

<b>OFFICE USE ONLY:</b>	<b>KEY PERSON:</b>	<b>DB: NL: INV:</b>
Start Date:.....	Place Holding and Administration Fee paid:	
Number of Hours:.....	at WORTING ROAD <b>OR</b> ANSTEY CLOSE (please circle)	
Proof of Date of Birth: Verified by:.....	Date:.....	
Passport No:-:.....	OR Birth Certificate No:-:.....	OR Child Benefit No:-:.....

**THE HATCHLINGS NURSERY SCHOOL Ltd**  
**REGISTRATION FORM**

Block Capitals Please.

Child's name:- .....

Date of Birth:- (proof of D.O.B. must be shown with this registration form).....

Address:- .....

Home Telephone:- .....

Email Address:- .....

Mother's Name:- .....

Place of Work & Telephone:-.....

Father's Name:- .....

Work Telephone:- .....

Emergency Name and Telephone:- .....

Doctor's Name and Address:- .....

Health Visitor's Name and Address:- .....

<u>Record of Inoculations:-</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
8 weeks: DTaPAPV/Hib YES/NO-----	PVC YES/NO-----		
12 weeks: DTaPAPV/Hib YES/NO-----	Men C YES/NO-----		
16 Weeks DTaPAPV/Hib YES/NO-----	Men C YES/NO-----	PVC YES/NO-----	

Please give any medical details which we should know, e.g. allergies, dietary problems, etc:.....

.....

**SETTLING IN INFORMATION**

- My child likes to be called.....
- The grown ups in his / her home are called.....
- The other children in the home are called.....
- Our pets are called.....
- My child drinks milk. **YES. NO.** (please circle)
- My child's first language is.....
- Family religion is.....
- Number of children in family..... My child's position in family.....
- Please may we have a photo of your child?

**If you wish, please use this space to write about your child's progress and learning at home, also the things that will help your child to settle into nursery when he / she starts with us :-**

**I wish to apply for admission of the above named child to The Hatchlings Nursery. I have shown my child's birth certificate / Passport or Child Benefit Book.**

**Signed by Parent / Guardian.....of.....Date.....**

Please note there is a Place Holding and Administration Fee of £20 which is non-returnable. Please enclose with this form. **Chqs payable to "The Hatchlings Nursery School Ltd"**.

Please return this form to:- **The Hatchlings Nursery School** at, either:-  
 137 Worting Road OR: 2 Anstey Close  
 South Ham Cranbourne  
 Basingstoke Basingstoke  
 Hants Hants  
 RG22 6NN RG21 3JG  
 Tel:- or 331147 (WR) 01256 333113 (AC)  
 Email:- [nursery@thehatchlings.co.uk](mailto:nursery@thehatchlings.co.uk)  
 Web site:- [www.thehatchlings.co.uk](http://www.thehatchlings.co.uk)

**ATTENDANCE TIMES AND FEES**

<b><u>Please tick a minimum of THREE Core Times.</u></b>			<b><u>START DATE:</u></b> .....
<b><u>Times:</u></b>	<b><u>Core time (3 ½ hour sess)</u></b>	<b><u>Lunchtime</u></b>	<b><u>Core time (3 ½ hr sess)</u></b>
	8.30 am to 12 noon	12 to 1	1 pm to 4.30 pm
<b>Monday:</b>	.....	.....	.....
<b>Tuesday:</b>	.....	.....	.....
<b>Wednesday:</b>	.....	.....	.....
<b>Thursday:</b>	.....	.....	.....
<b>Friday:</b>	.....	.....	.....

Children who stay all day are required to bring their own packed lunch. (Please see T&Cs)

The Government Nursery Grant covers **15** hours a week, up to **570** hours a year, **38** weeks a year, during Hampshire school terms only. The Grant is available for all children starting the term **after** they have turned three (this also applies to the change in fees). Please also be aware that the Government only funds **10** hours when over 1 day. If sessions are spread over 2 or more days, the funding will be **15** hours a week. Some 2 yr olds may be eligible for a similar Grant. Please ask.

There are different start and finish times throughout the day:

**Worting Road:**

Start Times: 8.00 a.m. – 8.30 a.m.– 12.00 noon – 1.00 p.m.

Finish times: 12.00 noon – 1.00 p.m.– 4.30 p.m. – 5.00 p.m. – 5.30 p.m.

**Anstey Close:**

Start Times: 9.00 a.m. – 12.00 noon – 1.00 p.m.

Finish times: 12.00 noon – 1.00 p.m. – 4.00 p.m.

**FEES WR (Sept 16): From term after a child's 3<sup>rd</sup> birthday:-**

- £15.75 per 3 ½ hr session (a.m. or p.m. i.e. £4.50 an hour)
- £4.50 for lunchtime care
- £42.75 @ Worting Road (8.00 am to 5.30 pm)
- £40.50 @ Worting Road (8.30 am to 5.30 pm)
- £38.25 @ Worting Road (8.00 am to 4.30 pm)
- £36.00 @ Worting Road (8.30 am to 4.30 pm)
- (£2.25 for each half an hour before 8.30 a.m. or after 4.30 p.m.)

**FEES AC (Sept 16): From term after a child's 3<sup>rd</sup> birthday:-**

- £13.50 per 3 hr session (a.m. or p.m. i.e. £4.50 an hour)
- £4.50 for lunchtime care
- £31.50 all day at Anstey Close (9.00 a.m. to 4.00 p.m.)

**FEES: WR (Sept 16) Children who are 2 years old :-**

- £17.85 per 3 ½ hr session (a.m. or p.m. i.e. £5.10 an hr)
- £ 5.10 for lunchtime care
- £48.45 @ Worting Road (8.00 am to 5.30 pm)
- £45.90 @ Worting Road (8.30 am to 5.30 pm)
- £43.35 @ Worting Road (8.00 am to 4.30 pm)
- £40.80 @ Worting Road (8.30 am to 4.30 pm)
- £ 2.55 for extra half hours @ Worting Road

**FEES: AC (Sept 15) Children who are 2 years old :-**

- £15.30 per 3 hr session (a.m. or p.m. i.e. £5.10 an hr)
- £ 5.10 for lunchtime care
- £35.70 all day at Anstey Close (9.00 a.m. to 4.00 p.m.)

## **I AGREE TO THE FOLLOWING TERMS AND CONDITIONS:-**

Your child may start at Worting Road at the age of 2. (We have nappy changing facilities at Worting Road). (A minimum of three core sessions are required).

Your child may start at Anstey Close at the age of 2 (if they are ready). Please discuss with the Manager if your child is not out of nappies, as our changing facilities are limited. (A minimum of three core sessions are required). Spaces for 2 year olds are limited.

The Government Nursery Grant covers **15** hours a week, up to **570** hours a year, **38** weeks a year, during Hampshire school terms only. The Grant is available for all children, starting the term **after** they have turned three (this also applies to the change in fees). The grant allowance of **570** is also counted from this term, so if the total amount of grant claimed in that birth year goes over **570** the extra hours will be paid for by the parent. Please also be aware that the Government only funds **10** hours when over 1 day. If sessions are spread over 2 or more days, the funding will be **15** hours a week.

If any other person than a parent / carer is collecting your child we **MUST** be informed who that person is, before collection, we will need a password and preferably a photo of the person.

### **In the event of your child leaving the nursery, or a reduction in the number of sessions attended, one month's notice must be given in writing.**

Children who are ill / sick (for whatever reason) should not be brought to nursery. The Nursery reserves the right to refuse admission, if the child is deemed to be ill. 48 hours must pass from the first time of taking medication (to check there is no allergic reaction) and after the last time of being sick, before returning to nursery; this is Environmental Health advice. We can only give medication to your child if it has been prescribed by a Doctor or pharmacist.

Parents should be aware that we are obliged to inform Social Services of any concern we may have that a child may be at risk or has been abused. The safety of our children may include a duty to share confidential information with others involved in safeguarding and protecting children. The Nursery also reserves the right to apply for funding (for extra staff or special equipment) for children who may need it. Parents agree to support such an application if it is deemed by the nursery to be necessary.

Nursery Policies and the last Ofsted (03001231231) report are available at the nursery. The report is also on Ofsted's and our website. I understand that the Government Grant is not available for my child until the term after his / her 3<sup>rd</sup> birthday. Some 2 year olds may be eligible for a similar grant; Please ask.

### **All days off, either through holiday or sickness must be paid for.**

If the nurseries have to be closed due to an emergency; e.g. severe weather conditions, power failure or flooding etc. our staff still have to be paid and therefore **NO** refunds will be made. This also includes any additional Bank Holidays announced by the Government: **NO** refunds will be made.

All fees are payable, Monthly for Worting Road and Half Termly at Anstey Close, in advance by, Cash, Bank Transfers, Standing Orders or some Voucher Schemes, on the date specified. **Sorry we no longer accept cheques. A charge of £5.00 is made for every day payment is late.** Late payment could result in your child losing his / her place. **Requests for copies / changes of invoices or registration forms etc. will be charged for at £10.00 a copy.**

**Late collection of your child will result in an additional charge, i.e. £10.00 for each quarter of an hour late, chargeable after the first five minutes on the nursery clock. It may be distressing to your child if other children are collected and he/she is left behind, so please be punctual.**

All clothing, bags and shoes etc. must be clearly marked with your child's name. Please provide your child with a pair of indoor shoes.

The nursery accepts no responsibility for the food provided by the parents for children. We do not have the facilities to refrigerate the lunches. Please do not include any high-risk foods. It is recommended that you include an ice pack with the lunch.

### **I give permission:**

**for the named qualified first aider(s)** at The Hatchlings to administer first aid (and apply a plaster if necessary) or seek medical attention in medical emergencies for my child, allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital. Please provide sun cream for your child with his / her name clearly marked.

**for the staff at The Hatchlings Nursery School** to take my child for walks to the park and surrounding areas.

**for students and members of staff**, working at the Hatchlings, to undertake written observations and take

photographic evidence of my child whilst attending the nursery. I understand that these observations and photographs are available for me to see upon request, at a mutually convenient time. These are used confidentially between the staff at the Hatchlings, the students and their tutors at College. The children who are observed and photographed are not named. I also agree that photographs of my child may be used on a) the Hatchlings Web Site, and b) the school slide show computer.

**for the teaching staff at the Hatchlings** to talk to my child's future school.

**OFSTED REGISTERED PROVIDERS:**

I understand that if my child attends another **OFSTED REGISTERED** setting (e.g. playgroup, school, grandparent or child minder) while attending The Hatchlings, The Hatchlings Nursery is required, by law (an EYFS requirement), to liaise with the other provider / carer / parent to share the Learning and Development of my child.

**My child also attends the following OFSTED registered providers (delete if not applicable):-**

**Carer:**

Name: .....Status:.....  
Address:.....  
Telephone:.....Ofsted Number:.....

Please sign below to give your consent that we may share this information with them, or to confirm that there are no other registered providers.

**From September 2012 the Early Years Foundation Stage was changed and split into two areas;**

**The "Prime" area:**

Communication and Language  
Physical Development  
Personal, Social and Emotional Development

**The "Specific" area:**

Literacy  
Mathematics  
Understanding the World  
Expressive arts and design

Under these new changes there have been statutory requirements put in place regarding the Providers (us) role and the Parents / carers (you) role. Part of this requirement is for Providers to compile a developmental report for children between the age of 2 years and 3 years. This will be shared with parents and enable them to contribute to the report and you will be asked to sign this. As an ongoing assessment of your child's progress we shall require parent's participation, every term, to fill out the Individual Planning Form for your child. This will give you the opportunity to share your Child's interests and achievements at home.

These changes are fostering the "Unique Child" and working with the next steps to support and extend their individual learning and development.

**Declaration:**

I declare that the Early Years Foundation stage Progress Check undertaken by The Hatchlings Nursery School can be shared with the Health Visiting Service; other settings (if my child attends another setting now or in the future); and Hampshire County Council's Children's Services, where appropriate.

**Data Protection**

I understand that the information recorded for the Early Years Foundation stage Progress Check will be stored securely and confidentially.

Under the Data Protection Act 1998, any confidential information regarding your child will not be passed onto organisations outside those mentioned above without your consent, unless it is of a child protection nature; In which case information will be shared with the appropriate agencies.

I have read and understood the above and give my consent for The Hatchlings Nursery Schools to record, store and share the Early Years Foundation stage Progress Check with the afore mentioned services.

I also agree to all the above terms and conditions as stated above.

Child's Name: \_\_\_\_\_ Child's DOB: \_\_\_\_\_

Signed by Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name (Parent): \_\_\_\_\_

## **PARENTS INFORMATION: PLEASE RETAIN FOR YOUR RECORDS**

The Hatchlings Nursery School at 137 Worting Road, has been caring for your children since May 2005 and is an all year round school with flexible opening times from 8 am to 5.30 p.m. Closing only at weekends, Bank Holidays and one week at Christmas. Children here may start (if they are ready) at the age of 2. (A minimum of three core sessions are required)

The Hatchlings Nursery School at 2 Anstey Close, has been caring for your children since January 1996 and is a term time only setting, with flexible opening times of 9.00 am to 4.00 pm. Children here may start (if they are ready) at the age of 2. (A minimum of three core sessions are required)

All staff are fully qualified. Elizabeth Sudlow has Qualified Teacher Status Level 6 and many years of experience, teaching in schools in Basingstoke, especially with the Hampshire Early Years initiative. The Two Managers have NVQ Level 3 in Child Care and are very experienced in dealing with young children. The two Deputies are also qualified at Level 3 or above. All other staff are either at Level 3 or 2 or working towards a qualification.

We aim to provide an all round nursery education for your child, to prepare him / her for entry into Primary Education. All sessions will be structured so that your child will receive a varied and stimulating day. Each day will be balanced and creative within a learning atmosphere, so that your child is encouraged to develop social and academic skills at his / her own pace through discovery. For those children who are ready, we will introduce early reading, writing and maths skills, with the emphasis, always being on fun whilst they are learning. Our Curriculum follows "The Early Years Foundation Stage".

All children, at the end of their time with us, will have a report to take with them to their next school. Also a gift of a CD, will be given, of all photos taken in the two preceding years, full of friends and memories.

We welcome visits from parents and encourage them to take an active part in the education of their child. All nursery policies and last Ofsted report are available at the nursery. Home visits are available.

### **Regulations and Terms and Conditions that I have signed:-**

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Name: .....Status:.....

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I also agree to all the above terms and conditions as stated above.

Child's Name: \_\_\_\_\_ Child's DOB: \_\_\_\_\_

Signed by Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name (Parent): \_\_\_\_\_

Director and Teacher: Elizabeth Sudlow. Tel: 01256 331147 (WR) or 333113 (AC)

Email: [nursery@thehatchlings.co.uk](mailto:nursery@thehatchlings.co.uk)

Web site: [www.thehatchlings.co.uk](http://www.thehatchlings.co.uk)