

20. Under no circumstances will a child be allowed to leave our care with anyone unknown to the nursery staff unless prior arrangements have been made. If parents make prior arrangements by telephone, the nursery will require proof of identify.
21. Government funding is stretched to 11 hours for 51 weeks per year, regular attendance – accessible in 3 hours in 1st session, 3 hours in 2nd session, 2.5 hours in 3rd session, 2.5 hours in 4th session. Our sessions are longer so there will always be a charge for sessions..
22. As we are part of a multi-professional service, we share appropriate information with regard to child development and learning, in accordance with the Early Years Foundation Stage Statutory Framework.
23. Our staff – we employ highly experienced and qualified people to provide quality learning and care for your child. We wish to ensure that our quality team remain in place, however, if a member of our staff leaves our employment to work for a current family, we will impose a finder's fee of 10% of the staff member's annual salary.
24. The information you have provided about your family and child will be processed lawfully, fairly and in a transparent way. R&RG Childcare Ltd collect this information for valid purposes and are required to do so for contractual necessity.
25. We are legally obliged by OFSTED to maintain our records of children and duly keep this information you have provided safe and secure until they reach 21 years of age. If you do not accept a place for your child at the nursery, then this registration form will be returned to you or shredded after permission given and no data will be retained at the setting. This is to fully comply with your right to be forgotten.

26. You have provided the information contained within this registration form due to your legitimate interest. This data will be processed as a contractual necessity.
27. Subsequent data that is produced by us on your child is processed securely and confidentially and is maintained using paper files, online Tapestry Learning Journey and our online Nursery Management database.
28. All data that we process is maintained securely, kept confidential and by the staff members appropriate to your child's time at the setting.
29. We ask that if any of the information contained within this form changes at any time that you either call or email so that we can make the necessary corrections.
30. R&RG Childcare Ltd is registered with the ICO (Information Commissioners Office) under registration reference: **22742339** and has been registered since June 2011. To remain compliant we have appointed a Data Protection Lead (DPL). Any queries, updates or complaints please contact our DPL. On successful enrolment, you will be provided with the full policy within the New Parent Information Pack and will be required to sign your agreement for data processing.

I wish to register my child and have read and fully understand the "Small Print" and agree to comply with them. I understand I am unable to withdraw data processing consent as the information provided is a contractual necessity.

Please tick one option below:

• I enclosed a £35 (non-refundable) Administration fee with this application—CASH ONLY.

• I have paid £35 (non-refundable) Administration fee through credit transfer to R&RG Bank account:
Acct: 33279820 Sort: 209758.

Signed:

Print Name:

Relationship to child:

Documents received by:

Dated:

**“The Small Print”... please read and sign - Thank you
Bumblebees and Ladybirds**

(Please tick each box to confirm that you have read and understood each statement.)

1. Round and Round the Gardens offers full or half day care for children from 12mths – 5yrs old. The Nursery is open Monday to Friday throughout the year, closing only on Public Holidays and the week between Christmas and New Year
2. A non-refundable Administration fee of £35 per child is payable on registration by bank transfer or cash. This does not necessarily guarantee that a place will be available, however we will be in constant communication with you and update you as to where your child is on the waiting list and as necessary give you the option to move to the subsequent month.
3. To secure a nursery place, a deposit of £100 must be paid at the time the place is confirmed.
4. Once the place is confirmed, 2 calendar months written notice is required if you cancel the place, reduce the sessions attended, or delay the start date. Fees are payable in full if sufficient notice is not given. (we **do not** invoice for part months) The £100 deposit will be returned to you via bank transfer.
5. Once a child's place has been confirmed at the nursery and the deposit has been paid, two calendar months written notice (we **do not** invoice for part months) is required on either side to change the session or terminate the place.
6. Fees are payable monthly in advance by BACS, and/or vouchers. Payment by cash carries a £5 surcharge. Extra hours may be pre-arranged with the Nursery Manager subject to availability, and will be invoiced separately. Fees are due during all periods of absence from the nursery including sickness and holidays. Fees are charged at a regular monthly fee each month (incl. 6 x Bank holidays)
7. Children cannot be accepted earlier or collected later than their agreed hours without prior agreement, as this can cause distress for the child/ren as well as staffing issues. A charge will be made for every 15 minutes or part thereof.
8. Round and Round the Gardens reserves the right to exclude a child as a result of payment arrears, and to review the child's place at nursery if this becomes excessive or where attendance at the nursery would constitute as unreasonable risk to the child or other children. However, Round and Round the Gardens has a policy of inclusion and a dedicated team.
9. If your child is sick, or will not be attending the nursery, please telephone to let us know how long you expect them to be absent. More than 3 weeks absence will result in a loss of early years funding.

10. Round and Round the Gardens will administer antibiotics and prescribed medicine for children attending for more the 6 hours per day, following an exclusion of 24 hours if parents have completed a Medication Consent Form. One dose per day.
11. If a child becomes unwell during the day, we will contact you to discuss the situation and may ask you to collect your child. We have the right to refuse entry to children who we feel are sick in accordance with child protection guidelines. Parents must be contactable at all times during the hours their child attends the setting. If a child's temperature goes above 38C, we will ask you to collect your child.
12. If your child is provided with prescribed medicine for use orally, externally or internally they can return to the nursery following a 24 hour exclusion from first dose or application.
13. Following a vaccination/immunisation your child is required to remain away from the setting for a period of 24 hours.
14. It is Round and Round the Gardens policy to contact parents should their child/ren suffer any head injury, however insignificant it may seem.
- 15.. We would ask that you kindly notify Round and Round the Gardens of any changes to address or contact numbers as these will be required should an emergency situation occur.
16. Please ensure that all clothing and personal items are clearly marked or labelled with your child's name. Whilst understandably every effort is taken to take care of children's clothes or personal belongs, Round and Round the Gardens cannot be held responsible to any soiling, damage or loss of clothing or personal items
17. Round and Round the Gardens cannot be held responsible for failing to provide childcare should circumstances occur that are beyond its control. All fees are applicable – no refunds available. Management decision is final. If forced to close for a long period of time, if viably appropriate, dependent on the business and economy, a reduced fee may be considered and charged to retain your child's place.
18. Under guidelines from Ofsted and Early Years, Round and Round the Gardens is under an obligation to report to Social Services any incident where we consider a child may have been harmed, neglected or at risk.
19. Round and Round the Gardens wishes to have a happy partnership with all parents and carers. To this end, we pride ourselves on making sure that channels for communication are always open. You are more than welcome to contact us or arrange an appointment at any time; our door is always open.