

Blackberry House Day Nursery New Starter Childcare Place Request Form



Child's Name:

Date of birth:

- Female
- Male
- Unknown

Nursery Setting: BHDN Wisbech BHDN March BHDN Peterborough

Requested Childcare Hours: Minimum of 2 sessions per week

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Proposed Start Date:

Date.....**Month**.....**Year**

The following is a list of sessions available:

- Half days 08:00-13:00/ 13:00-18:00
- Short days 09:00-15:00
- Part Full Day 0800:1600
- Full days 08:00-18:00 Full Week (08:00-18:00 Mon- Fri)
- Sessions for TERM TIME ONLY 09:30-12:30/13:00-16:00 Fully funded Full Year Package
- Bolt on hours:** 07:00-08:00 08:00-09:00 15:00-16:00 16:00-17:00

Payment Method: Online/Card/Childcare Vouchers/Funded ONLY Weekly Monthly

Meals: Breakfast (FREE) **Lunch** **Tea**

Mother's Name **Father's Name**

Voucher Company.....

A £25 registration fee per child is payable to secure a place

Address

.....

Postcode

Telephone **Email**

Signed **Date**

Office Use Only: Signed Accounts Manager:					Signed: BHDN Manager:	
Hours: Mon	Tues	Weds	Thurs	Fri	TOTAL HOURS
						Full Year Package.....
Meals: Breakfast (FREE)	Lunch	Tea				
Nursery Funding: <input type="checkbox"/> 3&4yrs <input type="checkbox"/> 2+yrs <input type="checkbox"/> Other <input type="checkbox"/> College <input type="checkbox"/> Job Centre No. of hours..... No. of weeks 38 TT/50 FC/48FC						

Blackberry House Day Nursery Change to a Childcare Place Request Form



Child's Name:

Date of birth:

- Female
- Male
- Unknown

Nursery Setting: **BHDN Wisbech** **BHDN March** **BHDN Peterborough**

Requested Childcare Hours: Minimum of 2 sessions per week

Monday

Tuesday

Wednesday

Thursday

Friday

Proposed Change of Hours Start Date:

Day.....Month.....Year Reason for Change:.....

The following is a list of sessions available:

- Half days 08:00-13:00/ 13:00-18:00
- Short days 09:00-15:00
- Part Full Day 0800:1600
- Full days 08:00-18:00 Full Week (08:00-18:00 Mon- Fri)
- Sessions for TERM TIME ONLY 09:30-12:30/13:00-16:00 Fully funded Full Year Package
- Bolt on hours:** 07:00-08:00 08:00-09:00 15:00-16:00 16:00-17:00

Payment Method: Online/Card/Childcare Vouchers/Funded ONLY Weekly Monthly

Meals: Breakfast (FREE) **Lunch** **Tea**

Mother's Name **Father's Name**

Online Name (if different) **Voucher Company.....**

Address

Postcode

Telephone Email

Signed Date

Office Use Only: Signed Accounts Manager:.....		Signed: BHDN Manager.....	
Hours: Mon	Tues	Weds	Thurs
	Fri	TOTAL HOURS	
			Full Year Package.....
Meals: Breakfast (FREE)			
Lunch			
Tea			
Nursery Funding: <input type="checkbox"/> 3&4yrs <input type="checkbox"/> 2+yrs <input type="checkbox"/> Other <input type="checkbox"/> College <input type="checkbox"/> Job Centre No. of hours..... No. of weeks 38 TT/50 FC/48FC			

Blackberry House Day Nursery Termination of a Childcare Place Request Form



Child's Name:

Date of birth:

- Female
- Male
- Unknown

Nursery Setting: **BHDN Wisbech** **BHDN March** **BHDN Peterborough**

Proposed Leaving Date including 4 weeks' notice:

Date.....Month.....Year

Reason for leaving

.....
.....

Mother's Name Father's Name

Address

Postcode

Telephone Email

Signed Date

Office Use Only: Signed Accounts Manager:.....Signed: BHDN Manager.....	
Hours: Mon	Tues
Weds	Thurs
Fri	TOTAL HOURS.....
Full Year Package.....	
Meals: Breakfast (FREE)	Lunch
Tea	
Nursery Funding: <input type="checkbox"/> 3&4yrs <input type="checkbox"/> 2+yrs <input type="checkbox"/> Other <input type="checkbox"/> College <input type="checkbox"/> Job Centre No. of hours.....NO of weeks 38 TT/50 FC/48FC	

Blackberry House Day Nursery Holiday Place Request Form



Child's Name:

Date of birth:

- Female
- Male
- Unknown

Nursery Setting: **BHDN Wisbech** **BHDN March** **BHDN Peterborough**

First Day of Holiday:

Date.....Month.....Year

Date Returning to Nursery:

Date.....Month.....Year

Mother's Name Father's Name

Telephone Email

Signed Date

Office Use Only: Signed Accounts Manager:.....Signed: BHDN Manager.....	
Hours: Mon	Tues
Weds	Thurs
Fri	TOTAL HOURS.....
Full Year Package.....	
Meals: Breakfast (FREE)	Lunch
Tea	



Registration Form

Details of Child

Full Name

Name child is known by

Date of Birth

Home Address

..... Post Code

Telephone

First language spoken

Cultural/religious beliefs

Details of Parent/Carer

Full Name

Relationship to child

..... Post Code

Telephone

Work Address

Telephone

Mobile

Email Address

Blackberry House Day Nursery



Custody/access arrangements of which Blackberries should be aware

.....
.....

Emergency Contact

Name Telephone

Relationship to child

Name Telephone

Relationship to child

Names of persons with permission to collect your child

.....

Password to be used for collection:

Medical Details

Doctors Name

Address

.....

Telephone

Does your child have any medical problems that may have an impact on our care provision? **Yes/No**

If yes, please specify

.....

Does your child have any known allergies / special dietary needs we need to take into consideration while in our care? **Yes/No**

If yes, please specify

.....

Does your child require medication while in our care? **Yes/No**

If yes, please specify

.....

Any prescribed medicines are to be left with the child carer and instructions on how they are to be administered are to be discussed and agreed with both the parent and child carer.

*Please also indicate any special dietary needs or medical needs on the 'Getting to know your child' forms

Blackberry House Day Nursery

General Notes



We are providing some general notes for your reference to help you get the most from our provision.

Absences

We are required to take a register every day. Please let us know if your child is absent due to ill health. For family holidays please complete the **Blue** holiday form and hand to your child's Unit Supervisor. You are liable for all fees for booked sessions, whether your child attends or not.

Arrival and departure

Please arrive with your child at the agreed time. Please ensure that you are always prompt to collect your child. Please use the parking areas provided by Blackberries and take consideration when parking for parents arriving after you.

Clothing

Please ensure that your child is dressed in easy to wear play clothes. Please provide a spare set of clothes as 'accidents' do happen. We ask that you provide outdoor all weather clothing (waterproof) and wellingtons for our extensive outdoor play programmes. PLEASE LABEL ALL CLOTHING AND ENSURE THAT A NAMED BAG IS PROVIDED FOR STORAGE (e.g. drawstring type). Blackberries is not responsible for any clothing going missing.

Extra sessions / cancelling a place

If you would like to book an extra session or make a permanent change to your child's nursery place please contact one of our Administration Team on 01945 589867. Should you wish to cancel your child's place a written four weeks paid notice is accepted. Please use our childcare place request forms: **Green** – Starter **Orange** – change **Red**- leaver

Fees

Fees should be paid either monthly in advance or weekly on the first day of childcare in advance. Methods of payment are: Debit/credit card, online payment or childcare voucher scheme. Cheques and cash are not accepted. Nursery educational funding will form a part payment of childcare fees. If your child is 3 years or over, please speak to our Nursery Managers to arrange for application forms for Nursery Funding. Should you wish to share your provision with another provider you must inform us and consult your government application form.

Policies

All parents are reminded to follow Blackberries policies and procedures for childcare. Parent information sheets are available as downloads on our website under Parents Info link. Forms for advice on head lice/sickness/advance notice of absence are available from your key worker.

Prospectus

For those parents who are not in possession of our current prospectus please let a member of staff know and we will be happy to let you have a copy or alternatively you may download a copy from our website www.blackberryhousedaynursery.co.uk

Queries

For all childcare fee/financial queries please call our accounts team on: 01945 589867 or email us on accounts@blackberrieskids.com

Sharing Information

We welcome informal chats at the beginning and end of each day. We are also happy to set aside some dedicated time for discussion at a mutually agreed time in our consultation area. Please use the Blackberries Daily Diary to communicate any day-to-day information that we should be aware of or email wisbech@blackberrieskids.com / march@blackberrieskids.com.



Blackberry House Day Nursery Consent for Observation / Photographs



Permission is sought for photographs taken during childcare hours. For the purpose of evidence for Early Years Qualifications or other courses for students or staff on further training, for display boards at Blackberries, for NDNA portfolios and External media i.e. Local advertising, Company Website, Facebook, Newspapers and Magazines.

It is also necessary for staff to observe and makes notes for training purposes and child files. All information recorded is confidential and only shared with parents and other childcare professionals where appropriate with parental consent i.e. speech and languages therapists.

Additional notification will be given for consent should External media be used.

I give/do not give consent for Photographs to be taken of my child at the Blackberries.

I give / do not give consent for Photographs to be taken of my child to be used in the media or other as above.

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Child's Name: Age:

Parent Name:

Signed: Date:

Blackberry House Day Nursery
Permission for Absence



We are required by OFSTED; our governing body to obtain written agreement that you are happy to leave your child in the care of our Senior Qualified Nursery Staff in the absence of The Senior Nursery Manager.

.....

Parent/ Guardian's Name:

Child Name:

I agree to my child being cared for by Senior Qualified Nursery Staff in the absence of The Senior Nursery Manager.

Parent/Guardian's Signature:

Date:

Blackberry House Day Nursery Payment Information



Terms and Conditions for payment.

Payment to Blackberries is in advance of childcare received.

Invoices are sent out mid-month (Week 2) to the selected email address you have provided below.

We would advise you to check your junk mail inbox as each email provider has different security settings

Notices are put up in the foyer of the nursery to advise you when these invoices have been sent.

If you have a query or haven't received your invoice, you must contact Head Office on 01945 589867 or Email wisbechaccounts@blackberrieskids.com or marchaccounts@blackberrieskids.com as soon as possible, as you will still be required to pay your invoice in advance of childcare.

Late payments/Unpaid fees

If your payment is not received as you have stated below the process for collection of fees is as follows:

- Our Admin/Accounts Team will call to ascertain the reason why payment hasn't been made.
- A reminder email and letter will be sent to your address to advise you of the amount outstanding and payment information.
- If no payment has been received after the letter has been sent, your childcare will be stopped until payment is received and you will be asked to come in for a meeting to discuss any payment issues.
- All unpaid fees will be sent to the debt collectors after receiving a Final Demand Letter.

Weekly payments

If you decide to pay for your childcare weekly you must do so before or on the first day of childcare for the week. This will then become your set payment day.

Monthly payments

Monthly payments must be received in advance of the beginning of the month.

Voucher payments- Payment of vouchers must be paid in advance. Please be aware if you are paying by voucher this can take up to 3-5 working days before this reaches our account. Therefore, please allow enough time for the payment to be received in our account when you trigger your voucher payment.

Online payments – Please reference your online payment with your **CHILD'S FULL** name and Setting Code to enable us to allocate your payment appropriately.

Setting Code Wisbech – WIS

Setting Code March – MCH

Card payments – Reception Staff or Duty Managers can take card payments and are available throughout the day.

Please retain this payment information for your records

Blackberry House Day Nursery Head Office Information



Method of Payment

Childs Name:

Email address for your invoices to be sent to:
.....

I agree I will pay for my child/children fees as stated below:

- Online payment
- Payment by Card in the Nursery
- Voucher payment – Voucher company/companies
- Voucher plus top up payment made by
- Weekly
First day of childcare for the week
- Monthly- Day of month.....

Any requests:

I understand the Terms and Conditions listed above and agree to pay my fees on time.

Signed:

Date:

Please return with your signed paperwork

Blackberry House Day Nursery Terms and Conditions



Parent/Guardian's Copy

Blackberries agree to abide by our policies and procedures and Blackberries Childcare Agreement Terms and Conditions of Childcare and Payment.

- There is a minimum of 2 sessions per week per child, which must fall into the sessions above.
- Unauthorised hours outside of contracted childcare hours will be charged at £5.00 for the first 30 minutes and thereafter at £12.00 per hour or part hour.
- Charges for absences due to child /parent illness, occasional days off/family holidays will be at the normal rate for 2-5 year olds and for 0-2 year olds.
- Notification of family holidays should be given using the **Blue** Holiday form. This should be submitted by the 5th of the month for the following invoicing period allowing for staff cover to be amended where necessary.
- Any changes to your childcare place must be notified by the 5th of each month and will take effect from the next invoicing period. You must complete an **Orange** change of hours form and return to Head Office.
- Buggy Parks maybe provided outside the setting for your use, please bring a bike lock as CCTV may not capture any unlawful activity and Blackberries cannot be held responsible for theft or damage to your property.
- If your child will not be attending nursery for any reason please contact the nursery at your earliest convenience.
- I agree to abide by the nursery Illness/Accident/Medication Policy. We accept that if our child is unwell then we will find alternative care. If our child has any symptoms listed within the policy or as declared on the Quick Reference Guide, or is otherwise ill, I/we the child's parent will be asked to take the child home. An ill child must be symptom free for 24 hours before returning to Blackberries and the period away from nursery must follow our strict guidelines to protect all children within our nursery environment.

Medicines must not be brought into Blackberries and staff are not expected to administer them, with the following exceptions:-

- a) An inhaler for asthma may be brought in if required.
- b) A medicine required for a potentially life threatening acute illness e.g. wasp sting, food allergy, where speed of administration is vital.
- c) Regularly administered drugs for chronic illness.
- d) Nappy rash cream

Written consent is required from the parent, before administration of any of the above.

Staff (and children where possible) must be confident in their administration.

If a child is prescribed antibiotics from their doctor, they are to remain away from the nursery for 48hrs after the initial diagnosis, to allow time for the antibiotics to start fighting the infection.

Blackberry House Day Nursery



- Childcare times will run from on the hour and half past the hour only.
- I agree to pay in full on the first day of childcare each week or one month in advance either by credit/debit card or by online internet banking. Should you wish to use the last option please speak to a senior staff member to gain the relevant information.
- Late payment of fees may result in your childcare place being suspended until payment is received in full.
- I agree that if a payment is declined I will pay the fee I owe and a further 5% of the total fee for administration costs.
- A fee of Breakfast: free, Lunch: £3.00, Tea £3.00 will be paid in addition for each child per day should you wish for this service to be provided. These fees will be added on to your monthly invoice.
- **Age Groups** - fees will change the invoicing period after the child's birthday. *For example a change in fee for a child who turns 2 years on 16th April will be reflected from start of the May invoice.*
- I agree to give 4 weeks paid written notice of termination of contract. A **Red** termination form must be completed and returned to Head Office.
- Registration fees are non-refundable and Fee increases are considered annually.
- If circumstances dictate, for instance continuous unpaid childcare fees, Blackberries reserve the right to terminate the childcare contract with immediate effect.

Signed: on behalf of Blackberries Date:

Signed:..... Parent Date:

Please retain this copy of the childcare contract for your records

NB. From time to time it may be necessary to amend our terms and conditions and we will advise you accordingly.

The nursery reserves the right to terminate a child's place in the nursery at any time, without notice. This will only be done if the nursery decides that this course of action is in the best interests of the children and staff.

Terms and Conditions

Blackberry House Day Nursery

Blackberry House Head Office Copy



Child's Name:

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- d) Nappy rash cream

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Blackberry House Day Nursery



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- Late payment of fees may result in your childcare place being suspended until payment is received in full.
- I agree that if a payment is declined I will pay the fee I owe and a further 5% of the total fee for administration costs.
- I agree to pay the fees according to the child's age. Changes to the fee charged will take effect from the invoicing period after the month in which the child's birthday falls.
- A fee of Breakfast: free, Lunch: £3.00, Tea £3.00 will be paid in addition for each child per day should you wish for this service to be provided. These fees will be added on to your monthly invoice.
- **Age Groups** - fees will change the invoicing period after the child's birthday. *For example a change in fee for a child who turns 2 years on 16th April will be reflected from start of the May invoice.*
- I agree to give 4 weeks paid written notice of termination of contract. A **Red** termination form must be completed and returned to Head Office.
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Signed: on behalf of Blackberries Date:

Signed:..... Parent Date:

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NB. From time to time it may be necessary to amend our terms and conditions and we will advise you accordingly.

The nursery reserves the right to terminate a child's place in the nursery at any time, without notice. This will only be done if the nursery decides that this course of action is in the best interests of the children and staff.



Free Funding Entitlement 38 Week Offers

Options for Term Time 38 weeks:

Option 1:

570 Hour Entitlement - 15 hours per week- No Annual Full Fee

Set 3 Hour Morning **OR** Afternoon Sessions

1140 Hour Entitlement- 30 hours per week- No Annual Full Fee

Set 6 hour Sessions x 5 **OR** 10 hour sessions x 3

Option 2: Full Year Package

1140 Hour Entitlement – 30 Hours per week - Plus Annual Full Fee as per our published fee structure

Set 6 hour Sessions x 5 **OR** 10 hour sessions x3

570 Hour Entitlement – 15 Hours per week -Plus Annual Full Fee as per our published fee structure

Set 3 Hour Morning and Afternoon Sessions **OR** Set 5 Hour sessions x 3

Tax Free Childcare

We have also registered all our nurseries for you to take advantage of the Tax-Free Childcare as soon as it becomes available. This can help you to make further savings on the cost of your childcare.



Free Funding Extended Entitlement 50 week Offers

Two Options for Stretched 50 weeks:

Option 1:

550 Hour Entitlement – 11 hours per week - No Annual Full Fee

Set 6 Hour Session x1 and set 5 Hour session x1

- + Additional sessions/services outside of the Free Hour Entitlement will be charged at the published session rates.

Option2: Extended Entitlement

1100 Hour Entitlement – 22 Hours per week - No Annual Full Fee

Set 6 Hour session x2 and set 5 Hour session x2

- + Additional sessions/services outside of the Free Hour Entitlement will be charged at the published session rates.

Options for Stretched 48 weeks: Extended Entitlement *Full Year Package*

Option 3:

1140 Hour Entitlement – 24 hours per week– Plus Annual Full Fee as per our published fee structure

Set 6 Hour session x 4 **OR** Set 8 Hour session x 3

- + Additional sessions/services outside of the Free Hour Entitlement will be charged at the published session rates.

Tax Free Childcare

We have also registered all our nurseries for you to take advantage of the Tax-Free Childcare as soon as it becomes available. This can help you to make further savings on the cost of your childcare.