INFORMATION/REGISTRATION FORM

Maison Dieu Nursery is registered to accept children who are aged between two and five years of age.

The nursery is open from Monday to Friday 8.30am to 5.30pm, 47 weeks per year. The last week of the year is a flexi week which can be accessed by non-funded pupils and replacement days (e.g. bank holiday Mondays for funded pupils and any pupils wishing to book extra fee-paying sessions). The nursery is closed for one week at Easter, Bank holidays, two weeks at the end of August and up to two weeks at Christmas. The nursery is in receipt of funding for the provision of free early year education to children aged two, three and four years. Please see below for further information:

**FREE EARLY YEARS EDUCATION – FUNDED HOURS**

**Free Early Education for 2 Year Olds**

In Kent this is known as the Free for 2 Scheme.

Effective from the beginning of the term following the child’s second birthday.

This is NOT a universal offer families have will need to meet an eligibility criterion.

Families can check to see if they are eligible by applying online at: **kent.gov.uk/freefor2**

If eligible a 6 digit code will be allocated which must be given to nursery prior to starting.

**Free Early Education for 2 Year Olds of Working Families – Extended Entitlement**

This is NOT a universal offer.

Effective from the beginning of the term following the child’s second birthday.

Parents must be working and will need to meet an eligibility criterion.

Families can check to see if they are eligible by applying online through the governments Childcare Choices website ([**www.childcarechoices.gov.uk**](http://www.childcarechoices.gov.uk)**)** If eligible an 11 digit code will be allocated which must be given to nursery .

**Free Early Education for 3 & 4 Year Olds**

This is a universal offer.

Effective from the beginning of the term following the child’s third birthday.

**Free Early Education for 3 & 4 Year Olds of Working Parents – Extended Entitlement**

This is NOT a universal offer.

Effective from the beginning of the term following the child’s third birthday.

Parents must be working and will need to meet an eligibility criterion.

Families can check to see if they are eligible by applying online through the governments Childcare Choices website ([**www.childcarechoices.gov.uk**](http://www.childcarechoices.gov.uk)**)** If eligible an 11 digit code will be allocated which must be given to nursery.

**HOW MAISON DIEU NURSERY OFFERS THE FREE EARLY YEARS EDUCATION**

Maison Dieu Nursey offers the following patterns of delivery for the free early education hours:

* 2, 3 & 4 year olds in receipt of free early education will be offered a maximum of 12.5 hours per week for a stretched period of 46 weeks per year. This can be taken as one full day and one half session with a lunch or three half sessions and two lunch hours. If the full amount of hours is taken families will have accessed an extra 5 hours over the year, which they can pay for these additional 5 hours at the end of their child’s unique funded year or with arrangement with nursery may reduce these hours in this last week.
* Eligible 3 & 4 year olds of parents receiving the working families extended entitlement will be offered 24 hours over a stretched period of 46 weeks per year (depending on availability). This can be taken as three full days per week. If parents require additional sessions to the three full days, the odd remaining extended hours will be calculated over the year and taken off of the annual invoice. The full government entitlement is offered at 1140 hours over a child’s unique funded year.
* We have very limited spaces for the 38 week (term time) pattern of delivery. Families must meet the criteria of having older siblings at school or will be working the school term time only to request this. Universal offer is up to 15 hours per week (taken as one full day and two half sessions), extended is up to 30 hours per week (this can be taken as 4 full days, with a chargeable fee for the 2 hours per week, if wanting the full 4 days).
* Families may access as little or as much Free Early Education as they wish, although please be aware that the sessions per week, requested at Maison Dieu Nursery, will be subject to availability.
* Free Early Education can be used at a maximum of two nurseries, but families must not exceed their maximum allowance. Universal maximum allowance is 570 hours per unique funded year. Extended 30 hours maximum allowance is 1140 hours per unique funded year.
* Parents will be required to complete and sign a parental declaration form three times per year in order to access their child’s free early education. By completing the EYPP section within this form your child may be eligible for additional funding for the nursery.

**SESSIONS AND PRICES**

|  |  |  |
| --- | --- | --- |
| **SESSION** | **TIME** | **FEE** |
| MORNING SESSION | 8.30 – 12.00 NOON | £ 22.75 |
| AFTERNOON SESSION | 1.00 PM – 4.30 PM | £ 22.75 |
| FULL DAY (pre-booked) | 8.30 AM – 4.30 PM | £ 52.00 |
| LONG DAY (pre-booked) | 8.30 AM – 5.30 PM | £ 58.50 |
| LUNCH HOUR | 12.00 NOON – 1.00 PM | £ 6.50 |
| ADDITIONAL HOURS | PER HOUR | £ 6.50 |

**CONDITIONS OF PAYMENT:**

* Fees are payable in advance, either weekly, monthly or ‘in full’ at the beginning of the term.
* Fees can be paid by cash, BACS or by an online bank transfer to the Nursery.
* **ALL PRE-BOOKED SESSIONS REMAIN PAYABLE, EVEN IF UNATTENDED**
* Extra hours/sessions are payable on the day attending.
* Fees are to be paid within 2 weeks of the payment due date. If without negotiation, fees are not settled, we are left with no alternative but to withdraw your child’s place and if necessary take legal action to recover the amount owed.
* Children in receipt of the Free Early Education will be unable to access any additional fee-paying hours until outstanding fees are settled.

**MAISON DIEU NURSERY TERMS AND CONDITIONS**

* Upon starting at Maison Dieu Nursery your child is expected to attend all pre-booked sessions throughout each term. Should your child miss a session for whatever reason (illness, holiday etc) the full fee is still payable.
* There is a requirement to register your child for the minimum of two half day sessions per week.
* We will need to see your child’s original birth certificate as proof of age.
* There are no holiday allowances given as Maison Dieu Nursery closes for up to five weeks per annum with the additional bank holidays.
* Fees and term dates are revised annually and may be subject to change.
* If without negotiation, fees are not settled within a period of 2 weeks after the due date, Maison Dieu Nursery will withdraw your child’s place and if necessary take legal action to recover outstanding fees. Children in receipt of Free Early Education (funding) will be unable to access any additional chargeable hours until outstanding fees are settled.
* If you wish to terminate this contract by withdrawing your child from the nursery prior to the primary school age 4 weeks notice must be given in writing, for fee paying places, otherwise the four weeks will be charged. No notice is required for non-fee-paying place.
* There is no administration, registration or deposit needed when accessing a totally free funded place. A non-returnable administration fee of £5 is required together with this completed form to register your child on the waiting list for a fee-paying place.

Maison Dieu nursery has responsibilities under the General Data Protection Regulation (GDPR) and will provide parent/carers, upon acceptance of a place, with a copy of our Privacy Notice. This will detail how the information you give us will be used.

**REGISTRATION FORM**

**SECTION 1 – PARENT AND CHILD DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF PARENT/CARER (1) |  | RELATIONSHIP TO CHILD |  |
| NAME OF PARENT/CARER (2) |  | RELATIONSHIP TO CHILD |  |
| NAME OF CHILD |  | DATE OF BIRTH |  |
| GENDER |  |
| NATIONALITY |  |
| CHILD’S SIBLINGS IFAPPLICABLE(NAMES AND AGES) |  | CHILD’S FIRST LANGUAGE |  |
| RELIGION |  |
| ADDRESS OF PARENT/CARER (1) |  | TEL (DAY) |  |
| TEL (EVE) |  |
| EMAIL |  |
| ADDRESS OF PARENT/CARER(2) |  | TEL (DAY) |  |
| TEL (EVE) |  |
| EMAIL |  |
| PLEASE STATE IF APPLICABLE WHO HAS PARENTAL RESPONSIBILITY  |  | PLEASE STATE NAME OF ANY PERSON NOT PERMITTED TO COLLECT YOUR CHILD |  |
| NAME AND ADDRESS OF AUTHORISED PERSON TO CONTACT IN EMERGENCY (1) |  | TEL |  |
| MOBILE |  |
| RELATIONSHIPTO CHILD |  |
| NAME AND ADDRESS OF AUTHORISED PERSON TO CONTACT IN EMERGENCY (2) |  | TEL |  |
| MOBILE |  |
| RELATIONSHIPTO CHILD |  |
| IF YOUR CHILD IS ELIGIBLE FOR FUNDING PLEASE ENTER THEIR 6 OR 11 DIGIT CODE |  |
| ANY OTHER INFORMATION ABOUT YOU OR YOUR CHILD |  |

**SECTION 2–SESSIONS REQUIRED**

Please indicate the sessions you require in the following table. Sessions must remain the same each week and you may gradually wish to increase your child’s sessions over time as your child settles this will be given subject to availability. If you require the lunch hour please provide your child with a packed lunch.

**The nursery requires you to have a minimum of two half sessions per week for your child.**

**PLEASE CHOOSE FROM THE FOLLOWING TWO OPTIONS**

**OPTION ONE**

**Sessions offered over 47 weeks of the academic year**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DAY** | **MORNING**8.30 – 12 PM | **LUNCH**12 – 1 PM | **AFTERNOON**1 – 4.30 PM | **FULL DAY**8.30 – 4.30 PM | **LONG DAY**8.30 – 5.30 PM |
| MONDAY |[ ] [ ] [ ] [ ] [ ]
| TUESDAY |[ ] [ ] [ ] [ ] [ ]
| WEDNESDAY |[ ] [ ] [ ] [ ] [ ]
| THURSDAY |[ ] [ ] [ ] [ ] [ ]
| FRIDAY |[ ] [ ] [ ] [ ] [ ]

**OPTION TWO – LIMITED PLACES**

**Sessions offered over 38 weeks of the academic year (TERM TIME ONLY)**

**These places are very limited priority will be given to families that have older siblings or work term time**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DAY** | **MORNING**8.30 – 12 PM | **LUNCH**12 – 1 PM | **AFTERNOON**1 – 4.30 PM | **FULL DAY**8.30 – 4.30 PM | **LONG DAY**8.30 – 5.30 PM |
| MONDAY |[ ] [ ] [ ] [ ] [ ]
| TUESDAY |[ ] [ ] [ ] [ ] [ ]
| WEDNESDAY |[ ] [ ] [ ] [ ] [ ]
| THURSDAY |[ ] [ ] [ ] [ ] [ ]
| FRIDAY |[ ] [ ] [ ] [ ] [ ]

**SECTION 3 – TERM START DATE REQUEST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PLEASE PROVIDE A PREFERRED TERM START DATE | **SEPTEMBER****INTAKE** |[ ]  **JANUARY INTAKE** | [ ]  | **MAY INTAKE** |[ ]
| A DRINK IS PROVIDED FOR ALL CHILDREN PLEASE TICK WHICH YOU WOULD PREFER FOR YOUR CHILD | **FREE CHOICE** |[ ]  **MILK** |[ ]  **WATER** |[ ]

**SECTION 4 – MEDICAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME AND ADDRESS OF CHILD’S DOCTOR |  | TEL  |  |
| NAME OF CHILD’S HEALTH VISITOR |  | TEL |  |
| PLEASE GIVE DETAILS OF IMMUNISATIONS/ INJECTIONS |  |
| DOES YOUR CHILD HAVE ANY ALLERGIES? IF YES PLEASE GIVE DETAILS: |  |
| PLEASE LIST SIGNS AND SYMPTOMS OF ALLERGIES OR ANY OTHER HEALTH NEEDS SUCH AS ASTHMA/ ECZEMA ETC. |  |
| DOES YOUR CHILD HAVE ANY ADDITIONAL NEEDS SUCH AS SPEECH AND LANGUAGE ETC. IF YES PLEASE GIVE DETAILS: |  |
| NAME OF YOUR CHILDS SOCIAL OR EARLY HELP WORKER: |  |
| **PLEASE NOTE THAT ADMINISTRATION OF ANY MEDICATION CAN TAKE PLACE ONLY AFTER WRITTEN NOTICE FROM PARENTS/CARERS – A SIGNATURE FROM PARENTS/CARERS WILL BE REQUIRED AT THE END OF YOUR CHILDS SESSION IF MEDICATION HAS BEEN GIVEN BY STAFF AS INSTRUCTED.** |

|  |
| --- |
| **ACCEPTANCE** |
| **I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS AND WISH MY CHILD TO ATTEND MAISON DIEU NURSERY** |
| PARENT SIGNATURE: |  | PARENTPRINTED NAME  |  | DATE: |  |