

Enrolment Form 2022

Website: [www.Littlelambskindergarten.yolasite.com](http://www.Littlelambskindergarten.yolasite.com)

Telephone: 0 1273 933631

Email: Littlelambs2011@yahoo.co.uk



## Welcome to Little Lambs Kindergarten!

### Our Ethos

At Little Lambs Kindergarten we treasure the wonder of childhood. Through play, imagination, curiosity and our hygge environment, we provide quality experiences and lasting memories. Our knowledgeable team of mindful educators provide opportunities 'in the moment' supported by their deep understanding of child development. We celebrate and trust in every child's ability to learn and understand that each learning journey is special, unique, and magical!

### Our Vision

At Little Lambs Kindergarten we nurture the magic and wonder of childhood. We embrace the Curiosity Approach and aim to create a culture of curiosity and awe. We take inspiration from the Reggio Emilia pedagogy and believe the environment to be the teacher, supporting the seven areas of learning. We provide open ended natural resources to inspire imagination and endless play opportunities. We believe that practitioners should be mindful educators who give the children the time, opportunities and support in their early year's experiences. They are attuned to the interests and needs of the children they care for and have a deep knowledge of development, the curiosity approach, the EYFS and the individual, unique child. Our mindful educators plan in the moment using the children's interests as the spark of inspiration. Practitioners trust that children can follow their own learning journey and provide patience, nurture and understanding to support this.

At Little Lambs Kindergarten we pride ourselves in our ability to continuously reflect on our practice and evolve with the children at our setting. This continuous provision gives us a clear intention to support our children in becoming confident and independent learners ready to embark on their next journey.

### Our Curriculum

Our curriculum is inspired by the Curiosity Approach. We nurture the natural curiosity, imagination and wonder of the children we work with and deliver a rich and varied environment that supports the seven areas of learning. We recognise that every child has their own individual learning journeys, their own interests, pace, and style of learning. We use scaffolding and sustained shared thinking to extend the children's ideas.

We believe in the significance of quality interactions and the importance of communication. We pride ourselves in really knowing and understanding our children and hold their interests at the heart of everything we do. Practitioners build on those interests 'in the moment' extending the children's ideas through conversations and provocations. The Development Matters is our guide which we use as a reference and starting point. It supports us in identifying any strengths or barriers to learning the children may have. We have introduced some adult led workshops such as our woodwork sessions, creative exploration in the atelier, Forest kindergarten and music and movement. Through these experiences the children learn to use tools safely and risk assess their play. They learn to express themselves with different media and materials and develop their cognitive development.

Enrolling your child at our setting means the world to us!

Thank you for choosing us as your child's Early years and Out of school care and education.

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Please read carefully and complete the following information...

By completing, signing & returning this form with your £ 30 fee, your place at Little Lambs will be processed, confirmed and securely reserved. This fee covers your place reservation deposit, a Little Lambs T- shirt, personalized tote bag and wet- bag.

A minimum period of **one month's notice in writing for all funded and non-funded places** (or 1 months fees in lieu of notice) will be required if you decide to move your child on from Little Lambs or if you no longer require the place once sessions have been booked and confirmed.

**When are we open and how much does it cost?**

Session Prices For Under 5 Year old's	Session Prices For Over 5 Year old's
Breakfast session (B) £8.50	Breakfast session (B) £ 8.00
Early doors (ED) £2.50	Early doors (ED) £2.50
Morning Session (AM) £25.50	Afterschool session (AS) £18.00
Afternoon session (PM) £25.50	Hourly rate (H) £ 8.00
Teatime session (TT) £25.50	Full Day rate Holiday club (FD) £55.00
Hourly rate (H) £ 8.50	Holiday club Session (3hr) £18.00
Full Day rate (FD) £76	Meals for School aged children £ 2.50 - £ 3.00
Meals for Nursery aged children £ 2.50 - 3.50	

B-	7.30am- 9.00am	
ED-	8.45am- 9.00am	
AM-	9.00am- 12.00pm	(includes snack for funded sessions)
PM-	12.00pm- 3.00pm	(includes snack for non-funded sessions)
TT & AS	3.00pm- 6.00pm	(includes snack for non-funded sessions)
FD-	7.30am- 6.00pm	(includes snacks for funded sessions)

Term time 38 weeks per year (dates as per our calendar).

Holiday club runs outside of the term dates EXCEPT 2 weeks over Christmas in December on set days per year and bank holidays.

Funding available between 7.30am- 6pm all year.

School dropoff and collection to designated local schools please check to see if this offered for your child's school

Hot & cold meals available (for a small fee)

**Bookings will be invoiced monthly in advance and need to be paid by the 1st of the month being**

We accept payment by Bank transfer, Via our online app (Family), Childcare Vouchers and Tax childcare, however this must also be made in advance. There is a late payment charge that will be added to overdue invoices, this equates to 8% of the invoice total

Our bank details are: Little Lambs kindergarten Ltd.,- 5000127 AC: 85248735

Our Ofsted registration number is: EY486013

**Enrolment fee** £30/child\*. This can be paid in cash or by bank transfer. Ref: Your child's full name

\*You receive a t-shirt, wet bag and personalised nursery bag for your child.

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When would you like your child to start? \_\_\_\_/\_\_\_\_/\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast 7.30- 9.00am					
Early Doors 8.45- 9.00am					
Morning session 9am- 12pm	Lunch	Lunch	Lunch	Lunch	Lunch
Afternoon session 12pm- 3pm	Lunch	Lunch	Lunch	Lunch	Lunch
After - school 3pm- 6pm	Dinner	Dinner	Dinner	Dinner	Dinner
Hourly after 3pm 4/5/6pm (Please state)	Dinner	Dinner	Dinner	Dinner	Dinner

\*Please note for your child to receive funded hours you are required to complete a Local Authority funding form that we will provide to you AND give us consent (page 7) to share your information with the council, in order for us to claim funding on your child's behalf. Please indicate above if you would like to book meals for your child during each session, leave blank if you do not wish to purchase a meal.

**Please indicate your preference for which type of booking you require below:**

Term time only (38 weeks) <small>(If eligible, using up to 15 or 30 hours funding)</small>	All year stretch (50 weeks) <small>(If eligible, using up to 11 or 22 hours funding)</small>	Stretched (47.5 weeks) <small>(If eligible, using up to 12 or 24 hours funding)</small>

**Child's Information**

Child's First name	Child's surname	Child's preferred name	Child's date of birth / due date <small>(*if not born yet)</small>	Child's sex
Ethnicity:	First Language:			
Secure Password	(Please choose a password to be used for collection purposes) Please note that for any new adult collecting a child, photo ID and prior notice will be required as well as password.			

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<b>1. Parent / Carer / Guardian</b>		
Name:		
Relationship to the child:		
Address:		
Landline, work & mobile numbers of parent / carer:		
Email Address <small>*This is required to set you up on our online nursery system</small>		
Does this person have legal access to your child?	YES	NO
Does this person have parental responsibility for your child?	YES	NO
National Insurance no.: <small>*This is required for funding claims</small>		
Date of birth: <small>*This is required for funding claims</small>		
Ethnicity:		First Language:
Permission from this person for us to hold personal data securely: YES / NO		
<b>2. Parent / Carer / Guardian</b>		
Name:		
Relationship to the child:		
Address:		
Landline, work & mobile numbers of parent / carer:		
Email Address <small>*This is required to set you up on our online nursery system</small>		
Does this person have legal access to your child?	YES	NO
Does this person have parental responsibility for your child?	YES	NO
National Insurance no.: <small>*This is required for funding claims</small>		
Date of birth: <small>*This is required for funding claims</small>		
Ethnicity:		First Language:
Permission from this person for us to hold personal data securely: YES / NO		

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Please give details of other adults (18yrs +) who are authorised to collect your child in case of emergency.

Please inform them of the password for collection and that I.D will be required on arrival

Name of adult	Address of adult	Contact telephone numbers of adult	Relationship of adult to your child	Permission for us to hold personal data
1.				
2.				

Further information about your child:

Are there additional languages spoken your child?	
What is your child's religion, if they have one?	
Names and ages of any siblings:	
Names of any other special adults (e.g. grandparents, aunts, uncles)	
Festivals celebrated at home:	

Other childcare settings attended by your child:		Does your child use funding at this setting YES /NO
Permission to liaise with this setting about your child?		YES /NO

Medical Information about your child

Your child's doctor's name:	
Child's doctor's postal address:	
Child's doctor's telephone:	

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Are there any special medical instructions we should follow in the event of a medical emergency?

Please give details of your child's immunisation record (e.g. MMR):

Your child's Health Visitor (HV):  
(Please name the Team if you do not have a specific HV. For example, Hangleton Children's Centre Team)

Is there any support / Child Protection/ Child in need / Speech & Language Plan in place?  
YES / NO

If yes, who is the Lead Professional & their contact details?

**Please indicate any particular health problems your child may have by ticking the appropriate box(es)**

Kidney complaints	<input type="checkbox"/>	Chest problems	<input type="checkbox"/>	Nut allergy	<input type="checkbox"/>	Skin complaints	<input type="checkbox"/>
Bladder problems	<input type="checkbox"/>	Gastric problems	<input type="checkbox"/>	Diabetic	<input type="checkbox"/>	Speech impairment	<input type="checkbox"/>
Sting allergy	<input type="checkbox"/>	Walking problems	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	Other health complaints:	
Migraine / headaches	<input type="checkbox"/>	Vision impairment	<input type="checkbox"/>	Hayfever	<input type="checkbox"/>		
Heart problem	<input type="checkbox"/>	Hearing impairment	<input type="checkbox"/>	Asthma	<input type="checkbox"/>		

**Any other professionals / agencies involved in the care of your child**

Name of professional	Agency / role	Telephone and contact details

To help support you and your child, we ask that you give permission for us to correspond with these professional agencies. You will be kept informed at all times.

I/We give permission for my child's keyworker, the SEND manager, or Little Lambs managers to correspond with the above named professional / agency regarding my child:

Yes / No

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**General Data Protection Regulations Privacy notice:**

We take your right to consent and your privacy very seriously. We therefore will not use any of your information irresponsibly or carelessly. We will only use your personal data for the purpose of running our nursery effectively meet the needs of your child. There are statutory requirements from Ofsted, the Local authority through legislation that require us to hold particular information for both you and your child. This is ONLY use and would only be shared with your permission or in order to keep a child safe. The personal data we hold always be stored securely and our online and digital records are protected and kept secure. If there were any changes of this will inform you and follow our procedure as described in our Privacy policy /

**Data Protection and Parental consent**

**Please indicate your consent for the following**

\*There is also a section on our Family app where we require you to give permissions for various activities. Please also complete these once your child is enrolled.

It is necessary for us to hold the following information about your child on our database; information will remain confidential at all times. Child's name, date of birth, starting date, sessions requested and attended, funding details paid.	Yes / No
In order to claim Early years funding for your child, It is necessary for us to share information Child and parents date of birth, address, contact details and national insurance/ NASS. I consent to this information be shared with the local authority.	Yes / No
For appropriate action to be taken in the event of an medical emergency	Yes / No
I give permission for a copy of my child's passport / birth certificate to be held securely on our database.	Yes / No

At Little Lambs we value the importance of experiencing varied and outdoor environments outside our setting. By exploring these environments it allows us to widen the learning opportunities for your child in a fun and exciting way. All of these outings have been risk assessed. I give permission for my child to go on outings within the local area of the Little Lambs kindergarten.	Yes / No
Permission to apply Sun cream during sunny weather. Please provide your child with their own labelled sun cream. (Your child should arrive with sun cream applied during hot weather then staff will re-apply at the end of a 3 hour session if your child attends longer than this).	Yes / No
Permission to apply 'nappy' cream such as Sudocrem, Bepanthen or Vaseline (to be provided at home, labelled please) in the event your child requires this.	Yes / No
Permission for us to share information about your child with other professionals for example health visitor, social worker, Ofsted. You will be consulted if & when this happens.	Yes / No
For photographs of your child to be taken by Little Lambs practitioners and used as part your child's development records	Yes / No
For photographs of your child to be taken by Little Lambs practitioners and used for display within the Nursery.	Yes / No
For photographs of your child to be taken by Little Lambs practitioners and used for display on our Family newsfeed (for families of your child's group / nursery ONLY to see).	Yes / No
For your child's work, name and belongings to be displayed within the nursery to support your child's learning and development progression.	Yes / No



### Emergency Medication Consent

Please fill out the emergency medication permission form below to consent to your child being given an emergency dose of liquid paracetamol (Calpol) or Antihistamine (Piriton) in particular circumstances that are warranted absolutely necessary for the ~~being~~ **being** and safety of your child. Such circumstances would be:

- An increase in the child's temperature 39 degrees Celsius or above to prevent convulsions that are common in children when their temperature gets too high.
- A wasp, bee or insect sting or bite- to prevent or reduce an allergic reaction and pain relief if necessary.
- A severe allergic reaction- to prevent or reduce the reaction.
- A severe injury- for pain relief.

In such a situation that we consider to be an emergency (as stated above) we would make every effort to contact parents first, to seek further verbal permission, before administering **any** emergency dose. Failing to obtain verbal consent, the manager would make a decision and also consider further medical advice or assistance. Please always inform us if your child has already had a dose of medication on arrival to Little Lambs. This prevents any situation of overdosing and also allows us to inform emergency services accurately in the event of emergency.

Giving non- prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms, e.g. for an increase in temperature the nursery will remove clothing, cool the room, give extra water to drink. The child will be closely monitored until the parents collect the child. \*An emergency nursery supply of fever relief- Calpol and Piriton is stored on site. This will be checked at regular intervals by the designated person (a trained first aider) to make sure that it complies with any instructions for storage and is still in date. For further details please see our policy folder.

**I give permission for Little Lambs kindergarten to administer an emergency dose of Infant paracetamol or Antihistamine in the event that they feel is necessary in order to maintain the safety and well-being of my child**

\_\_\_\_\_ (please name) as described above  
I understand that all efforts to contact me will be pursued before administering and I agree to make contact then after administering so that I can collect my child.

Name of Parent \_\_\_\_\_

Signature \_\_\_\_\_

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## Funding

To see if your family could benefit from Government funding for your child's time at Little Lambs, please visit

<https://beststartinlife.gov.uk/>

Here you will find out about all of the current government offers to support you with the cost of childcare. There are different circumstances that could make your child eligible. For example:

### Tax Free Childcare

To be eligible for Tax Free Childcare, you, and your partner (if you have one), must:

- be at least 16 years old
- be in the UK, or treated as being in the UK
- be responsible for the child you are applying for
- be in qualifying paid work, which can include being:
  - self-employed
  - on shared parental, maternity, paternity, or adoption leave
  - on sick leave or annual leave
- expect to earn on average at least a weekly amount equivalent to 16 hours a week at the National Minimum Wage or National Living Wage over the next 3 months
- not have [adjusted net income](#) of more than £100,000 per year
- not be in receipt of:
  - Universal Credit
  - Childcare Vouchers

If you're not currently working, you may still be eligible if your partner is working, and you get any of the following:

- Incapacity Benefit
- Severe Disablement Allowance
- Carer's Allowance or (in Scotland only) Carer Support Payment
- contribution-based Employment and Support Allowance
- national insurance credits on the grounds of incapacity for work or limited capability for work

You can apply if you're starting or re-starting work, but you should apply from a certain date. That date will depend on when you start or re-start work. Please see the Best Start in Life website for more details (link above).

### Free Early Learning Funded (ELF) Childcare for 2 Year olds (scheme 1)

Your 2-year-old can get funded early learning if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £ 15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit

Your benefits will not be affected if you take up the 15 hours early learning offer.

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2-year-olds can also get funded childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

No income thresholds apply.

If your child is in receipt of 15 hours of early learning for families receiving some additional forms of support, you may also be eligible for Early Years Pupil Premium (EYPP). EYPP is paid to childcare providers and gives them additional funding to support learning and development for children. You can [see if you're eligible for EYPP on GOV.UK](#) and speak with your provider or [local council](#) to apply.

If you and your partner (if you have one) are working, you may also be eligible for an additional 15 hours under the [working parent entitlement](#). If you're a working parent and you're not eligible for 15 hours early learning for families receiving additional forms of support, you may still be eligible for 30 hours under the [working parent entitlement](#).

Government funding is intended to pay for 15 or 30 hours a week of high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents.

Government funding does not cover

- meals
- nappies
- additional hours
- additional activities, such as trips

<https://www.brighton-hove.gov.uk/families-children-and-learning/childcare-and-family-support/childcare-2-year-olds-enquire-about-childcare-support>

Once applied for, If you meet the criteria (please see <https://beststartinlife.gov.uk/>), you will be given an 'E number' that you then need to give to us to complete the registration process.

If you require support with applying you can follow the link above or **01273 293545**

If you have been given your E number already please add it here: E \_\_\_\_\_

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**Early Years Free Entitlement 2, 3 and 4 year olds (Scheme 2):**

(Eligibility code required for funding for 9 month+, 2 yr olds 15hr and 3&4 extended 30hr funding)

Child turns 9 months, 2 or 3 years old between	They will be entitled to their funded hours place (if eligible) from	The cut off date to submit 30hour funding eligibility code
1 <sup>st</sup> April to 31 <sup>st</sup> August	The start of the Autumn term September.	3 <sup>1<sup>st</sup></sup> August or end of the term prior to when they can apply the extended funding hours
1 <sup>st</sup> September and 31 <sup>st</sup> December	The start of the Spring term January.	3 <sup>1<sup>st</sup></sup> December or end of the term prior to when they can apply the extended funding hours
1 <sup>st</sup> January to 3 <sup>1<sup>st</sup></sup> March	The start of the Summer term April.	3 <sup>1<sup>st</sup></sup> March or end of the term prior to when they can apply the extended funding hours

To book your child a funded place all you need to do is fill in this form and return along with **child's birth certificate or passport** for us to copy and funding eligibility code (where applicable).

For extended (Working families) funded hours (30 hours), you can apply for a 30 hours funding eligibility code at

<https://beststartinlife.gov.uk/>

if you have already applied and have your code please add below. Otherwise please inform us as soon as you have received it.

Eligibility code: \_\_\_\_\_

In order for your child's booking to have their funding applied we must receive valid codes, failure to do this could result in you being liable for the booking costs.

Codes must be re-confirmed via your government childcare account every 3 months in order for the codes remain valid.

At Little Lambs we offer funding 'stretched' over the year or Term time only. As a stretched offer this is:

- 12 or 24 hours per week for 47.5 weeks of the year with 2.5 weeks holiday
- 11 or 22 hours per week for 50 weeks per year

You can only use funded hours at a maximum of TWO providers. If your child attends another setting please let us know, so we can liaise with them regarding the split of hours calculation.

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Contract

- I have read and understood the terms and conditions outlined in this document and the policy document (available on request)
- I understand that I may be charged according to our 'Fee's and Charges' policy if I am late paying fees or if I am late collecting my child from Little Lambs kindergarten ltd. Late collection charge is a standard charge ~~20 p~~ per 30 minutes late, at the managers discretion. Late payment of fee's is 8% of the total bill added each month the fee's are late we also reserve the right to 'freeze' your child's place until the balance on your account is settled.
- I agree to the minimum notice period of 1 calendar month notice, given in writing / email.
- I understand that my child's funding is only secure as long as my child is attending Little Lambs and that if I withdraw my child that I am liable to pay any outstanding fees to the end of (and including) the notice period.
- I have allowed the setting to take a copy of my child's birth certificate or passport, as proof of their age and identity.
- Under these terms and conditions I agree to the enrolment of my child to Little Lambs kindergarten.

To secure your child's place an enrolment fee of £ 30 is payable with the receipt of this form.

Enrolment fee of £ 30 has been received by / or paid by bank transfer:

(Please check parent's signed form & return a copy to the parent)

(Little Lambs staff member to name, date and sign)

Your FULL name (please print):

Your signature:

Date:

Your e mail address

Many thanks, The team at Little Lambs

PARENT'S COPY TO KEEP

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- I understand that I may be charged according to our 'Fee's and Charges' policy if I am late paying fees or if I am late collecting my child from Little Lambs kindergarten Ltd. Late collection charge is a standard charge of £ per 30 minutes late, at the managers discretion. Late payment of fee's is 8% of the total bill added each month the fee's ~~are not~~ also reserve the right to 'freeze' your child's place until the balance on your account is settled.
- I agree to the minimum notice period of 1 calendar month notice, given in writing / email.
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Enrolment fee of £ 30 has been received by / or paid by bank transfer:

(Please check parent's signed form & return a copy to the parent)

(Little Lambs staff member to name, date and sign)

Your FULL name (please print):

Your signature:

Date:

Your e mail address

Many thanks, The team at Little Lambs

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Contract and Terms and Conditions



**PART A**

This contract is between:

Little Lambs kindergarten *limited company with company number 7439426* principal address of which is 181a Stapley road, Hove. BN3 7FQ and

\_\_\_\_\_ (parent / carer) of \_\_\_\_\_ (address)

The Terms and Conditions in Part B apply to this contract. Please read them carefully.

Child or Children:	
Current fees	Invoiced monthly, payable by the [1st] day of the month to which they these are the fee's in relation to the booking of sessions at Little Lamb kindergarten as recorded on and invoiced by Family.
Charges for late collection of the Child	£ 20 per [per 30 minutes] that you are late in collecting the Child
Notice required to terminate this contract	One month (whether it is you or us who wishes the Child to stop attend one month's written notice is required to be given)

**Agreement for payment of fees**

Child's name.....

Parent's name.....

**Person responsible for payment of fees**

Name.....

Address.....

.....Postcode.....

**Telephone:**

Day..... Mobile .....

Email.....

I hereby agree to pay the fees for the above child on the date they fall due

Signed..... Date.....



## PART B – TERMS AND CONDITIONS

### 1. Definitions

1.1 The definitions below apply in these terms and conditions.

**“Child”** the child or children who are named in Part A;

**“You”** the person, firm or company who purchases Services from us;

**“Services”** the services of a daycare nursery / out of school care during the days or half days indicated in Part A (\*excluding bank and public holidays) together with any other services which we provide or agree to provide, to you;

**“Us”** the nursery named in Part A.

1.2 A reference to **writing** or **written** includes email.

1.3 Any requirement in this contract for either party not to do something includes an obligation on that party not to allow that thing to be done.

### 2. Formation of the contract

2.1 A contract for the Services will be formed between you and us once you have given us a signed, fully completed, registration form [and a £ 30 fee], and we have confirmed to you [in writing- Welcome pack] that your application for a place has been successful.

2.2 These terms and conditions govern the contract between you and us for the Services. No other terms apply unless they are in:

2.2.1 A policy issued to you by us,

2.2.2 A letter that is signed by both you and us.

In the case of any uncertainty as to which terms apply, these terms and conditions will apply.

### 3. Duration of the contract

3.1 The contract shall last until it is terminated by either you or us giving to the other, in writing, at least one [full calendar] months' notice. However, the contract can, in some circumstances be terminated immediately under clause 18.

3.2 You are liable for the fee during the notice period. If you fail to give proper notice, you will incur the fees for the full notice period.



#### 4. Suspension of the Services

The Services may be suspended (meaning the Child is temporarily not able to attend the nursery) in the circumstances set out in our Critical Incident Policy or in the circumstances set out in clause 19.

#### 5. Our Obligations

5.1 We will use all reasonable efforts to provide the Services to you, in accordance in all material respects with these terms and conditions and any other documents referred to in 2.2 above.

5.2 We welcome staff and children from many different backgrounds and ethnic groups. Human rights and freedoms are respected and we will do all that is reasonable to ensure that our culture, policies and procedures are made accessible to children who have disabilities and to comply with their social and moral obligations under the Special Educational Needs and Disability Act 2001 or Equality Act 2010 in order to accommodate the needs of children, applicants and members of staff who have disabilities for which, where reasonable adjustments, we can cater adequately

5.3 If we determine, in our sole discretion (after appropriate and reasonable analysis) that reasonable adjustments cannot be made for a Child and as such we cannot continue to adequately provide for that Child (or admit the case may be) then we will be permitted to request that you withdraw the Child without being charged fees in lieu of notice.

#### 6. Your obligations

6.1 You shall:

6.1.1 Co-operate with us;

6.1.2 Provide to us such information as we may reasonably require about

6.1.2.1 The Child (e.g.

6.1.2.1.1 Any known medical condition, health problem, allergy, or diagnosed dietary requirement;

6.1.2.1.2 Any prescribed medication;

6.1.2.1.3 Any lack of any vaccination which the Child would ordinarily have by their age;

6.1.2.1.4 Any family circumstances or court orders affecting the Child;

6.1.2.1.5 Any concerns about the Child's safety; and

6.1.2.2 Your contact details, and those of your authorised persons who may collect the Child.

6.2 You must (a) ensure that these details are accurate and (b) keep these details up to date, by promptly informing us in writing whenever they change.

6.2.1 As regards arrivals and departure of a child, please refer to the nursery's Arrivals and Departures Policy. Please ask for a copy of it if necessary.

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6.3.4 If the performance of our obligations under the contract is prevented or delayed by anything you do (or fail to do), we shall not be liable.

6.4 You shall not employ (or attempt to employ) any member of our staff without our consent, until six months from the end of this contract.

## 7. Charges and payment

7.1 You shall pay the charges as set out in Part A or in accordance with clause 19.

7.2 Where the Child is unable to attend but our service remains available full charges will be due.

7.3 We will not charge for bank holidays or staff training days.

7.4 VAT is not charged on nursery fees (nursery provision is an exempt supply for VAT purposes).

7.5 The quoted charges are per Child, per session or per hour or per day.

7.6 Extra hours (or parts of an hour) will be charged for (at the ruling rate) and must be booked and paid for at least 24 hours in advance, unless otherwise specified on booking, and agreed to add to your next invoice.

7.7 The charges must be paid monthly in advance, by the 1st of the month.

7.8 All payments must normally be made by direct debit, tax free childcare or childcare vouchers. We may accept payment by cash, or major credit/debit card (Via Family app), but it is your responsibility to obtain a receipt from the nursery manager as proof of payment if you require one. No payment shall be deemed to have been made until it is cleared into our bank account. If a payment fails, we may charge a reasonable administrative fee (currently £5.00 per transaction).

7.9 We may increase our charges once per year. We will give you notice (usually via Family app) of any such increase at least one month before the proposed date of increase.

7.10 Without restricting any other legal right that we may have, if you fail to pay us on time, we may:

7.10.1 Make an interest charge of up to 8% per cent per month or part month on late payment. Unless otherwise notified to you in writing, interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after judgment. You must pay us the interest together with the overdue amount. In addition we will be entitled to recover from you the full amount of our administrative and other costs incurred in recovering any unpaid sum including legal costs and disbursements on an indemnity basis. and

7.10.2 Suspend all Services until payment has been made in full, which will include the suspension of the Child's place or even terminate the contract permanently.

7.11 If you owe us any money, and make a claim against us, we may offset what you owe us against what you are claiming from us.

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### 8. Reducing sessions

You are required to give us one month's written notice of a reduction in the number of sessions you require.

### 9. Funded nursery education

9.1 If you wish to take up your funded nursery education, you are required to complete and sign a Parental Declaration on a termly basis, detailing how and when you will take up the free sessions.

9.2 Our charges will not be made in respect of the funded sessions as detailed in the Parental Declaration, but you are entitled to make a reasonable charge for meals or additional activities provided during any free sessions. Meals are charged at the rate of £5.00 per meal. You may bring a cold packed lunch instead if you prefer, but we will not heat up food.

### 10. Welfare of the Child

10.1 We will do all that is reasonable to safeguard and promote the Child's welfare and to provide care to at least the standard required by law and often to a much higher standard.

10.2 We will respect the Child's human rights and freedoms which must however, be balanced with the lawful rules and rules of our nursery and rights and freedoms of others.

10.3 Your consent to such physical contact as may be lawful accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a Child in distress, or to maintain safety and good order, or in connection with the Child's health and welfare.

10.4 Parents of Children who are not potty trained must provide nappies and wipes.

10.5 Parents should provide sealed formula milk for bottle feeding babies. Bringing in and storing unopened milk may increase the chance of a baby becoming ill and should not be sent into Nursery. Only milk that is safe will be given to your child. A formula milk that has been opened for its maximum time or that is expiring will be returned to the parent to dispose of.

10.6 Labelled mother's breast milk will be stored in the fridge and an area will be made available for mothers to breast feed their babies or express milk should they need to do so.

10.7 As regards behaviour management techniques and sanctions, please refer to the nursery's Promoting Positive Behaviour Policy. Please ask for a copy of it if necessary.

10.8 The nursery uses emergency procedures for accidents, evacuations, incidents and allergic reactions, please refer to the individual policies and procedures and ask for a copy where required.

### 11. Health and medical matters

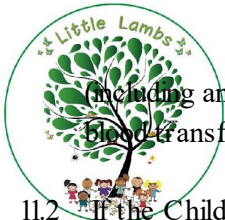
11.1 If the Child becomes ill during the nursery session the nursery manager will contact you or the emergency contact indicated on the registration form. You must inform us immediately of any changes to these contact details. If your child requires urgent medical attention while under our care, we will if practicable attempt to contact you and obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for treatment recommended by a doctor.

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(including anaesthetic or operation, or blood transfusion) unless you have previously notified us you object to (blood transfusions)).

- 11.2 If the Child is suffering from a communicable illness, he/ she should not be brought to the nursery until such time as the infection has cleared. A full copy of our infection control policy is available from the nursery manager. Please refer to the illness/ communicable disease list supplied in your information on minimum periods of exclusion from the nursery.
- 11.3 You must notify the nursery manager if the Child is absent from the nursery through sickness or for any other reason. This can be done using the Family app, by email or by calling our office: 0 1273 933631.
- 11.4 If the Child has been sent home from the nursery because of ill health, he/ she will not be re- admitted for at least 24 hours. If the Child is prescribed antibiotics, he/ she will not be allowed to return to the nursery for 48 hours. If the illness is a communicable illness then clause 11.2 shall also apply and the Child will be unable to attend the nursery until such time as the infection has cleared.
- 11.5 As regards medication, and the administration of it to a Child, please refer to the nursery's Medication Policy. Please ask for a copy of it if necessary.
- 11.6 Please also see clause 6.1.2 on matters we need to be informed about.

## 12. Food/dietary requirements

- 12.1 We will work with you to provide suitable food for your Child, if they have a special dietary requirement or allergies as diagnosed by a doctor or dietician. All reasonable care will be taken to ensure that a Child does not come into contact with certain foods with support from parents and external professionals should the need arise.
- 12.2 Menus will be displayed for inspection, and parents and children will be able to feed into the review of the menus.
- 12.3 No packed lunches supplied by parents will be heated up by us and must NOT contain nuts or products containing nuts please.

## 13. Reporting of neglect or abuse

We have an obligation to report to the relevant authorities any suspicions we have that your Child has suffered neglect or abuse, and where necessary we may do so without your consent and/or without informing you.

## 14. Limitation of liability

- 14.1 This clause sets out our (and our employees', agents', consultants' and subcontractors') liability to you in relation to the contract (including any breach of it, any statement we make to you about it, our termination of it).
- 14.2 All terms implied by law are, to the fullest extent permitted by law, excluded or deleted from the contract.
- 14.3 Nothing in these terms and conditions in any way limits our liability for fraud, or for death or personal injury resulting from negligence.
- 14.4 We shall not be liable for:

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14.1.1

Any loss or damage to any toys, equipment or bags, clothing etc. you may bring into our nursery;

14.1.2

Loss of any profits, or consequential loss; or any other indirect loss; and

14.5 Subject always to clause 14.3, our total liability (in contract, tort including negligence or breach of statutory duty, or otherwise) shall be limited to cumulative price paid by you for the Services over the course of the contract.

### 15. Data protection

15.1 You agree that details of your name, address and payment record may be submitted to a credit reference and personal data will be processed by and on behalf of us in connection with the Services.

15.2 We may take photographs and/or videos of your Child for promotional or training purposes only. If you do wish for your Child to be included in such photographs or videos, please inform us by completing the 'permission form' given to you on enrolment or Family app, or by writing to the nursery manager.

15.3 Any personal data related to You or your Child will be dealt with in accordance with our privacy notice, which can be found [at www.littlelambskindergarten.yolasite.com](http://www.littlelambskindergarten.yolasite.com)

### 16. Security

Parents are welcome to visit the nursery, but we will not admit anyone without prior notification. It is your responsibility to ensure that we are aware of who will be collecting your Child. No Child will be allowed to leave the building with a person who has not been notified as an authorised person to collect the Child on your behalf.

### 17. Complaints and concerns

Please address any complaint or concern to the manager in charge, in the first instance, and if the matter is not resolved within a reasonable period, please refer it to the nursery director, Ewa Placey. Please also refer to our complaints and compliments policy which shall apply to any complaints received by us.

### 18. Termination for breach of contract, or bankruptcy/insolvency

18.1 Without restricting any other legal rights which the parties may have, either party may terminate the contract without liability to the other immediately on giving written notice to the other if:

18.1.1 The other party fails to pay any amount due under the contract on the due date for payment and remains in default for 15 days or more; or

18.1.2 The other party commits a material breach of any of the terms of the contract and (if such a breach is capable of being remedied) fails to remedy that breach within 30 days of that party being notified in writing of the breach; or

18.1.3 The other party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts when they fall due or admits inability to pay its debts or is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in that case, within the meaning of section 268 of the Insolvency Act 1986.

18.2 On termination of the contract for any reason:

18.2.1 You shall immediately pay all of our outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, we may submit an invoice, which shall be payable immediately on receipt; and

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Any clause in these terms and conditions which implicitly is intended to survive termination shall continue in force.

### 19. Events that are beyond our control

19.1 If any event beyond our reasonable control (e.g. a fire, flood, epidemic or pandemic outbreak, strike, civil act of terrorism, war etc.) occurs, for which we have business interruption insurance, we may close the nursery without liability to you and we will not charge you for the fees for the time the nursery is closed. We will keep you informed, in such an event.

19.2 If the nursery is forced to close for reasons beyond the nursery's control, in our reasonable opinion, necessary or in the interests of the Child to do so, we may close the nursery even though our business interruption insurance will not cover us for the closure. In these circumstances, we will charge a retainer of [5%] of your regular monthly fee to enable the nursery to hold your child's place and cover unavoidable overheads during this time. For example, we may close because of weather conditions, outbreak of flu, swine flu, COVID19, any epidemic or pandemic or other illnesses etc.

### 20. Invalid clauses

If any part of the contract is found by any court or similar authority to be invalid, illegal or unenforceable, that part shall be struck out, but the rest of the contract shall apply.

### 21. Changes to these terms and conditions

21.1 We may change these terms and conditions where such a change arises from changes in regulations or legislation affecting us.

21.2 We may change any other terms only with express written agreement from You.

### 22. No other terms

Each party acknowledges that, in entering into the contract, it has not relied on anything said or written that is not written in the contract. This applies unless fraud is established.

### 23. Assignment

The contract is personal to you. You shall not, without our written consent, transfer to anyone else any of your rights or obligations under the contract.

### 24. Rights of third parties

A person who is not a party to the contract shall not have any rights under or connection with it.

### 25. Governing law and jurisdiction

The contract, and any dispute or claim arising out of it or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by the law of England. The courts of England shall have exclusive jurisdiction to settle any such dispute or claim.