am session is an open parent and tots group, however if you would like your child to \*attend Thursday am please do let us know and we can accommodate this with ease- Many thanks

**Please note that children will have a mid-morning snack which we provide. If your child is doing an afternoon session he/she will require a healthy packed lunch.** **We can offer a 9.00 till 12.30 session charging an extra £8 for the hour. This can be discussed once your little one starts the preschool or you can specify when returning the registration form.**

**Sports sessions are held one afternoon of the week by a specialist sports coach, please inquire in person when these are if you would like your child to attend ( There is an extra charge for this session £16 per month, however the preschool will provide support to any families with financial challenges to ensure inclusivity for all our children and for our funded children this is an appreciated donation to cover the cost of our sports coach)**

**Photography**

Photographs may be taken of your child for developmental purposes and to be used in your child’s record of achievement to track progress and make assessments. In all other circumstances we seek the parent’s permission to take photographs of the children.

*Please delete as appropriate:* **I do/do not give consent for photographs of my child to be taken for display and assessment purposes.**

**Website -** Photographs may be used for our website gallery. If you do not want your child’s photo shown, please delete as appropriate: **I do/do not give consent for photographs of my child to be taken for the Little Companions’ website- www.littlecompanions.org.uk**

**Local Walks**

On occasions the children may be taken on interests walks in their local area around the preschool. These trips will have a high staff to child ratio and carried out in small groups and you will be informed of these via the newsletter. The outdoor trips risk assessments will be carried out before proceeding on the walk with the welfare and safety of the children will be paramount. Any larger outings we will seek parent’s consent accordingly.

**Terms and Conditions:**

All fees are due in on a monthly basis in **advance** at the beginning of the month. The preferred method of payment is via direct bank transfer. Monthly cash or cheque payments will also be accepted. **The charges are £20 for half sessions and £40 for the full day (2.00 finish) £48 (3.00 finish on MONDAY- WEDNESDAY ONLY) - odd extra hours will be charged if required at £8 when requested and under management’s discretion.**

All late payments will incur a late fee surcharge of £20. Late collections will be charged at £10 for half an hour with immediate payment.

For those eligible for the 2 or 3 year old funding we would require you to bring in your birth certificate for us to view during the first week and we will require you to fill in the forms when you come.  Please note any information filled in are kept confidential as required under the Data protection act and only shared with the relevant funding bodies when requested. We are also now required to see your child's red book so please do bring that in with you during the course of the first week. Funding starts the term after the children turn 3 years old and we apply on your behalf.

If your child for ill health or any other reason is unable to attend, we request you call to inform the pre-school. You will still be charged for their session. A written notice of cancellation of the pre-school place is required **1 month** in advance.

For the specialist sports sessions with an external preschool sports coach, we request a small fee for this attendance, however should this fee be a concern for any family who is in the funding category, the preschool will provide support and ensure inclusivity for all children regardless of payment. Please do speak to the management in confidence should financial support be required.

**Emergency treatment:** In the case of an emergency I give consent to the setting in the administering of emergency treatment by a medical team should the emergency contact be unavailable.

*I understand that the offer of a vacancy is subject to availability and I abide by the regulations of the Preschool.*

Signature…………………………………………………..Date………………………………………

**Payment information and methods**

**Please enclose a £50 sustenance charge (non-refundable) which will secure your child’s place. (Please note if your child is on the 2-year-old funding scheme, this charge is exempt) (If your child is on the 3-4 year old funding scheme, this charge is an appreciated donation, however not required for the registration of your child’s space)**

Preferable payment process- transfer direct to our account. We kindly request you put the child’s name as the payment reference if doing direct transfer. We will give you a receipt on knowing payment has been processed. Cash is also accepted.

**Details are- Name: Little Companions Limited**

 **Account Number: 01431560 HSBC Bank**

 **Sort Code: 40-39-13**

Please return this form to the following address or via email to **info@littlecompanions.org.uk**

**Flat16, The Thomas More Building**

**10 Ickenham Road,**

**Ruislip, Middlesex, HA4 7BA**

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**MEDICAL AND DIETARY INFORMATION**

Name of child............................................................................................................................................

Date of Birth(month/day/year)............................./......................................./.........................................

Any allergies the child may have.............................................................................................................

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If ‘yes’ please write down any appropriate medication and dosage.......................................................

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Does your child suffer from asthma? If ‘yes’ please describe any particular triggers which may onset your child’s asthma as well as level of severity.......................................................................................

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Child’s medication required for asthma and dosage, which must be kept at the playgroup...................

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Child’s dietary requirements (for example no meat/ no gelatine, etc)...................................................

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Does your child have any special educational needs? .............................................................................

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Any other information regarding the medical/dietary needs of the child................................................

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Doctor’s Name: ........................................................................................................................................

Practice Address: .....................................................................................................................................

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Signed parent/guardian: .................................... Date: ............../................/...............

Relationship to child: ................... Please bring your child’s red book on the first day of Pre-School – Red book seen ………….. (Signed by Manager)

**Early education terms and conditions**

**The following terms and conditions govern the basis on which we agree to provide childcare and early education services to you.**

# **Our obligation to you**

1.1 We provide agreed childcare and early education facilities for your child during the official opening hours. If we change the opening hours, we will give parents as much notice as possible, and, if necessary, will work with you to agree a change to your child’s hours of attendance.

* 1. We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare and early education.
	2. We will notify parents as early as possible when the setting will be closed.
	3. We will provide you with regular updates about your child’s progress.
	4. We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

# **Your obligation to us**

* 1. You are required to fully complete and return the *Childcare and Early Education Registration* form to us before your child can start.
	2. You are required to inform us immediately of any changes to your contact details or other changes to the information on your child's registration form.
	3. The *Childcare and Early Education Registration* form will include medicine consent and emergency treatment authorisations if your child requires this which you are required to complete before your child attends.
	4. You are required to immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. We need to protect other children at the setting so you cannot bring or allow your child to attend at these times. When your child is contagious they pose a risk to other children during normal daily activities.
	5. You are required to inform us of the identity of the person(s) who will be collecting your child. We will require proof of identity with a password/ a photo, if a person collecting your child is not usually responsible. You should let us know in advance about these changes. If we are not reasonably satisfied that the person collecting your child is expected, we will not release your child into their care until we have checked with you.
	6. You are required to inform us immediately if you are not able to collect your child by the official collection time. You should make arrangements for an authorised person (recorded on your registration form) to collect your child as soon as possible and confirm who they are. A late collection charge will be applied if this is consistent. Please refer to the registration form for schedule details. If you fail to collect your child by the official collection time and we have reason to be concerned about your child's welfare we will contact the local authority.
	7. You are required to inform us as far in advance as possible of any dates when your child will not be attending.
	8. You are required to provide at least one month’s notice of your intention to decrease the number of hours your child attends and similarly, should you decide to withdraw your child completely and end this Agreement. If you give insufficient notice, you will still be required to pay full fees for one month from the date of notice. If you would like to end this Agreement, please speak to the setting manager.

If your child is the subject of a court order, you are required to inform us and provide a copy of the order on request.

* 1. You should read our policies and procedures via our website <http://www.littlecompanions.org.uk/little-companions-policies.html>

# **Payment of fees**

* 1. Our fees are based on the registered days, and for those who are funded, any hours out of the funded hours. Before your child starts, you will be informed of our charges so you can make an informed decision for registration. We may review the fees at any time but will inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end the Agreement by giving us one month’s notice, or alternatively if there are any financial concerns, speak to the managers in confidence who are here to support inclusivity as much as possible.
	2. Fees are required to be paid monthly and are based on your child’s registered days. Discounted rates do not apply to funded places or part-funded places. Additional hours will be charged at the full rate.
	3. All payments made under this Agreement should be made by direct debit into the preschool account. All payment regardless of method shall be made by the parent/guardian monthly once the invoice has been received. If the payment is made by cash, it is your responsibility to obtain a receipt from the setting manager as proof of payment. Late payments will incur a late payment fee of £20.00. In addition, a charge of £20.00 will be made for each occasion of re-presented payments and on the issue each late payment letter issued to you. If further action is required to recover unpaid fees, additional charges may be made in lieu of any costs of recovery incurred.
	4. If the payment of fees referred to in 3.3 is outstanding ( without any communication with the managers) for more than 14 days then we may consider terminating the Agreement. Once the contract has been terminated, your child shall cease to be admitted, and the notice of termination shall be regarded as a formal demand for outstanding monies.
	5. If you require additional sessions or have been unable to collect your child by the official collection time, we will inform you of the extra amount payable and add these additional charges to your regular fees. In the event of late collection of your child, we reserve the right to charge a late collection fee of £10 for up to half an hour.
	6. No refund will be given for periods when children do not attend a session due to illness or holidays. Please note that we are closed on bank holidays and our team has three training days per year. This helps support our team’s continuing professional development which benefits the children and families. No refunds are given for these closures as they are already taken into account when setting fees.
	7. Where we offer a reduced fee rate after a child’s birthday, the reduction takes effect from the first day of the following billing period.
	8. If you are in receipt of any funded entitlement- 2 year funding/ 3 and 4 year funding- charges will apply when hours extend over the funding allocation and any donations towards extra activities, whilst voluntary are appreciated.

**Suspension of a child**

* 1. We may suspend providing childcare and early education to your child at anytime if you fail to pay any fees due.
	2. If the period of suspension for non-payment of fees exceeds one month without any reason discussed with the manager, either of us may terminate this Agreement by giving written notice. This takes effect on receipt of the notice.
	3. We do not support the exclusion of any child on the grounds of behaviour. However, if your child’s behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend childcare and early education while we try to address these issues with you. It may also be necessary to share our concerns with other external agencies as appropriate. The decision to suspend your child will be made with the agreement of the local authority advisory team.
	4. During any period of suspension for behaviour-related issues, we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
	5. If your child is suspended part way through the month, under the conditions stated in clause 4.2, we will give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

# **Termination of the Agreement**

* 1. You may end this Agreement at any time, by giving us at least one month’s notice.
	2. We may immediately end this Agreement if:
		1. You fail to pay your fees.
		2. You breach any of your obligations under the Agreement and you have not or cannot put right that breach within a reasonable period of time.
		3. You behave unacceptably; we do not tolerate any physical or verbal abuse or threats towards staff or other parents.
		4. We take the decision to close. We will give you as much notice as possible in the event of such a decision.
	3. It may become apparent that the support we can offer your child is not sufficient to meet his or her needs. Under these circumstances we work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
	4. You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach in a reasonable period after you draw it to our attention.

#  **General**

* 1. If we close or take the decision to close due to events or circumstances beyond our control such as extreme weather conditions, the weekly fee will continue to be payable in full. We will be under no obligation to provide alternative childcare and early education to you. However, if the closure exceeds three consecutive days in duration (excluding any days when we would otherwise be closed), we will credit you with an amount that represents the number of days closed in excess of three days.
	2. If you have any concerns about the childcare and early education we provide, please discuss them with your child’s key person. If your concerns are not resolved to your satisfaction, please contact the setting manager. Your satisfaction with our service is very important to us and any concerns or complaints will be reported to the appropriate line manager for review.
	3. From time to time we may take images or video of the children who attend. These images or video may be used by the setting for promotional purposes. If you do not wish your child to be included in these images or videos, you should record this when you complete the registration form.
	4. While food and drink is provided on the premises for snack time, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. Every effort is made to follow recommended food preparation guidance and to ensure that all setting staff involved in the preparation and serving of food are suitably trained.
	5. Normally we will seek your consent before sharing information about your child with another professional or agency. We are required to share any information with the local authority and other relevant agencies if there are any safeguarding concerns about your child. In certain situations, we may not seek consent prior to sharing information, or we may, in certain specified circumstances override a refusal to give consent.
	6. You must avoid making any social media communications that could damage our business interests or reputation, even indirectly or link us to any political movement or agenda.
	7. You must not use social media to defame or disparage us, our staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate staff members of the setting or other related third parties.
	8. We reserve the right to vary the terms and conditions contained in this Agreement giving at least one month’s notice.
	9. This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of the Agreement except to the extent that we vary terms from time to time.
	10. Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

\* For an illustrative example of the sessions you require, please discuss with your manager.

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| --- |
| **Acceptance of our offer of a childcare and early education place**Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptable of a childcare and early education place with us for your child. For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between [name of provider], you and the guarantor.A copy of this completed and signed contract will be provided to each signatory. |
| Parent name 1 |  |
| Signed |  | Date |  |
| Parent name 2 |  |
| Signed |  | Date |  |
| Guarantor name (where applicable) |  |
| Signed |  | Date |  |
| Relationship to the child |  |
| Home address |  |
| Daytime/work telephone |  | Mobile |  |
| Email |  |
| Signed on behalf of Little Companions Preschool: |
| Signed  | N.Haq and R.Juttla | Date |  |
| Name | Naazish Haq and Reema Juttla |
| Role (owner, director or trustee) | Owners |