

Ireland Wood Children's Centre A Sure Start Children's Centre

Registered Charity Number: 1107390



● Raynel Gardens, Ireland Wood, Leeds LS16 6BW ● Telephone/Fax: 01132 817829 ● Website: www.irelandwoodchildrenscentre.com

Registration Form

Please complete all details and return the signed form to the Children's Centre Office.
If you have any questions please feel free to call us on 01132 817829

About Your Child

Name..... Date of Birth.....
Address.....
.....Postcode.....
Ethnicity..... First Language Used.....

Parent/Carer details

Name..... Relationship to Child.....
Home address (if different from above)
.....Postcode.....
Home telephone Number..... Mobile Number.....
Work Number..... Email address.....
Work Address.....Postcode.....
Ethnicity..... First Language used.....

Parent/Carer details

Name..... Relationship to Child.....
Home address (if different from above)
.....Postcode.....
Home telephone Number..... Mobile Number.....
Work Number..... Email address.....
Work Address.....Postcode.....
Ethnicity..... First Language used.....

Collection and Emergency Contact Information

In the event of an emergency Parents/Carers will always be contacted first. Please provide details of additional contacts if we are unable to contact you for any reason.

	Name	Relationship to Child	Home Tel No.	Mobile No.	Address
Contact 1					
Contact 2					
Contact 3					

Please provide details of all individuals who have permission to collect your child	
Name and Relationship to Child	Name and Relationship to Child
.....
.....
.....

Please provide a password that we can ask for if necessary.....

Medical Information

Name of Doctor.....Surgery.....

Is your child currently up to date with his/her immunisations? Yes No

Does your child have any allergies? Yes No

If Yes please give details.....
.....

Does your child have any specific dietary requirements? Yes No

If Yes please give specific details (i.e if vegetation does your child also eat chicken or fish)
.....
.....

Does your child have a disability? Yes No

If Yes please give details.....
.....

Parental Permission

Please indicate if you give permission for the following:

- To give emergency treatment. Yes No
- To take your child out on short trips outside the Centre grounds. Yes No
- To take photographs of your child to be used for learning puposes and occasionally for promotion. Yes No
- To administer sudocreme as and when necessary. Yes No
- To administer plasters as and when necessary. Yes No
- To apply suncream as and when necessary. Yes No

Which sessions do you require?

Please note we are unable to offer term time only places (except NEG sessions) at this time.

	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

When would you like your child to start?.....

Is your child attending for NEG* only sessions? Yes No

**NEG sessions are available the term after your child's 3rd birthday and run from 9.00 am - 11.30 am or 12.30 pm - 3.00 pm Monday to Friday term time only. Please ask at the Centre office for more information.*

Data Protection Statement:

Personal Data supplied on this form will be held on the computer and will be used in accordance with the Data Protection Act 1998 for statistical analysis, management and planning of services delivered by partner agencies and therefore information may be shared with other agencies (e.g Health, Education, Social Care) to meet the needs of your family. If you do not want your information shared, please inform the Children's Centre. All information collected will be treated as confidential.

I agree to my personal data being held and shared as appropriate on the Children's Centre Service database. If both parents/carers details are added to this form it must be signed by both adults.

Signed

Parent/Carer (1).....Full Name..... Date.....

Parent/Carer (2).....Full Name..... Date.....

I CONFIRM THAT I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS AND THE ADMISSIONS POLICY (SEE ATTACHED) AND THAT I AGREE TO ABIDE BY THEM.

Signed

(Parent/Carer).....

Signed

(Parent/Carer).....

Name in Full..... Name in Full.....

Date.....

Date.....

Please return this form to the Centre Office . We are also required by law to see your child's birth certificate. Please bring the original with you when you return these forms.
Your child cannot be registered without it.

Ireland Wood Children's Centre Terms and Conditions

A registration form should be returned with a non-refundable retainer fee of £80.00, this amount will be used as payment against your first invoice. Although this does not guarantee a place, your child's name will be added to our waiting list and you will be contacted as soon as a place becomes available.

Please read our Admissions policy for details on our admissions and NEG funded places procedure.

Fees are charged calendar monthly and are calculated over a 51-week time period (the nursery will be closed each year for one week between Christmas and the New Year).

We are closed all bank holidays and from 12.30pm on Christmas Eve re-opening after the New Year bank holiday.

Bank holidays and absence due to a child's illness or family holiday are charged at full rates.

Fees MUST be paid in advance by the 1st of every month, fees are payable by standing order, cheque or cash. Our bank details are available on request and will be stated on your first invoice.

A notice period of one calendar month must be given when reducing sessions or withdrawing your child from the nursery.

All fees are inclusive of meals; parents and carers should provide nappies, formula milk and any specific early baby food.

Unless a prior arrangement has been made we reserve the right to charge £15.00 for every half hour or part of half hour for late pick-ups.

Please remember that the nursery closes at 6pm, a fee of £25.00 will be charged for any child that is still in the nursery after 6.15 pm.

You should find details of our fee rates in the Family Information Booklet. Fees are subject to an annual increase in September of each year.

Extra hours can be added on to session if space is available and at the manager's discretion. Extra hours are payable at the time of booking.

Non-Payment of fees

£25.00 will be charged for late payment of fees.

If any payment is returned to your bank as unpaid or cancelled then a fee of £25.00 will be charged to cover our costs.

If you do not keep up to date with fee payments we reserve the right to suspend your child's nursery place until all outstanding debt has been paid.

Please note that we have a process in operation that allows us to seek a claim for outstanding monies through the small claims court, this may result in your details being passed on to a debt collection agency and your credit rating could be affected.

Should it be deemed necessary to pass your details on to a debt collection agency we reserve the right to pass your details as a debtor to other local childcare providers.

Tax Credits

If you work more than 16 hours each week, you may be entitled to the childcare element of Working Tax Credit. You may be eligible for payment of up to 70% of your childcare costs.

Nursery Education Grant

Children are entitled to 15 hours free childcare term time only from the term after their 3rd Birthday. The sessions available are 8.30am - 11.30am Monday to Friday, 12.30 pm - 3.30pm Monday to Friday or 9.00 am - 3.00 pm for 2 days and an extra am or pm session to make up the full 15 hours. If your child is attending for the 9.00am - 3.00 pm session, a charge of £1 per day will be payable for lunch. If for whatever reason you do not require the full 15 hours, the session times are 9.00 am - 11.30 am or 12.30 pm - 3.00 pm Monday to Friday. Attendance is recorded and monitored daily. If your child does not attend their full session entitlement for longer than 2 consecutive weeks, we reserve the right to re-allocate the sessions to another child on the waiting list.

Please note - A place at Ireland Wood Children's Centre does not guarantee your child a place at Ireland Wood Primary School

Ireland Wood Children's Centre Nursery Admissions Procedure

It is our intention to make our Centre accessible to children and families from all sections of the local community regardless of religion, racial origin, gender, disability, cultural or linguistic background.

The following procedure applies to children accessing childcare from 3 months to school age.

- Places are allocated on a first come first served basis (with the exception of children attending the pre-school for NEG sessions, see overleaf)
- Priority is given to vulnerable and at risk children and children with Additional Needs. Prior to admission, a consultation will take place between the parents/carers, the professionals who are supporting the child and the Centre Manager to ensure that the setting is the most appropriate environment to meet the needs of the child.
- When the Centre reaches maximum capacity, children are placed on a waiting list which is reviewed every month. Parents will be contacted when a place becomes available.
- Places will be prioritised by the date of application, and when applications are equal priority will be given to the family who lives closest to the centre.
- Once allocated parents must abide by the terms and conditions of the Centre (see registration form)
- Children become eligible for NEG funding the term after their 3rd birthday. Parents of children who already attend the Centre are required to inform the Centre office if there will be a change in their regular sessions as a result of this. Letters will be sent to all families prior to the application deadline to ensure they are aware of this procedure. Although we aim to provide children with extra sessions to meet the full 15 hour entitlement, this may not always be possible.

NEG Admissions procedure

Nursery Education Grant places are available from the term after a child's 3rd birthday, providing children with up to 15 hours free childcare per week term time only .

- Children who already attend the centre are automatically provided a place in the pre-school for the sessions they regularly attend. Parents will be informed in writing when their child is eligible for NEG funding. If the child is entitled to more sessions as a result of the funding, parents are required to request additional sessions in writing before the application cut off date stated in the letter. Although we aim to provide children with extra sessions to meet the full 15 hour entitlement, this may not always be possible.
- Priority is given to vulnerable and at risk children and children with Additional Needs. Prior to admission, a consultation will take place between the parents/carers, the professionals who are supporting the child and the Centre Manager to ensure that the setting is the most appropriate environment to meet the needs of the child.
- NEG funded places are allocated in birth order to ensure children who will be going to school the following year are given priority. Where there are children of equal priority, places will be allocated to the family who lives closest to the Centre.
- Once all places have been allocated, children will be placed on a waiting list which will again be in birth order. Children on the waiting list will be given priority the following year.
- Attendance patterns of children accessing the centre for NEG places will be monitored termly. Any sessions which are not being used on a weekly basis will be re-allocated to children on the waiting list.
- As of September 2009 we will be introducing termly application deadlines. Places will only be allocated after the deadline to ensure all children are allocated a place using the above criteria.
The deadline dates are as follows:

Term

September 2010
January 2011
Easter 2011

Application Deadline

1st July 2010
1st November 2010
1st February 2011

- Parents will be informed in writing about their application once all places have been allocated and a final decision has been reached.
- Parents wishing to appeal against the Centre's admissions process must do in writing and address their issues to the Centre Manager and Head Teacher.