



Registration Form

Childs First Names:	Childs Surname:
Date of Birth:	Male or Female:
Child`s Home Address:	Home Telephone Number:
Post code:	
Parent/carer: Details: Relationship to child:	Parent/carer: Details: Relationship to child:
Parents Address:	Parents Address:
Who has Parent Responsibility?	
Name:	Name:
Mobile No:	Mobile No:
Email:	Email:
Employer:	Employer:
Work address:	Work address:
Tel no:	Tel no:
Work Mobile:	Work Mobile:

Named persons who may collect, and contact details: Person 1: Tel No: Person 2: Tel No: Person 3: Tel No:	Person 1 password: Person 2 password: Person 3 password:
Child's religion (if any):	Child's ethnic origins
Language spoken at home:	
Does your child attend another setting:	Setting details:
Permission to contact other setting to ensure continuity of care between both settings:	When your child is not at nursery are they regularly looked after by family or friends:

Medical Details

Name/ Address of Family Doctor:	Name/Address of Heath Visitor:
Tel No:	Tel No:
All Immunisations are recorded and up to date:	Yes/No

<p>Does your child have any previous or current health problems that the Nursery need to be aware of?</p>	<p>Is your child taking any regular form of medication? If so, please detail:</p>
<p>Does your child have any special dietary requirements? (we require a doctor's letter to support any dietary exclusions)</p>	<p>Has your child any allergies that you are aware of, including pets, nuts etc?</p>
<p>Does your child have any special needs or disability?</p>	<p>Are there any medical procedures that are prohibited for family cultural or religious reasons?</p>

Any other useful information you feel we should be aware of?

Attendance Required

We have an attendance requirement of 2 full days per week

Start Date Required _____

	Am Session (7am-1pm)	Pm Session (1pm-7pm)	Full Day (7am-7pm)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Attendance Required - Funded 2 year olds

Start Date Required _____

	Am Session (8am-1pm)	Pm Session (1pm-6pm)	Full Day (8am-6pm)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Please note - when free for 2 children start receiving their 3-5-year funding they will be transferred across to our playgroup. We do not have term time only children in the nursery preschool room.

We must see a passport or birth certificate confirming date of birth before your child starts at nursery

Conditions of Admission

1. A non-refundable registration fee of £50 and a holding deposit of £200, along with the completed Registration Form is required in order to secure a place. The deposit will be deducted from your last invoice providing the nursery is given one month's notice in writing.
NATWEST A/C 47114061 SORT CODE: 60-60-08 Please use your child's name as a reference.
2. Fees are payable one month in advance.
3. Your first invoice will be issued and must be cleared prior to your child's first day at nursery
4. There are no financial concessions for child illness, holidays etc.
5. We are unable to swap sessions.
6. Any changes to your child's attendance requires one month's notice in writing.
7. We reserve the right to retain your deposit should your child not start at the nursery or leave within 3 months of starting.
8. The nursery's Policy and Procedures are available in the foyer or upon request from the office, at any time.
9. Other financial conditions are detailed in our Financial Terms and Conditions.

I am the Parent/Legal Guardian/Carer of:	
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I accept Brishing Barn Nursery's Financial Terms and Conditions (attached)	
I am aware of, and agree to the nursery Policies and Procedures (These are always available in the nursery foyer and on request from the nursery office).	
I will keep the nursery fully informed of any changes to this registration document	
I have read and understood the Privacy Notice for Brishing Barn Nursery (attached)	

Full Name:	
Relationship to child:	
Signed	
Date:	

Full Name:	
Relationship to child:	
Signed	
Date:	

For Office Use Only

Holding Deposit Received:	
Registration Fee Received:	
Contract Signed:	
Settling-in sessions booked:	
Nursery Cam information received:	
Tapestry information received:	
Parentmail information received:	
Entered on Records:	
Birth Certificate no:	
Date received:	
Completed by:	
Free for 2 claimants only: Completed form for Playgroup	



Financial Terms and Conditions

Registration:

The booking is not complete until:

- A fully completed and signed Registration form and a non-refundable Registration Fee of £50 and a deposit of £200, which will be credited to your final invoice, providing one month's written notice has been received
- PLEASE NOTE: YOUR CHILD WILL BE UNABLE TO START UNLESS YOUR FIRST INVOICE IS PAID IN FULL PRIOR TO THE DATE OF FIRST ATTENDANCE.

Alteration/Cancellation/Termination:

- Once a place at nursery has been booked then a minimum of two months' notice is required to reduce the amount of sessions booked. Should this notice not be given, the cancelled sessions will be charged for during the child's first month at nursery
- To defer the start date for your child we require a minimum of two months notice. If such notice is not given the parent/guardian will be liable to pay for the cancelled sessions between the original and deferred start date. A child's start date can only be deferred once. The maximum amount of time by which the child's start date can be deferred is three months.
- To cancel a child's place a minimum of two months' notice must be given. If this notice is not given, the parent/guardian will be liable to pay for the cancelled sessions for the first month the child would have attended the nursery and lose the £200 deposit.
- To increase attendance after the child has started at nursery requires a request one month in advance.
- To decrease attendance after the child has started at nursery requires a request 2 months in advance.
- To decrease sessions if your child attends full time requires 2 months written notice.

Invoicing:

- **Payment terms are strictly in advance for each month**
- Invoices are produced each month on the 1st of the month and are payable within 5 days.
- Regular payments i.e. Tax Free Childcare/vouchers/standing orders MUST be set up to arrive in our account within 5 days of invoice production.
- Fees are calculated on a 50 week year basis and divided into 12 equal monthly payments
- Full fees are charged for any days that a child is absent due to illness, holiday or other reason
- Fees remain payable during Nursery closure or reduction of service due to circumstances beyond our control, which may include, but is not limited to, extreme weather (including snow and ice), other acts of God or third parties outside of Nursery control including disruption to highways, public transport, utilities and industrial action.
- Sessions cannot be exchanged for other days.
- Extra sessions can be requested and will be allocated on a strictly first come first served basis
- Any extra sessions booked and not used will still be chargeable
 - Extra sessions and any late fees will be applied to the following month's invoice

- A month's written notice is required if you wish to remove your child from nursery or cancel your registration or a month's fees in lieu
 - Fees must be paid in full for the notice period even if your child does not attend
- Deposit refunds will be applied to your final invoice, providing the appropriate written notice has been given and your account has been cleared.
- We reserve the right to keep your deposit should your child leave within the first 3 months of starting at the nursery.
- We reserve the right to terminate this contract, without notice, for non-payment of fees and your child will be unable to attend. Any outstanding fees at the point of termination will be charged interest at a rate of 5% per week on the outstanding balance, calculated on the Friday of each week.
- Brishing Barn Nursery will pursue through the legal system any outstanding monies and any court costs are added to the debt accordingly.

Discounts:

- There is an automatic discount of 10% applied to our full-time fee (5 x full days)
 - A discount of 10% will be applied to the eldest sibling attending the nursery
 - A 10% discount is available to those working for Kent Police
- Discounts will only be applied to up to date accounts. Should you fall into arrears the discount will be suspended.
 - No discount will be applied once your child is in receipt of Early Years Funding
 - Only one discount per child may be claimed

Late Collection fees:

Brishing Barn supports working families, however late collection of your child causes significant disruption and increases staff costs. Therefore, repeated late collection after the session has ended will be charged at £10 for every 15 minutes or part thereof. This fee will be added to your monthly invoice. Repeated incidents of late collection may result in the loss of your child's nursery place.

Early Years Free Entitlement:

All children are eligible for 15 hours FEE the term after their 3rd birthday.

30 hours Fee is available to parents on receipt of proof of eligibility.

Please note it is the parent's responsibility to ensure that their application for Early Years funding is made in line with the Local Authority requirements. Late, incomplete or invalid applications may result in nursery fees being charged at normal rates for these sessions.

Privacy Notice for Brishing Barn Nursery

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

Brishing Barn Nursery collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

The personal information we collect and use

Information collected by us

In the course of providing education and care we collect the following personal information when you provide it to us:

- Personal information (such as name, date of birth, gender, home address and postcode)
- Special category characteristics (such as special educational needs (SEN) information, ethnicity, relevant medical information)
- Parents/Carers Information (such as name, date of birth, National Insurance or National Asylum Support Service Number)
- Financial eligibility information (such as 30 hours codes)
- Attendance information (such as sessions attended, number of absences and absence reasons)

We also obtain personal information from other sources as follows:

- Kent County Council SEND Team
- Health Visitors
- Multi Agencies i.e. Speech and Language therapist, Occupational Therapist etc
- Other settings your child may attend

How we use your personal information

We use your personal information to:

- Check and calculate free entitlement
- Provide appropriate pastoral care and support services to children
- Provide funding
- Provide advice, support and guidance to the setting
- Enable financial and policy compliance checks of the setting
- Assess and improve the quality of our services
- Comply with the law regarding data sharing
- Safeguard children

We will hold financial information securely and retain it for 7 years, after which the information is archived or securely destroyed

Who we share your personal information with:

- Department for Education (DfE) (statutory for early years funding and policy monitoring)
- Kent County Council Management Information & Finance (to provide funding)
- Other local authorities, or other early years settings, to resolve duplicate claims and funding queries
- Kent County Council teams working to improve outcomes for children and young people
- Commissioned providers of local authority services (such as education services)
- Local multi-agency forums which provide SEND advice, support and guidance (such as EY Local Inclusion Forum Team (EY LIFT))
- Schools that you attend after leaving us
- Partner organisations signed up to the Kent & Medway Information Sharing Agreement, where necessary, which may include Police, school nurses, doctors and mental health workers and Kent Community Health NHS Foundation Trust
- Contracted providers of services (such as external photographers and catering providers) where consent has been given
- ABACUS management software (for invoicing)
- Parentmail
- Tapestry Online Learning Journal

We will share personal information with law enforcement or other authorities if required by applicable law.

The National Pupil Database (NPD)

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Your Rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact Elisabeth Balfour, Managing Director.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information

Please contact Elisabeth Balfour/Fran Brown to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

For more information about services for young children, please go to: <http://www.kent.gov.uk/education-and-children/childcare-and-pre-school> or the KCC website at www.kent.gov.uk

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

For further information about how the Department for Education uses your information:

To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/guidance/early-years-census>

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

For more information about the DfE's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Please contact either of the below with any questions regarding the above policy:

Managing Director: Elisabeth Balfour – elisabeth@brishingbarnnursery.co.uk 07715 208 408

Nursery Administrator: Fran Brown – mail@brishingbarnnursery.co.uk 01622 749800