



Parent Information & Nursery Fees

Session	Session Times	All Ages
Morning AM	8am - 1pm	£32.00
Morning PM	1pm - 6pm	£30.00
Full Day	7.30am - 6pm	£48.50
Full Week	Mon - Fri 8-6	£218.00
School Week 3+	9am - 3pm	£36.00

Additional Experience	Food AM	Food PM
£3.50	£2.50	£1.50

Hamilton Nursery opens from 8:00 - 18:00, we accept children from 3 months to 5 years. We are Ofsted registers for nursery educational funding for 2, 3, and 4 years old's. We also accept tax free childcare, vouchers and working tax credits

At Hamilton nursery, we are committed to both children and families. We are passionate about providing a safe environment for your child and given them opportunity to learn and grow.

Children can attend a full day or a part-day with minimum of four session per week. Food will be charged at the rate above and if you have concerns please discuss with the management team.

Funding

Any child between the ages of 3 and 5 is eligible to receive nursery educational funding. Parents can receive up to 30 hours of funding depending on their employment every child over the age of 3 is entitled to 15 hours.

Children aged 2 and above may be entitled to 15 hours funding please sign into the Leicester citizen portal to apply

Vouchers and Tax-Free Childcare

At Hamilton nursery we accept both the voucher scheme and tax-free childcare, a member of management will give you further advice and information if you require it.

Open Door Policy

We will happily show you around the setting, by a member of management to answer any of your questions if you would prefer to call please feel free to do so.

Contact Us

Tel: 01162 743090 Email: manager@hamiltonnursery.co.uk
25 Hilltop Road, Hamilton, Leicester, LE5 1TT

Child Registration Form



Child's details

Child's name:		Agreed start date:	
Date of birth:		Age group:	
Sex:		Religion:	
Ethnicity:		Language:	

Parent's details

Name:	
Address:	
Postcode:	
Telephone numbers	Home: Work: Mobile

Sessions required

Please indicate with a tick which sessions you would like to request

	Mon	Tue	Wed	Thurs	Fri	Total
Morning 8am-1pm						
Afternoon 1pm-6pm						
Full day 7.30am-6pm						
School hours (over 3s) 9am-3pm						
Full week 8am-6pm						

<p><u>Parent declaration</u> I have read and understood the terms and conditions and I accept these together with the agreed fees as the basis of my contract with Hamilton Nursery</p> <p><u>Sign:</u> <u>Print:</u> <u>Date:</u></p>	<p><u>Hamilton Nursery</u> On behalf of Hamilton Nursery, I accept the reservation shown subject to the payment of registration fee and all completed paperwork</p> <p><u>Sign:</u> <u>Print:</u> <u>Date:</u></p>
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Office use only

Registration fee paid?.....

Added to Family?.....

Care plan needed and received?

Birth certificate/ passport copied?.....

Promotion applied?

Child details forms complete?.....

Funding code?

Child Registration Form

Child's home address

Address	Please list all people who have legal parental responsibility for this child
Postcode	
Telephone	

Emergency contact details

Mother's name	Place of work	Telephone	Email address
D.O.B	NI number		
Father's name	Place of work	Telephone	Email address
D.O.B	NI number		
Other contact name and relationship	Place of work	Telephone	
Other contact name and relationship	Place of work	Telephone	

Medical details

GP surgery name	Health visitor
Address	Address
Telephone	Telephone
Known health problems or regular medication:	Any other agencies involved with your family e.g social services
Special dietary needs:	

Authorisation to collect a child

Your child's safety and security is of the utmost importance and we will therefore only release your child from our care to those adults whom you have authorised below.

Authorisation I have legal Parental Responsibility and I give my consent for my child to be collected from the day nursery by any of the following adults.

<p>No. 1 Full Name Address: _____ Tel. No. _____</p> <p style="text-align: right;">Regular, without further authorisation: _____ Not regular, with further authorisation: _____</p>	Photo <input style="width: 80%; height: 20px;" type="text"/>
<p>No. 2 Full Name Address: _____ Tel. No. _____</p> <p style="text-align: right;">Regular, without further authorisation: _____ Not regular, with further authorisation: _____</p>	Photo <input style="width: 80%; height: 20px;" type="text"/>
<p>No. 3 Full Name Address: _____ Tel. No. _____</p> <p style="text-align: right;">Regular, without further authorisation: _____ Not regular, with further authorisation: _____</p>	Photo <input style="width: 80%; height: 20px;" type="text"/>
<p>No. 4 Full Name Address: _____ Tel. No. _____</p> <p style="text-align: right;">Regular, without further authorisation: _____ Not regular, with further authorisation: _____</p>	Photo <input style="width: 80%; height: 20px;" type="text"/>

If any of these adults is not known to staff, I agree that they will provide identification before my child is released. If my child is to be collected by someone who is not named above, I agree that it is essential for me to fill in a "Child Collection Form" in **advance** to allow staff to release my child.

These forms are available from the Nursery Manager.

Parent: Signature

Staff: Signature

Parent: Print Full Name

Staff: Print Full Name

Hamilton Nursery Consent Form

We feel that it is in the interest of your child if you would give consent, in advance, for the following. This is to be used in case of an emergency and would avoid the situation where we have a problem making immediate contact with you. *Please delete below as appropriate.

I give my permission for Hamilton Nursery to obtain any necessary emergency medical treatment and/or advice on my child's behalf. Yes/No*

For the comfort of your child, you may like to give consent for the administration of Calpol. Without consulting you we would not give Calpol within 4 hours of his/her arrival at nursery thus ensuring no risk of over dose.

I give permission for Hamilton Nursery to administer Calpol to my child so long as 4 hours have elapsed since his/her arrival at nursery. Yes/No*

For the comfort of your child, you may like to give permission for Sudacrem to be applied when nappy rash develops at nursery. As you will be aware, swift treatment can avoid a very painful condition developing.

I give permission for Hamilton Nursery to apply Sudacrem to my child if required. Yes/No*

I give permission for Hamilton Nursery to check my child for signs/symptoms of a contagious disease. Yes/No*

I give permission for my child to be taken on short outings Yes/No*

I give my permission for a member of staff to administer basic first aid to my child. Yes/No*

I give permission for sun protection cream to be applied to my child Yes/No*

I give permission for hypoallergenic baby wipes to be used on my child Yes/No*

I give permission for face painting on my child Yes/No*

I give permission for photographs to be taken at nursery/outings for nursery use (e.g. displays, books and key person files) Yes/No*

I give permission for my child to participate in celebrating festivals and special events Yes/No*

I give my permission for photographs of my child to be used in the nursery Newsletters and marketing materials
Yes/No*

I give permission for any person who has parental responsibility of my child to authorize and sign for the administration of medication. Yes/No*

I give permission for Hamilton Nursery staff to work in partnership with my child's health visitor and other outside agencies e.g. schools and the health team to pass on needed information Yes/No

I give permission for Hamilton Nursery to take video observations of my child, to support the development throughout their time at nursery Yes/No

Videos will only be used as reflective observations and reflective practice of staff, videos will not be shared with any other persons unless full consent is given by the parent/career.

Yes/No

For the comfort of your child you may like to give permission for teething gel to be applied when your child is teething.

I give permission for teething gel to my child if required.

Yes/No*

I give permission use photos and videos on social media and our website. This include youtube and Facebook, they will be promotional videos and only put on social media to share what we do at Apricot Nursery **Yes/No***

Yours child's welfare is our first priority. In the event of any concerns arising we have a duty to seek advice and make referrals were appropriate. **By signing I accept the safeguarding policy**

Child's Name:.....

Date.....

Parent's Name:..... Signature:.....

Payment of Fees

The vast majority of our parents pay each month's fees in accordance with the terms and conditions laid out in the reservation agreement which they signed when starting at the nursery. Most parents pay monthly by direct debit. Others pay at the beginning of each payment period by cash or debit card.

Invoices are issued monthly and cover a four or five weekly payment amount. All months are four week payment periods except for 4 months of the year which are five week payment periods. Your invoice shows the weeks covered by the fee that is due. Each new payment period ALWAYS starts before the current calendar month end. Direct Debits are collected on the first working day of each month. For other payment methods fees are due before the payment period in question commences.

Unfortunately we seem to be spending an excessive amount of time chasing a small number of outstanding fees throughout the month. Not only does this detract from our more important duties with the children but it also has a negative impact on our cash flow. Nurseries are small businesses without access to large credit facilities and any shortfall in fees often means we incur higher bank charges because we must pay our staff and suppliers rigidly without fail. We are also aware that late payment of fees can quickly become large household debts which snowball and become difficult to repay.

In these difficult times we feel it is necessary to remind parents of the need to abide by their original agreement. Please do not feel offended when our staff request payment if you have not paid by the first week in the current payment period. They would rather not have to do so but it is essential for the financial health of the nursery. For those very few parents who persistently fail to pay fees on time we reserve the right to operate a 'no pay, no stay' policy.

Parents who pay via Direct Debit enjoy our most competitive rates. The saving over the cash rate can amount to a significant saving over the course of a year. If you would like to move to direct debit then please ask for a Direct Debit mandate form from the manager.

Vouchers

At Hamilton Nursery we fully support the payment of fees via approved voucher schemes. However, the fact that we support these schemes does not remove any responsibility on the parent/carers behalf to ensure that fees are paid and by the appropriate point in time.

Processing of vouchers adds a considerable amount of time to our administrative overhead due to the different way in which the various schemes operate. Furthermore, the mechanisms used to identify which amount belongs to which parent/child are often unhelpful.

Parents should realise that the arrangement between themselves and the voucher provider does in fact not involve any authority on the nursery's part. It is therefore incumbent on the parent/carer to ensure that any voucher payments that have been setup with a chosen voucher provider is operating correctly.

Invoices are created on the 14th of the month for the following invoice period. In order for Apricot to accept vouchers for payment on your behalf it is imperative that we have received the Voucher Providers formal voucher notification BEFORE the 14th of the month. In doing so we will then be able to include the voucher as part of your payment TOWARDS THE FOLLOWING INVOICE PERIOD. Any voucher received after this time will not be processed until the next time we create invoices.

If vouchers are not redeemable for any reason from your voucher provider it remains the parent/carers responsibility to see that any fees outstanding are paid to the nursery whilst you are resolving the matter with your voucher provider.

Voucher Overpayments

In a few cases we have noticed that parent/carers have set up voucher amounts which are greater than their invoiced amounts. In such circumstances the nursery is not permitted to refund the parent/carer as there are tax and national insurance contribution implications in such cases. Any overpayments can only be returned to the voucher provider.



Family User Agreement

Dear Parents/Carers,

Famly is the software system that we use at Hamilton Nursery, we use Famly to record observations, comments and photographs to document progression across the Early Years Foundation Stage. You will be able to access your child's Learning Journey from a computer or via the app on mobile devices. You will only be able to do this by using the Login details that you are sent upon receipt of the signed user agreement below. This will only give you access to your own child's Learning Journey.

The only people at Hamilton Nursery with access to your child's Learning Journey is the Manager, the Deputy Manager and the staff members working in the nursery with the children directly. Staff have to log in to the tablets via a pin code and the tablets are supplied by the Nursery and are not taken away from the premises other than for any planned trips or visits.

Many of the most meaningful photographs taken within the Foundation Stage show children interacting in group play or activities that involve other children, we therefore ask that these photographs are for your own viewing and not shared on public sites or uploaded onto any social media websites, this is inline with our Nursery policy. Failure to uphold this request will result in suspending your child's Learning Journey.

We hope that this system will prove to be a positive step in sharing information, as well as viewing our contributions. You will also be able to add comments, photographs and you own observations to support learning.

Family User Agreement

Child's Name-----

- I agree to Hamilton Nursery using Famly to create an online Learning Journey for my child.
- I agree to uphold Hamilton Nursery's request not to share or upload any photographs showing other children.
- I agree to my child appearing in group photographs that may be included in other children's Learning Journeys
- I agree to keep my login details secure.

If you do not agree with any of the statements above please put a line through that statement; the Manager will contact you to discuss the steps we will take to adhere to you wishes.

Parents Name:

Signature:

Date:



Child Information and Starting Points

Full Name:

Date of Birth:

Start Date:

Sessions attending:

My care plan at Hamilton Nursery

Full name:

Date of Birth:

Position in the Family:

Mainly lives with:

Languages spoken at home:

School we hope our child will attend (if known):

Setting Name:

Name of current key person:

A key person has special responsibilities for working with a small group of children giving them the reassurance to feel cherished, safe and cared for as well as building relationships with their parents.

Child attends another setting / childminder? YES / NO

Name of other setting and key person / childminder:

Telephone number/ Contact Details:

Permission obtained to exchange information? Y/N

Dates termly Summary of Learning sent to other setting/childminder							
Dates termly Summary of Learning received by other setting/childminder							

My comforts

My favourite toys that I enjoy playing with are:

If I am upset I like?

Meal/snack time prefer to drink milk/water?

My favourite food is:

I do not like to eat:

Sleep times

I still sleep/ I do not sleep anymore?

I am allowed to sleep for?

To help me sleep I like to have?

Toileting

I am still in nappies/ toilet trained

Cream used and how often?

Any other information nursery may need to know eg. On going medication/ allergies.

Any other information the nursery might need to know eg. Birth marks, medical conditions

Are any services involved with your family e.g. social services, speech and language, health visitor.

For children with English as an additional language:

How do you feel your child is progressing in his/her main language do you have any concerns?

What language do adults in your house speak to your child/ each other?

What language does your child reply in?

Apart from home where else does your child hear/ speak in his/her main language?

When did your child start to learn, or be exposed to English?

Where does your child hear/ speak in English?

Are the parents fluent and understand English?

Mother: Yes/No Father: Yes/No

All About Me / Starting Points

To be completed with the parents before the child starts.

Date:

Child's Full Name:

DOB:

Personal, Social and Emotional Development.

Making Relationships	Parent Comments
Does your child like to be with familiar people and how do they react when they meet someone new?	
Has your child started to play with other children? If yes how did it go?	
Developmental Age Band:	

Self-confidence and Self-awareness	Parents Comments
Does your child take pleasure in being able to achieve tasks without adult support?	
Does your child show a preference to what he/she likes?	
Can your child ask for help from adults? If so how?	
Developmental Age Band:	

Managing Feelings and Behaviour	Parents Comments
How does your child seek comfort i.e. adult, cuddle, teddy?	
Has your child started to understand boundaries? How?	
Developmental Age Band:	

Communication and Language.

Listening and Attention	Parents Comments
Does your child enjoy listening to music/rhymes? How does he/she react?	
Does your child enjoy listening to stories?	
Do they sit for long or just for a short time?	
Developmental Age Band:	

Understanding	Parents Comments
Has your child started to understand some language i.e. where's your nose? Where's mummy?	
Can your child understand simple instructions i.e. throw the ball?	
Can your child understand more complex sentences i.e. put the book away and get a drink?	
Developmental Age Band:	

Speaking	Parents Comments
<p>How does your child communicate?</p> <p>Babble, cry, one word?</p> <p>Speaking in sentences?</p> <p>Asking questions?</p> <p>Hold a conversation?</p>	
Developmental Age Band:	

Physical Development

Moving and Handling	Parents Comments
How does your child move i.e. sit up, crawl, walk, run, jump? Do they play with a ball?	
Has your child started to make any marks on paper i.e. dots, lines, circles?	
Developmental Age Band:	

Health and Self-care	Parents Comments
How does your child eat and drink i.e. need help with a spoon/can feed themselves/use an open cup?	
Is your child using the potty/toilet or showing any interest?	
Can your child help with any dressing/undressing/washing?	
Developmental Age Band:	