

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**

£25 registration fee per child is payable to secure a place – NB: *Not payable for fully funded places*

Full Fee Sessions:

- 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)

Funded Sessions

- Sessions for 15 hours TERM TIME ONLY 09:30-12:30 X5 13:00-16:00 X5 Full Year Package
- Sessions for 30 hours TERM TIME ONLY 09:00-15:00 X5 08:00-18:00 X3 Full Year Package
- Sessions for STRETCHED FUNDING 11/22/22.5 hours Set Sessions see T&C's
- Bolt on hours:** 08:00-09:00 15:00-16:00 16:00-17:00

Payment Method: Online/Card/Childcare Voucher Name...../Funded ONLY Weekly Monthly

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

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	
.....	
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						

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:

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

The following is a list of sessions available:

Full Fee Sessions:

- 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)

Funded Sessions

- Sessions for 15 hours TERM TIME ONLY 09:30-12:30 X5 13:00-16:00 X5 Full Year Package
- Sessions for 30 hours TERM TIME ONLY 09:00-15:00 X5 08:00-18:00 X3 Full Year Package
- Sessions for STRETCHED FUNDING 11/22/22.5 hours Set Sessions see T&C's
- Bolt on hours:** 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	
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						

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.....
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					

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

Blackberry House Day Nursery 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

Does your child have any additional needs that we need to take into consideration while in our care? **Yes/No**

If yes, please specify.....

.....

Is there any further information you would like to share that would help us care for your child?

.....

Details of Parent/Carer

Full Name

Relationship to child

..... Post Code

Telephone

Work Address

Telephone

Mobile

Email Address

Custody/access arrangements of which Blackberries should be aware

.....

.....

Blackberry House Day Nursery



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

.....

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

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.

Medical details continued for.....

.....

If any of the parents/ carers work more than half an hour away from the setting, could you please ensure we have a supply of one of the following prescribed medicines: Paracetamol/ Ibuprofen/ Calpol. In the event your child has a temperature, we will need to be able to administer one of the above whilst the parents/ carers are on the way to collect the child. This will support us to manage the temperature and prevent the risk of a febrile convulsion.

Blackberry House Day Nursery



Fees

Fees must be paid either monthly or weekly in advance. Methods of payment are: Debit/credit card, online payment or childcare voucher scheme. Cheques and cash are not accepted.

I agree to ensure my childcare account is fully paid should I terminate my child's place as per the Terms of Fees. This includes four weeks' notice to transfer any Funded Entitlement as per the Terms of the Parent Declaration for Funding.

Nursery Funding

If your child is 3 years or over, you will be eligible to claim either 15/30 Hours Funding, please speak to our Head Office teams 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. All Early Years Funding application data is stored securely and maintained in accordance with the Data Protection Act 1998 under Blackberries Childcare Provider Agreements with Local Authority

Nursery Educational Funding Entitlements as claimed will be allocated to each Childcare Account. **Nursery Educational Funding Entitlement (NEF)** - Fees charged outside of the entitlement period will be charged at the published session rates in accordance with our Fee agreement.

I understand I am responsible to comply with all terms of Nursery Educational Funding schemes and will ensure Eligibility is maintained. If my Eligibility fails I understand I am responsible to pay Full Fee for any childcare sessions Non-Funded during that period.

I understand All Early Years Funding application data is stored securely and maintained in accordance with the Data Protection Act 1998 under Blackberries Childcare Provider Agreements with Local Authority and will only be shared with the person whose data is linked to my child's Funding Application

I understand All Early Years Funding application data is shared and stored securely and maintained in accordance with the Data Protection Act 1998 under Blackberries Childcare Provider Agreements with Local Authority.

I have read and understood all Key policies and procedures at Blackberries.
NB: Copies are held in all Nursery Foyers

Yes/No

I agree to abide by all the Terms above of my Child's Nursery place:

Childs Name:.....

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

Parents/Carer Name:..... Relationship to child:.....

Parents Signature:..... Date:.....

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. 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 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** – Termination.

Fees

Fees must be paid either monthly or weekly in advance. Methods of payment are: Debit/credit card, online payment or childcare voucher scheme. Cheques and cash are not accepted. Nursery Educational Funding Entitlement will be allocated to each Childcare Account. If your child is 3 years or over, you will be eligible to claim either 15/30 Hours Funding, please speak to our Head Office teams 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. All Early Years Funding application data is stored securely and maintained in accordance with the Data Protection Act 1998 under Blackberries Childcare Provider Agreements with Local Authority.

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. All details will be kept in strict confidence for use to assist us in the care of your child. All data is stored securely and maintained in accordance with the Data Protection Act 1998. Please be aware that Blackberries may be required to share information with our partners, for example health organisations, to improve the wellbeing of children as required by the children Act 2004.



**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 Method of Payment Information



Childs Name:

Email address for your invoices to be sent to:

.....

I agree I will pay for my child/children fees in Advance of Childcare:

- 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.....
- Tax Free Code.....

Any requests:

Terms and Conditions for Payment of Fees

Payment is payable in advance of childcare received.

Full Fee is Payable whereby terms of Funding are not fulfilled under the parental obligation of the Funding scheme and Funding is not received by the provider Blackberry House Day Nursery.

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
- Late Payment Fee of £20.00 per week will be charged for each week overdue
- 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

Blackberry House Day Nursery



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 each month.

Voucher payments- Payment of vouchers must be paid in advance.

NB: Please be aware if you are paying by voucher this can take up to 3-5 working days before this reaches your 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 Setting Code Peterborough – PTB

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

Tax Free Payments - Tax-Free Childcare payments must have a reference number of 4 letters and 5 numbers, followed by 'TFC'. The letters are made up of the first initial and the first 3 letters of your child’s surname. For example, AJON12345TFC. This will ensure your payment is linked to your childcare account.

NB: Please be aware if you are paying by Tax Free method this can take up to 7 working days before this reaches your account

Nursery Educational Funding Entitlement (NEF) - Fees charged outside of the Funded Entitlement/ Period will be charged at the published session rates in accordance with our published Nursery Fees.

I understand the Terms and Conditions listed above and agree to pay my fees in Advance.

I Understand the Nursery Educational Funding Entitlement and Fees charged outside of the Funding schemes will be charged at the published session rates in accordance with our agreement. Full Fee is Payable whereby terms of Funding are not fulfilled under the parental obligation of the Funding scheme and Funding is not received by the provider Blackberry House Day Nursery

I understand Voucher and Tax-Free Payment schemes must be triggered with consideration to they will take up to 7 working days to be received. I understand Late Payment Fee will result in Late Fees being added to my account.

I understand All Early Years Funding application data is stored securely and maintained in accordance with the Data Protection Act 1998 under Blackberries Childcare Provider Agreements with Local Authority and will only be shared with the person whose data is linked to my child’s Funding Application.

Signed:

Date:

***Please return with your signed paperwork**

Blackberry House Day Nursery Terms and Conditions



Parent/Guardian's Copy

Child's Name:

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.
- Late Collection Fee: Unauthorised hours outside of contracted childcare hours will be charged at £10.00 for the first 30 minutes and thereafter at £10.00 per hour or part hour.
- Charges for absences due to child /parent illness, occasional days off/family holidays will be at the normal rate as per published Fees.
- I understand the Nursery Funding Entitlement and Fees charged outside of the Entitlement /Period will be charged at the published session rates in accordance with our signed Parental Agreement for Funding. All Early Years funding application data is stored securely and maintained in accordance with the Data Protection Act 1998. Nursery Educational Funding Entitlements as claimed will be allocated to each Childcare Account. I understand I am responsible to comply with all terms of Nursery Educational Funding schemes and will ensure Eligibility is maintained. If my Eligibility fails I understand I am responsible to pay Full Fee for any childcare sessions Non-Funded during that period.
- 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
- 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 may be 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. Nursery Registers of Attendance are a legal requirement.
- 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 a minimum 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) Cream for Eczema
- e) Nappy rash cream

Blackberry House Day Nursery



f) Herbal Teething Granules

g) Antihistamine Treatment for Hay fever

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.
- Childcare Session times will run on the hour only. NB: Funded ONLY sessions may differ
- I agree make the agreed weekly or monthly payment 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. You must also give proof of online payment, which can be emailed to wisbechaccounts@blackberrieskids.com or marchaccounts@blackberrieskids.com. Alternatively, you can print off the confirmation sheet when you have paid online as proof of payment. This should to be handed to the Nursery Duty Manager.
- Late payment of fees will incur Late Payment Fee and may result in your childcare place being suspended until payment is received in full. I have read the Terms and Method of Payment.
- Additional childcare requests can be made with sufficient prior notice. If granted, costs for the additional request must be paid in full prior to the additional hours/meals.
- 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 and Tea are payable as per our published fees 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. NB: Applied where applicable*
- 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.

NB: The notice period is the time period between the receipt of the letter of Termination of Childcare Services. Our services run from Monday – Friday week days only. For Example typically, two weeks' notice means 10 business days, and you can give it any time during the Childcare service business week. The Paid Notice period of Four weeks will be taken from the day you hand in your form to the Nursery as date stamped or the day the emailed Termination form is received. Your Childcare notice period actually starts running from the end of the day on which you give it. So, as you are required to give four weeks' notice the rule applied is your notice on 1 February would mean your last day would be 1 March.

- Registration fees are non-refundable and Fee increases are considered annually in September.
- If circumstances dictate, for instance continuous unpaid childcare fees, Blackberries reserve the right to terminate the childcare contract with immediate effect and Debt Collection processes will be sought.
- I agree to abide by the signed terms of my Method of Payment and make payment in advance of Childcare

Blackberry House Day Nursery



- I understand that Blackberries may be required to share information with our partners, for example Funding, Health organisations, to improve the wellbeing of children as required by the children Act 2004. All Early Years Funding application data is stored securely and maintained in accordance with the Data Protection Act 1998 under Blackberries Childcare Provider Agreements with Local Authority and will only be shared with the person whose data is linked to my child's Funding Application. All Early Years Funding application data is shared and stored securely and maintained in accordance with the Data Protection Act 1998 under Blackberries Childcare Provider Agreements with Local Authority.

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 actioned if the nursery decides that this course of action is in the best interests of the children and staff.

Blackberry House Day Nursery Terms and Conditions



Blackberry House Head Office Copy

Child's Name:

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.
- Late Collection Fee: Unauthorised hours outside of contracted childcare hours will be charged at £10.00 for the first 30 minutes and thereafter at £10.00 per hour or part hour.
- Charges for absences due to child /parent illness, occasional days off/family holidays will be at the normal rate as per published Fees.
- I understand the Nursery Funding Entitlement and Fees charged outside of the Entitlement /Period will be charged at the published session rates in accordance with our signed Parental Agreement for Funding. All Early Years funding application data is stored securely and maintained in accordance with the Data Protection Act 1998. Nursery Educational Funding Entitlements as claimed will be allocated to each Childcare Account. I understand I am responsible to comply with all terms of Nursery Educational Funding schemes and will ensure Eligibility is maintained. If my Eligibility fails I understand I am responsible to pay Full Fee for any childcare sessions Non-Funded during that period.
- 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
- 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 may be 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. Nursery Registers of Attendance are a legal requirement.
- 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 a minimum 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) Cream for Eczema
- e) Nappy rash cream

Blackberry House Day Nursery



f) Herbal Teething Granules

g) Antihistamine Treatment for Hay fever

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.
- Childcare Session times will run on the hour only. NB: Funded ONLY sessions may differ
- I agree make the agreed weekly or monthly payment 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. You must also give proof of online payment, which can be emailed to wisbechaccounts@blackberrieskids.com or marchaccounts@blackberrieskids.com. Alternatively, you can print off the confirmation sheet when you have paid online as proof of payment. This should to be handed to the Nursery Duty Manager.
- Late payment of fees will incur Late Payment Fee and may result in your childcare place being suspended until payment is received in full. I have read the Terms and Method of Payment.
- Additional childcare requests can be made with sufficient prior notice. If granted, costs for the additional request must be paid in full prior to the additional hours/meals.
- 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 and Tea are payable as per our published fees 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. NB: Applied where applicable*
- 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.

NB: The notice period is the time period between the receipt of the letter of Termination of Childcare Services. Our services run from Monday – Friday week days only. For Example typically, two weeks' notice means 10 business days, and you can give it any time during the Childcare service business week. The Paid Notice period of Four weeks will be taken from the day you hand in your form to the Nursery as date stamped or the day the emailed Termination form is received. Your Childcare notice period actually starts running from the end of the day on which you give it. So, as you are required to give four weeks' notice the rule applied is your notice on 1 February would mean your last day would be 1 March.

- Registration fees are non-refundable and Fee increases are considered annually in September.
- If circumstances dictate, for instance continuous unpaid childcare fees, Blackberries reserve the right to terminate the childcare contract with immediate effect and Debt Collection processes will be sought.
- I agree to abide by the signed terms of my Method of Payment and make payment in advance of Childcare

Blackberry House Day Nursery



- I understand that Blackberries may be required to share information with our partners, for example Funding, Health organisations, to improve the wellbeing of children as required by the children Act 2004. All Early Years Funding application data is stored securely and maintained in accordance with the Data Protection Act 1998 under Blackberries Childcare Provider Agreements with Local Authority and will only be shared with the person whose data is linked to my child's Funding Application. All Early Years Funding application data is shared and stored securely and maintained in accordance with the Data Protection Act 1998 under Blackberries Childcare Provider Agreements with Local Authority.

Signed: on behalf of Blackberries Date:

Signed: Parent Date:

Blackberry House Day Nursery



Nursery Funded Places for 2-4 Year Old's

Blackberry House Day Nursery is a Full Day Care provision offering all year-round childcare. All childcare hours must be maintained across the whole eligibility year. We offer a limited number of Term Time Only places ONLY. * Full Fee is Payable whereby terms of Funding are not fulfilled under the parental obligation of the Funding scheme and Funding is not received by the provider Blackberry House Day Nursery.

The total Nursery Educational Funded hours across the Eligibility Year is 570 Universal OR 1140 Extended

The Non-Stretched Option

Universal Funded 15 hours per week can be taken over 38 weeks per year (Term Time Only Set Session hours)

Extended 30 hours per week can be taken over 38 weeks per year (Term Time Only Set Session hours).

NB: Children will not attend nursery during non – funded periods i.e. school holidays.

The Stretched option

Universal Stretched Offer will give a capped 11 Hour Entitlement of 550 Hours over 50 weeks

Extended Stretched offer will give Options to take either 1100 hours (22 Hours per week Set Sessions) over 50 weeks with No Full Annual Fee extension or 1125 hours (22.5 Hours per week Set Sessions) over 50 weeks with No Full Annual Fee extension

NB: Stretched claims is capped at 550/1100/1125 hours per annum.

Funding maximum weeks per annum is 50 Weeks.

Parental Declarations must be completed as soon as your child becomes eligible for funding and the necessary ID must be brought into the nursery. Please ask a member of staff for a copy of the contract.

Extended Claims must be applied for by the Parent and the Parent is responsible for maintaining the claim and Eligibility. All Extended Funding codes must be received by the Nursery and the Code must be refreshed every three months by the Parent by the Dates as set by HMRC. Confirmation must be sent to the Nursery by the Parent. NB: You MUST Refresh your claims every three months by the date listed on your individual claim. You MUST provide us with your confirmation notification from HMRC. This will give us notification you are eligible to continue receiving the Funded Entitlement. *NB: Council deadlines may differ, and you may be required to submit your Eligibility Codes prior to receive a Full Funded claim. Failed Codes will result in ONLY Universal Funded hours being offered.

Shared Funding with another Provider must be declared and details of your claim notified to us.

All Early Years Funding application data is stored securely and maintained in accordance with the Data Protection Act 1998 under Blackberries Childcare Provider Agreements with Local Authority and will only be shared with the person whose data is linked to my child's Funding Application

All Early Years Funding application data is shared and stored securely and maintained in accordance with the Data Protection Act 1998 under Blackberries Childcare Provider Agreements with Local Authority.



Nursery Educational Funding for 2- 4year Old's
Stretched Funded Entitlement 50 Week Offers

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 Funded Hour Entitlement will be charged at the published session rates.

Option 2:



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 Funded Hour Entitlement will be charged at the published session rates.

Option 3:



1125 Hour Entitlement – 22.5 hours per week-No Annual Full Fee

Set 7.5 Hour sessions x 3

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



Nursery Educational Funding for 2- 4year Old's
NON-Stretched Funded Entitlement 38 Week Offers

Option for Term Time 38 weeks:

Option 1:  **Fully Funded Term Time**

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

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

NB: Term Time Places are restricted to Limited places depending on availability. We will endeavor to try to meet all family needs

Option 2:  **Full Year Package**

1140 Hour Entitlement – 30 Hours per week - Plus Annual Full Fee *Full Year Package*

NB Please see our T & C for payment Full Year Package

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

570 Hour Entitlement – 15 Hours per week -Plus Annual Full Fee *Full Year Package*

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

NB Please see our T & C for payment Full Year Package. The annual fee covers hours per week childcare for the remaining weeks of the year which are not covered by the Funded Hourly Entitlement. The fee is calculated monthly; spreading the cost over the year to support family budgets i.e. 12 weeks payable at Full Year Package Fee.

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