



# Registration and Information Forms

<b>Name of Child</b>	
<b>Date of Birth</b>	

- These forms must be completed and returned to the nursery before a place is taken up.
- Please ensure that your child's name is written at the top of each page.

**Child Details:**

Name of Child	
Date of Birth	
Place of Birth	
Address	
Post Code	
Ethnic Origin	
Religion	
Child's First Language	
Languages Spoken at Home	
Does your child have English as an additional language?	

**Mother's Details:**

Name of Mother/ Parent	
Date of Birth	
Address (If different to child)	
Post Code	
Telephone Number	
Mobile Number	
Email	
National Insurance or NAS Number	
Occupation	
Name of Work Place	
Address of Work Place	
Work Place Number	

**Father's Details:**

Name of Father/Parent	
Date of Birth	
Address (If different to child)	
Post Code	
Telephone Number	
Mobile Number	
Email	
National Insurance or NAS Number	
Occupation	
Name of Work Place	
Address of Work Place	
Work Place Number	

<b>Name of Child</b>	
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### Parental Responsibility:

Please tell us who has parental responsibility for your child. Parental responsibility is usually joint if the father's name is on the child's birth certificate. (Please tick one box)

<b>Mother</b>	<input type="checkbox"/>	<b>Father</b>	<input type="checkbox"/>	<b>Joint</b>	<input type="checkbox"/>
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### Pupil Premium:

Your child may be eligible for Pupil Premium which will allow for more resources for the nursery. Please sign here if you are happy for your details to be checked by Liverpool City Council. They will not be used for any other purposes:

<b>Mother's Signature</b>	
<b>Father's Signature</b>	

### Birth Certificate

Before your child takes up a place in the setting we must first see his/hers original birth certificate. Please bring it with these forms so that a staff member can complete this section of the form.

<b>Original Birth Certificate Number</b>	
<b>Place of Birth</b>	
<b>Viewed By (Staff Member)</b>	

### Emergency Contact

Please give two contact names and addresses of friends or relatives who can be contacted in an emergency if you are not available. (These people must be able to collect your child).

<b>First Contact Name</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Relationship to Child</b>	
<b>Second Contact Name</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Relationship to Child</b>	

Please give us the names of any other person other than those with parental responsibility that may collect your child from nursery & provide a password.

<b>Name</b>	
<b>Password</b>	
<b>Name</b>	
<b>Password</b>	

Name of Child	
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**Health Check:**

Name of Doctor	
Doctors Phone Number	
Doctors Address	
Name of Health Visitor	
Health Visitor Phone Number	
Address of Clinic	

**Please note-** If your child is joining the nursery before the age of three we will carry out a two year old assessment and share the information with you, the health visitor and other professionals with your permission.

**Please tick if your child has had any of the following;**

Illness	Tick
German Measles	
Scarlett Fever	
Chicken Pox	
Measles	
Whooping Cough	
Mumps	
Other (Please State)	

Vaccination	Tick
Measles	
Mumps	
Rubella	
MMR	
Flu Nasal Spray	
Polio	
HIB	
Tetanus	
DPT	
Other (Please State)	

**Allergies and Dietary Requirements should be listed below:**

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Signature of Parent		Date:	
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Name of Child	
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### Medications Consent Form

I agree to a member of staff administering prescribed medication to my child if I bring it in clearly labelled with my child's name and dosage required. I understand that the time and date and dosage will be recorded in a medications book, which I will be required to sign when dropping off and collecting my child from nursery.

Staff cannot give medicine without prior consent.

Nursery is not allowed to hold medicines (e.g. Paracetamol) in case a child is unwell.

If your child is unwell or has a temperature you will be contacted as soon as possible.

**Please sign and date to say that you have understood this statement.**

Signature of Parent		Date:	
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### Parental Consent In Case of Emergency

In the event of the child named above having an accident or taking ill and requiring hospital treatment, and I as the main carer cannot be contacted, I agree to a member of staff taking my child to hospital on my behalf, either in an ambulance, taxi or private vehicle.

(We cannot guarantee that the vehicle used in an emergency will have a child seat available)

I will ensure every effort is made by me to get to hospital as soon as possible. I am aware that staff are not allowed to sign consent forms for any hospital treatment or undertake the care of sick children.

**I would like to add the following comments about my child which may affect his/her treatment in hospital.**  
(Please give any information you feel may be needed by medical staff. Continue on a separate sheet of paper if necessary)

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Signature of Parent		Date:	
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### Outings

You will be notified in advance of any outings and can inform us if you do not wish your child to participate. Otherwise it will be taken that by signing this form you agree to the terms and conditions stated; Children will travel on hired coaches or on public transport (bus, train, ferry etc.). Only in case of emergency will other transport be used.

**Declaration: I agree to my child participating in nursery outings and understand that he/she will travel on hired vehicles or public transport with the correct adult-child ratio.**

Signature of Parent		Date:	
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<b>Name of Child</b>	
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<b>Photograph/Video Permission Form</b>	
<ul style="list-style-type: none"> <li>• All our assessments and observations are carried out electronically and can be accessed by you using your personal email address and a password given to you by nursery.</li> <li>• On occasion your child may be photographed or videoed in a group of peers, on a trip or carrying out an activity. It's nice sometimes to have a photograph with your child and their friends as it makes for good conversation.</li> <li>• If you don't agree to your child being included in these photographs it means we have to exclude children or remove them from certain activities if an observation is being undertaken. This can prove very frustrating/upsetting as we have all the children in one room so quite often another child can run in front of the camera and if they don't have permission to be in the video the entire film/photo has to be deleted and usually the observation (mainly spontaneous) lost.</li> <li>• Please consider these facts before refusing permission for your child to be included in photographs and videos.</li> </ul>	

<p><b><u>Declaration:</u> I am the parent/legal guardian of the child named on this form and I give permission for him/her to be photographed, filmed or recorded whilst in the care of Wavertree Christian Fellowship Nursery, both within the setting and whilst on outings, for the following purposes (please tick all that apply):</b></p>
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<b>Learning Journey</b> (This is a record of your child's progress that you can access via email or mobile phone with a unique password. Only people you give the password to can access this account. Your child may be included on a photograph or a video with their peers).	
<b>Photo Albums, digital Photo Frames &amp; Wall Displays</b>	
<b>Setting Website</b>	
<b>Printed Media</b> (Including marketing materials to be used by WCF only but which may be distributed in the local community e.g. in a prospectus).	
<b>Social Media</b>	
<b>Television/ Radio &amp; Other Media</b>	
<b>To Be Videoed By Parents At End of Term/ Special Services</b> (Please remember if more than 50% of parents do not allow parents and carers to video end of term services there will be a total ban on camcorders throughout the year.)	

<p><b><u>Declaration:</u> I am aware that Wavertree Christian Fellowship has an acceptable user policy for the use of all technologies and in relation to taking and storing of digital images. (See Safeguarding policy)</b></p>
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<b>Signature of Parent</b>		<b>Date:</b>	
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Name of Child	
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<b>Pupil Premium</b>
If you are in receipt of any of the following, please let us know as the setting may be able to claim extra funding to support the children's learning. This information is kept confidential.

<b>Income Support</b>	
<b>Income Based Job Seekers Allowance</b>	
<b>Income Related Employment &amp; Support Allowance</b>	
<b>Child Tax Credit (Providing you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190.00)</b>	
<b>Working Tax Credit Run-On (Paid for 4 wks after you stop qualifying for Working Tax Credit)</b>	
<b>Support Under Part VI of the Immigration &amp; Asylum Act 1999</b>	
<b>The Guaranteed Element of the State Pension Credit</b>	

Or if your child...

<b>Has been looked after by the local authority in care for at least one day</b>	
<b>Has been adopted from care</b>	
<b>Has left through special guardianship</b>	
<b>Is subject to a child arrangement order</b>	

**Declaration: I/ We are in receipt of the following and agree to the setting checking our details with Liverpool City Council**

<b>Signature of Parent</b>		<b>Date:</b>	
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<b>Fees and Payments</b>
<ul style="list-style-type: none"> <li>The aim of the setting is to offer affordable quality childcare to parents on all income levels</li> <li><b>A £50 NON REFUNDABLE</b> administration fee is payable before your child starts at the setting.</li> <li><b>A £50 REFUNDABLE DEPOSIT IS CHARGED AT THE TIME OF REGISTRATION.</b> This will be returned to you at the end of your child's time at the setting. However if relevant notice of 4 weeks is not given this becomes non- refundable.</li> <li>All nursery fees and payments should be made direct into the bank account, No cash payments if possible.</li> </ul>

<b>Staff Authorisation</b> (To be completed by a member of staff)	
<b>£50 non-refundable administration fee</b>	(date)
<b>£50 refundable deposit received</b>	(date)

<b>Staff Signature</b>		<b>Position</b>	
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**IF YOU ARE CLAIMING NURSERY EDUCATION FUNDING YOU ARE REQUIRED TO ENTER INTO A CONTRACT WITH THE SETTING FOR A MINIMUM OF ONE TERM. YOU ARE UNABLE TO MOVE THE GRANT TO ANOTHER SETTING MID-TERM! (visit [www.gov.uk/free-early-education](http://www.gov.uk/free-early-education) for more info)**

Name of Child	
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### Tax Credits

If you claim tax credits you may be entitled to financial help towards childcare fees. Visit the following sites for more information:

[www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)

[www.gov.uk/childcare-tax-credits](http://www.gov.uk/childcare-tax-credits)

Or telephone 03453 003 3900

- A minimum of **FOUR WEEKS NOTICE** is required if you intend to take your child out of nursery or four weeks in lieu.
- As we do not charge for holiday periods **FOUR WORKING WEEKS** notice is required.
- Bank holidays which fall during term time **MUST BE PAID FOR** if it's your child's normal day!

### Fee Paying Children

For children who receive **NO FUNDING**, a minimum of **2 SESSIONS** must be taken at this setting. This can be one full day or two separate sessions.

### Funded Children

For children claiming **30 HOURS OF FUNDED CHILDCARE**, a minimum of **15 HOURS** must be used at this setting.

### School Fund

We charge school fund to cover the costs of snacks, outings and resources. The cost depends on the number of funded hours your child claims. Currently we charge:

- **£5 per week for 15 funded hours**
- **£7.50 per week for 15-20 funded hours**
- **£10 per week for 30 funded hours**

### Spanish Lessons

We have a Spanish teacher on site one morning a week to give Spanish lessons to the children who attend that day. The cost for this session from Sep 2018 is **£3 per child**.

### Fee's from September 2022

Current fees are **£6 per hour** and payable one week in advance. Fees are still payable if;

- Your child is off sick
- You take your child on holiday out of term
- Bank holidays are your child's normal day.
- You use any hours above your free entitlement
- You are more than 15 minutes late collecting your child.

- Fees are based on an hourly rate and will be worked out to your individual requirements.
- Most children will be eligible for up to 15 hours of free childcare the term after their third Birthday.
- Some children may be eligible after their second birthday depending on family circumstances.
- Please visit [www.liverpool.gov.uk/schools-and-learning/early-years-and-childcare/early-learning-2-year-old](http://www.liverpool.gov.uk/schools-and-learning/early-years-and-childcare/early-learning-2-year-old) Or [www.liverpool.gov.uk/media/422440/quide\\_for\\_parents3to4.pdf](http://www.liverpool.gov.uk/media/422440/quide_for_parents3to4.pdf) or ask at the nursery for information.
- From September 2017, some children will be eligible for 30 funded hours of childcare of which a minimum of 15 must be used at this setting.



Name of Child	
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<b>Payment</b>
Fees should be paid directly into the bank, the details are below;
<b>Co-Operative Bank</b> <b>Wavertree Christian Fellowship Nursery &amp; Pre-School</b> <b>Sort Code- 089299</b> <b>Account Number- 65253821</b> Please include your name or your child's name as a reference.

<b>Session Times</b>
<b>Morning Sessions- 8.30am - 12.30am</b> <b>Afternoon Sessions- 12.30am- 4pm</b> <b>Lunch time- 11.45- 12.30</b> (Your child is required to bring a packed lunch if morning/ full day sessions are selected.)  Please select an option for your child's session times.

<b>34 Hours Full Time (Option 1)</b>						
Mon	Tue	Wed	Thurs	Fri	Hours	Please Tick
8.30am -12.30 pm	8.30am- 4pm	8.30am- 4pm	8.30am- 4pm	8.30am- 4pm	<b>34</b>	

<b>30 Hours (Option 2)</b>						
Mon	Tue	Wed	Thurs	Fri	Hours	Please Tick
	8.30am- 4pm	8.30am- 4pm	8.30am- 4pm	8.30am- 4pm	<b>30</b>	

<b>20 Hours (Option 3)</b>						
Mon Am	Tue Am	Wed Am	Thurs Am	Fri Am	Hours	Please Tick
8.30am-12.30pm	8.30am- 12.30pm	8.30am- 12.30pm	8.30am- 12.30pm	8.30am- 12.30pm	<b>20</b>	

<b>Flexi-Hours (Option 4)</b>
<ul style="list-style-type: none"> <li>• Please select the sessions that you would like your child to attend the setting.</li> <li>• A minimum of 2 sessions must be selected and places are subject to availability.</li> </ul>

Mon am (4h)	Please Tick	Tue am (4h)	Please Tick	Wed am (4h)	Please Tick	Thurs am (4h)	Please Tick	Fri am (4h)	Please Tick	Total Hours am
8.30am-12.30pm		8.30am-12.30pm		8.30am-12.30pm		8.30am-12.30pm		8.30am-12.30pm		
		Tue pm (3½ h)	Please Tick	Wed pm (3½ h)	Please Tick	Thurs pm (3½ h)	Please Tick	Fri pm (3½ h)	Please Tick	Total Hours pm
		12.30pm-4pm		12.30pm-4pm		12.30pm-4pm		12.30pm-4pm		

Name of Child	
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**Additional Information-** Please give us as much information about your child.

Is your child called by any other name? (E.g. Nick names)

What would you prefer your child to be called in nursery?

What does your child call you (and your partner)?

Does your child attend another setting? If so please give details.

What groups outside of nursery does your child attend?

What does your child like to play with at home or outside of nursery?

Does your child have any favourite things such as toys, books or friends?

What does your child dislike?

What is the position of your child within your family? (E.g. second of four children)

Please tell us about your family and friends. (People who have regular contact with your child)

Does your child have pet names for anyone in the family? Please give details

Does your child have any problems that we should know about? This may include speech/sleep/concentration or any additional needs:

Does your child have an EHAT (Early Health Assessment Tool) in place? (Please give details and

Please let us know any other relevant information about your child. (E.g. still in nappies / has soother/bottle etc)

## GDPR Privacy Policy Agreement 2018

Like most organisations in the UK, Wavertree Christian Community Centre is preparing to ensure we are compliant with the General Data Protection Regulations that are due to come into force on 25th May 2018.

As existing customers of the nursery we hold personal information about you so you can receive our services. We will only use your information for the purpose it was collected but on occasion it will need to be passed on to other agencies, for example the city council to claim nursery funding, health visitors or other professionals who may be involved with your family.

At Wavertree Christian Fellowship nursery we take your privacy very seriously and as data controller have appointed two data protection officers (Beverley Stephenson and Kim Fishgold) who can be contacted at Wavertree Christian Fellowship, Earlsfield road, Wavertree, Liverpool L15 5BZ.

We need to hold this data to enable us to fulfil our contractual obligations and provide a service to you. It is now a requirement to obtain your explicit consent that permits us to send information to you in writing, email or by phone (newsletters etc.). Please provide this by email or letter stating:

- **Your name and your child's 'name**
- **A statement saying you are happy for us to retain your information and continue to contact you.**

The legal basis for processing this information is;

**Consent:** The individual has given clear consent for you to process their data for a specific purpose.

**Contract:** The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**Legal obligation:** The processing is necessary for you to comply with the law (not including contractual obligations)

### **We hold this personal data to:**

- Support children's learning and development
- Monitor and report on your child's progress
- Provide appropriate care
- Ensure appropriate funding is claimed
- Assess the quality of our Service

**You have provided or will provide personal information for you and your child to access nursery places and funding. These details include personal information for you and your child and include:**

- The developmental progress of your child
- Their attendance/punctuality (1)
- Involvement from other services including the local authority (2)
- Your child's follow on school or nursery
- Your child's ethnicity
- Any special educational needs
- Names, addresses, dates of Birth, NI Number, phone numbers and email addresses
- Medical information

We will never share your information with third parties without your consent unless the Law or policies allow. We are required by law to pass certain information to the Department for Education and the local authority. In some instances information is held for up to 27 years.

In relation to the data we hold you have the right to obtain a copy, rectify any mistakes, or request erasure.

1 Attendance is important to support school readiness for young children and establishing good patterns of attendance and is an Ofsted regulatory requirement.

2 Appropriate funding includes Early Years pupil premium/30 hours funding/2-year-old funding which will require sharing of parent's details to check eligibility.

## Statement of Consent

**I Agree to Wavertree Christian Fellowship Nursery & Pre-School using my information or the information of any person named in this document to contact us by phone, email or letter.**

Signed (Parent)	
Child's Name	
Date	

## Useful Information for Parents (Detach this sheet from the form for future reference)

### Payment

Fees should be paid directly into the bank, the details are below:

**Co-Operative Bank**  
**Wavertree Christian Fellowship Nursery & Pre School**  
**Sort Code- 089299**  
**Account Number- 65253821**

Please include your name or your child's name as a reference.

### Clothing

Your child will need the following items when taking up a place in the nursery:

- Soft shoes/pumps
- Wellington Boots
- Waterproofs/ Raincoats

**PLEASE MAKE SURE THAT ALL CLOTHING AND FOOTWEAR IS MARKED WITH YOUR CHILD'S NAME**

(We cannot be held responsible for clothing and footwear which goes missing which is unnamed.  
We also ask that you refrain from bringing toys from home to nursery if possible)

### Lunches

Your child will need to bring a packed lunch to nursery if they are attending morning or full day sessions.

Please ensure that all items within your child's lunch box are labelled with your child's name.

We promote healthy eating in nursery and ask that you try to provide your child with a well balanced, healthy lunch for nursery.

**Please do not include any of the following items in your child's lunch box;**

- Sweets
- Chocolate
- Nuts
- Popcorn
- Fizzy drinks
- Whole Grapes (Uncut)- These must be cut into quarters
- Whole cherry tomatoes (Uncut) These must be cut into quarters



### Contact

**Wavertree Christian Fellowship Nursery & Pre School**  
**Earlsfield Road**  
**Wavertree**  
**Liverpool**  
**L15 5BZ**

**Tel. 0151 733 1436**  
**Email. [wcfnp@btconnect.com](mailto:wcfnp@btconnect.com)**  
**Website- [wcfnursery.com](http://wcfnursery.com)**

**Thank you for choosing Wavertree Christian Fellowship Nursery & Pre-school**

Name of Child	
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## Parent Provider Contract

### Child Details

Childs Legal Family Name	
Childs Legal Forename	
Name by which the child is known (If Different from above)	
Address	
Male/ Female	
DOB	
Documentary proof of DOB Type (Birth certificate or passport)	
Document Recorded By	
Date Document Recorded	
30 hr Eligibility Code	

- You need to agree and complete this Declaration Form with each setting your child attends for their early education entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will split the funding fairly between the settings.

### Setting Attendance Details: My Child is Attending the Following Settings...

Setting Name(s)	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g 38, 45, 51)
	Mon	Tue	Wed	Thur	Fri		
A							
B							
C							
<b>Total Daily Free Hours Attended</b>							

<b>Name of Child</b>	
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**Early Years Pupil Premium (EYPP) Registration Form**

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits (please see web address in footnote). This funding will be used to enhance the quality of their early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information for the main benefit holder to enable the Local Authority to confirm eligibility:

<b>Parent/ Carer First Name</b>	
<b>Parent/ Carer Last Name</b>	
<b>Parent Carer DOB</b>	

**Disability Access Fund Declaration**

Three- and four-year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £615 per eligible child

<b>Is Your child eligible and in receipt of Disability Living Allowance?</b>			
<b>Yes</b>		<b>No</b>	

<b>If your child is splitting their free entitlement across two or more providers please nominate the main setting where the Local Authority should pay the DAF:</b>

**Parent/Carer/Guardian with legal responsibility declaration**

<b>Name</b>	
<b>Address</b>	

I confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise

Wavertree Christian Fellowship Nursery to claim free entitlement funding as agreed above on behalf of my child.

In addition, I also agree that the information I have provided can be shared with the Local Authority and Department for Education, who will access information from other government departments to confirm your child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

<b>Parent/Carer/Guardian with legal responsibility</b>	
<b>Signed</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Childcare Provider</b>	
<b>Signed</b>	
<b>Print Name</b>	
<b>Date</b>	