



Harvey Bears Nursery & Preschool

Admission Form

Section 1: Contact Information

Your Child's full name: _____

Your Child's full date of birth: _____

Your full address (incl. postcode): _____

Person 1 with parental responsibility:

Full Name: _____

Relationship to the Child: _____

Address: _____

Home Tel: _____

Work Tel: _____

Mobile: _____

Email: _____

Person 2 with parental responsibility:

Full Name: _____

Relationship to the Child: _____

Address: _____

Home Tel: _____

Work Tel: _____

Mobile: _____

Email: _____

We understand that there may be times those above are unable to collect your child. Therefore, please list below those who are authorised to collect your child.

Full Name: _____

Relationship to the Child: _____

Address: _____

Home Tel: _____

Work Tel: _____

Mobile: _____

Full Name: _____

Relationship to the Child: _____

Address: _____

Home Tel: _____

Work Tel: _____

Mobile: _____

Password: _____

We will ask any person that does not have parental responsibility when they collect your child.

Please detail below any person(s) who have legally restricted contact with your child (NB we will ask for evidence of this). This information will be treated with strictest confidence and a privacy notice will be served.

Full Name: _____ Any further useful information: _____

Address: _____

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ Signed: _____ Date: _____

Section 2: Medical Information

Name of Health Visitor: _____ Telephone No: _____
Name of Doctor: _____ Telephone No: _____
Name and Full Address of _____
GP Surgery: _____

Are all immunisations up to date? **Yes** **No** Details: _____
Any Dietary Requirements? **Yes** **No** Details: _____
Any Known Allergies? **Yes** **No** Details: _____
Any Additional Needs? **Yes** **No** Details: _____
Any Regular Medication? **Yes** **No** Details: _____

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ **Signed:** _____ **Date:** _____

Section 3: Safeguarding your Child

At Harvey Bears we adopt and adhere to the safeguarding regulation as outlined in the Early Years Foundation Stage guidelines. The implication of this is that if any members of staff or committee have any concerns regarding child protection or the safeguarding of your child, it is our policy and our duty to report or make referral to the necessary authorities. By law our duty is always to the children. To view our full policies and procedures please refer to our website (www.harveybears.org.uk) or ask a member of staff to see our hard copy kept on the parent's table during pre-school sessions.

I/we understand and accept the implications of the Harvey Bears safeguarding policy and give consent for Harvey Bears to put the safeguarding of my child first.

Child's Name: _____ **Date of Birth:** _____

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Parent 1:

Print Name: _____ **Signed:** _____ **Date:** _____

Parent 2:

Print Name: _____ **Signed:** _____ **Date:** _____

Section 4: Photograph and Video Consent

We use photographs and video of the children at Harvey Bears for displays and noticeboards supporting in our observations of your child's development and for staff and student training. Occasionally, we show governing bodies and prospective parent's photos and videos to show them the different activities available. Please see our Data Protection Policy and enclosed privacy notices. You can choose to answer the following questions, however you are not required to. **I give permission for my child to be:**

Photographed for their personal file	Yes	No
Photographed / filmed for displays within the setting	Yes	No
Photographed / filmed to show governing bodies or prospective parents	Yes	No
Photographed / filmed for use on the Harvey Bears website and social media pages	Yes	No
Photographed for use in marketing tools	Yes	No

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ Signed: _____ Date: _____

Section 5: Sunscreen application

At Harvey Bears we feel it's very important for children to be active outside. Therefore it's very important that your child is protected when out in the sun.

I understand that:

- it is my responsibility to provide a high factor sunscreen and sun hat in my child's bag.
- The sunscreen will be marked clearly with my child's name.
- Where possible I will apply sunscreen to my child before they arrive at Harvey Bears. The staff will re-apply if required.
- If preapplication is not possible, I must have applied the same sunscreen (as that provided to Harvey Bears) previously on my child in order to ensure my child has no allergic reaction to it

I give my permission for staff at Harvey Bears to apply sunscreen as required **Yes** **No**

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ Signed: _____ Date: _____

Section 6: Consent and Terms

- I give permission for Harvey Bears to seek medical attention. In the case of an accident or emergency. I authorise the staff to sign any written form of consent required by the hospitals if the delay in obtaining my 2signature is considered by doctors to endanger my child's wellbeing.
- I give permission for a hypoallergenic dressing to be applied to a cut or graze for protection.
- I understand that Harvey Bears must be informed of any changes in my child's circumstances, including family changes, moving house or attending any other Pre- School.
- I have been made aware of the current policies and procedures and I know I have the right to access them on request to the manager of management committee.
- I understand that I must give 4 weeks' notice to cancel my child's place at Harvey Bears. Please also note if you go on holiday you will be charged for hours your child normally attends Pre- School.
- I understand that fees will be made in advance and will be paid during illness or holiday (if applicable). Late payment will result in a fee of £20. Persistent non- payment will lead to my child not being allowed to attend Harvey Bears.
- I understand that my child will not be allowed to attend Harvey Bears if they are unwell and must not attend for 48 hours if they have sickness and or diarrhoea.
- I understand that Harvey Bears must be informed if there is a change of the person collecting my child. I understand that they will require to give an emergency password as detailed in this admissions form. Please note that we will not release any child to an unauthorised person unable to produce this password.

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ Signed: _____ Date: _____

I give my permission / consent for my child:

Use a Harvey Bears digital device (e.g. computer or tablet) under adult supervision	Yes	No
Be offered milk at snack time (please select FULL FAT or SEMI SKIMMED)	Yes	No
Take part in cookery activities	Yes	No
Having their faces / hands / feet painted during pre-school	Yes	No

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ Signed: _____ Date: _____

Section 6 (continued):

Outings

Harvey Bears feel it's important to make use of the community and surrounds. At times we may take the children on outings. This may be to the park, field, farm, shops or to walk around the village. This will also be done with the required number of staff members and children will always be signed out and in again on a special outings register.

I give permission for my child to take part in the above type outings **Yes** **No**

I give permission for my child to take part in forest school **Yes** **No**

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ **Signed:** _____ **Date:** _____

Section 7: Dress Code

In order to keep your child and the others within our care safe we have a requirement regarding dress code which must be adhered to in order to meet our health and safety obligations.

Only one set of plain stud earrings are permitted and any other jewellery is discouraged. (This includes hoops, amber teething necklaces on any part of the body).

We also have an obligation to endeavour to maintain the village hall. As such we would request that all children wear light coloured soled shoes when on the premises.

Please sign below to indicate you have understood and intend to comply with these directives.

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ **Signed:** _____ **Date:** _____

Section 8: Committee

We are a volunteer, committee-run charity. We are always looking for new members to join our team. If you would be interested in finding out more information by speaking to a member of our committee, please indicate your preferred method of contact and details below

Full Name: _____ **Relationship to the Child:** _____

Address: _____

Postcode: _____

Home Tel: _____ **Work Tel:** _____

Mobile: _____ **Email:** _____

Section 9: Session Booking Request

Please indicate in the table below which sessions you require. We will review this against our available slots and confirm or advise where necessary.

Early Drop Offs* (Please confirm start time)	Mon		Tue		Wed		Thur		Fri	
9am – 3pm (Full Day)	Mon		Tue		Wed		Thur		Fri	
9am – 12pm (Half Day am)	Mon		Tue		Wed		Thur		Fri	
9am – 1.30pm (Half Day with Lunch)	Mon		Tue		Wed		Thur		Fri	
12pm – 3pm (Half Day pm)	Mon		Tue		Wed		Thur		Fri	

* Available in 15 min session from 8am, additional fees apply

Section 10: Getting to know your child

We like to get to know your child quickly and make them feel settled and comfortable in our environment, offering appropriate and preferable options where possible. Please give as much detail as you feel necessary to help us achieve this. You can choose to answer the following questions, however you are not required to.

Culture and/or religion

How would you describe your child's culture / religion? _____

Food and Drink

What does your child like? _____

Does your child have a drink preference (water / squash / milk)? _____

Does your child have a bottle of milk? If so, what times and do they prefer it hot or cold? _____

What fruits / vegetables do they like? _____

What is their favourite food? _____

Is there any food / drink your child really dislikes? _____

Does your child have any known allergies or intolerances? _____

Are there any dietary requirements we should know of? _____

Routines

Does your child sleep during the day? If so, what time and for how long? _____

Do they have a comforter? _____

Interests / Activities

Does your child have any particular interests? _____

Do they have any favourite songs or games? _____

Family Life

Does your child have any siblings? If yes, please state their names and ages. _____

Do you have any pets at home? If yes, please provide some information about them. _____

What is the primary language spoken by the family at home? _____

Is there anything else you feel we should know to help us understand your child more? _____

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ **Signed:** _____ **Date:** _____

Fees and charges

Please see below our current fees. These are effective from 1st April 2025.

Rates are reviewed regularly and any changes are communicated to parents with a minimum of 1 months notice.

Babies (3 months – 2 years)

Full Day (9am-3pm)	Half Day (9am-12pm / 12pm-3pm)	Half Day with Lunch (9am-1.30pm)	Extra Sessions Per 15 min (8am-9am or over booked session)
£39.00	£19.50	£29.00	£1.50

Toddlers (2 – 3 years)

Full Day (9am-3pm)	Half Day (9am-12pm / 12pm-3pm)	Half Day with Lunch (9am-1.30pm)	Extra Sessions Per 15 min (8am-9am or over booked session)
£31.00	£15.50	£22.00	£1.50

Preschoolers (3 years +)

Full Day (9am-3pm)	Half Day (9am-12pm / 12pm-3pm)	Half Day with Lunch (9am-1.30pm)	Extra Sessions Per 15 min (8am-9am or over booked session)
£28.00	£14.00	£19.50	£1.50

Funded Hours Available

- Tax Free Childcare: this is a government scheme to support working parents with childcare costs. For every £8 you pay into the account, the Government will pay an extra £2. Please see www.childcarechoices.gov.uk for more information.
- All 3 and 4 year old children receive 15 hours of free childcare per week, with some 3 and 4 year olds able to receive up to 30 hours of free childcare a week. This will apply from the term after your child turns 3 years old.

To see if you are eligible for 30 hours free childcare, please visit www.childcarechoices.gov.uk or call the childcare service helpline on 0300 123 4097.

You must apply for / renew your 30 hours eligibility code before the end of one term to be able to use it for the next term.

- Some children from 9 months old are eligible for 15 hours of free childcare – please visit www.worcestershire.gov.uk/freechildcare for information.

Please speak to a member of staff for further information.



Harvey Bears Nursery & Preschool

Childcare Terms and Conditions

The document and the terms and conditions within it govern the basis on which Harvey Bears Nursery and Preschool (referred to here as 'we' / 'our' / 'us') agree to provide childcare services to parent(s)/guardian(s) (referred to as 'you').

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Commencement Date of agreement: _____

Review Date: _____

Our Details:

Harvey Bears Nursery and Preschool
Registered Charity No: 1030907
Village Hall, Station Road, Harvington,
WR11 8NQ
Telephone: 07927 903 535
Email: manager@harveybears.org.uk
Ofsted URN: 205490
Insured by: Royal & Sun Alliance
Insurance Policy number RTT209838

Our Offer for a childcare place for your child:

Full Name of Child: _____
Child's Date of Birth: _____

Expected Start Date: _____
Settling In Period: _____
Settling in Sessions Booked:

Your Details:

Full Name of Parent/Guardian 1: _____
Address: _____

Telephone: _____
Mobile: _____
Email: _____

Agreed Days / Sessions:

Early Drop Offs Required*:

*Available in 15 min session from 8am, additional fees apply

9am-3pm	Mon	Tue	Wed	Thu	Fri	
9am-12pm	Mon	Tue	Wed	Thu	Fri	
9am-1.30pm	Mon	Tue	Wed	Thu	Fri	
12pm-3pm	Mon	Tue	Wed	Thu	Fri	

Full Name of Parent/Guardian 2: _____

Total Weekly Hours: _____

Address: _____

Telephone: _____
Mobile: _____
Email: _____

Will the child receive nursery education funding:
Yes No
Details Provided: Yes No

Details of any other funding provided by other third parties (e.g. employers childcare vouchers)

Our Obligation to You

- 1.1. We will inform you as soon as possible whether your application for a place has been successful. You must confirm within one week of receiving notification that you still wish to take up a place. If you do not then the offer of a place may be withdrawn. Once you have confirmed the place, a deposit payment will be required to hold the place for your child. The monetary value of the deposit will be published as part of our schedule of fees which can be obtained on request. The deposit will be taken off the amount of the final invoice at the end of your child's attendance.
- 1.2. We will provide the agreed childcare facilities for your child at the agreed times (subject to any days when we are closed). If we change the opening hours, we will give you as much notice of our decision as possible and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.3. We will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up-to-date in our Privacy Notice which is given to you at the point of registration.
- 1.4. We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.
- 1.5. We will notify you as soon as possible of any days we will be closed.
- 1.6. We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child's wellbeing.
- 1.7. We will provide you with regular verbal updates as to your child's progress and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.
- 1.8. We will comply with the requirements of the Early Years Foundation Stage and our Ofsted registration in regards to the childcare services we provide for your child.
- 1.9. We will provide you with details of our policies and procedures, which outline how we satisfy the requirements of the EYFS in our everyday practice; and we will notify you as and when any changes are made to our policies and procedures. We will be available to discuss or explain our policies and procedures, and/or any relevant changes, at a mutually agreed time.
- 1.10. We will maintain appropriate insurance to cover our childcare activities.
- 1.11. We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

2. Your obligation to us

- 2.1. You will need to complete and return our Application to Join and Registration Form to us before your child can start with us.
- 2.2. You must notify us immediately of any changes to the information you have provided to us and keep us informed of any other necessary information that may affect the childcare that we provide for your child.
- 2.3. The Registration Form includes medicine consent and emergency treatment authorisations which you will need to complete prior to your child attending.
- 2.4. You will read and abide by our policies and procedures.
- 2.5. You will make yourself available as and when required to discuss the progress of your child or any factor relating to their childcare place with us at mutually agreed times.
- 2.6. You must immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. For the benefit of other children attending you must not allow your child to attend whilst they are contagious and pose a risk to other children during normal daily activities.
- 2.7. You must keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them we will require proof of identity. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you.
- 2.8. You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as possible. A late payment charge will be applied; please refer to the current fee schedule for details.
- 2.9. You will inform us as far in advance as possible of any dates on which your child will not be attending.
- 2.10. You will provide us with at least one month's notice of your intention to decrease the number of hours your child attends or to withdraw your child (and end this Agreement). If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. If you are ending this Agreement, notice must be given by completing our Notification of Leaving Date form which is available on request.
- 2.11. You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

3. Payment of fees

- 3.1. Our fees are based on a 'Session Fee' (as half day, half day with lunch or full day blocks) that shall be notified to you in advance of your child starting ('Session Fee'). We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us one month's notice, by completing our Notification of Leaving Date form which can be obtained from our setting manager.
- 3.2. Fees must be paid on a monthly basis, in advance. We calculate the amount payable by you each month by multiplying the number of sessions you have booked in a month by the age applicable Session Fee. Fees apply 11 months of the year (We are closed for the whole of August and as such no fees are due). Fees may be paid weekly, in advance, by special arrangement only.
- 3.3. All payments made under the Agreement should be by BACS unless payment by cash or cheque has been agreed with us in advance. We do not take payments by debit/credit card. All payment, regardless of method, shall be made by you monthly, in advance by the due date listed on the invoice. Late payments will be charged in line with our current credit control policy, available upon request.
- 3.4. Should the payment of fees referred to in 3.3 become outstanding for more than 14 days then we may terminate this Agreement by giving you 14 days' notice in writing. Upon termination of this contract the child shall cease forthwith to be admitted, and the notice to so terminate shall be regarded as a formal demand for outstanding monies.
- 3.5. If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will raise the applicable charges under your next invoice for payment referred to "Adjustments for previous months".
- 3.6. No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays and for 5 staff training days per year (some of which will fall on usual term-time dates) to support our continuing professional development for the benefit of children and families; no refund is given for this closure as this has already been taken into account when calculating your child's fees. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.
- 3.7. Where we offer a reduced fee rate after a child's birthday, that reduction will take effect from the first day after your child's birthday.
- 3.8. In the event of late collection of your child, we reserve the right to charge for each additional 15

minutes, or part thereof, on a pro-rata basis.

4. Suspension of a child

- 4.1. We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.
- 4.2. If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice, which will take effect on receipt of the notice.
- 4.3. We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.
- 4.4. During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- 4.5. If your child is suspended part way through the month, under the conditions stated in clause 4.3 we shall give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

5. Termination of the Agreement

- 5.1. You may end this Agreement at any time, giving us at least one month's notice by completing the 'Notification of Leaving Date' form.
- 5.2. We may immediately end this Agreement if:
- 5.3. You have failed to pay your fees;
- 5.4. You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;
- 5.5. You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards myself, my staff or members of the committee;
- 5.6. We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- 5.7. It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- 5.8. You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

6. General

- 6.1. If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the Session Fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days.
- 6.2. If you have any concerns regarding the services we provide, please discuss them with either your child's key person. If these concerns are not resolved to your satisfaction, please contact the manager. Customer satisfaction is paramount and any concerns/complaints will be dealt with in line with our Making a Complaint Policy.
- 6.3. From time to time we will take photographs and video recordings of the children who attend. These photographs are used for on-going recording of our curriculum and for children's individual development records. They are stored on our computer whilst your child is with us. The photographs are used for display and for your child's records within the setting. We may wish to use images of your child for training, publicity or marketing purposes. You have been issued with a written consent form for blanket permission for image reproduction usage, as indicated on our Registration Form. We will adhere to your express wishes on this matter.
- 6.4. We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with our Managing Children who are Sick, Infectious or with Allergies Policy.
- 6.5. Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained.
- 6.6. Any personal information you supply to us will be collected, stored and used in accordance with the principles of the General Data Protection Regulations (GDPR) (2018) and our Confidentiality and Client Access to Records Policy. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

7. This Agreement

- 7.1. We reserve the right to vary the terms and conditions contained in this Agreement
- 7.2. This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time.
- 7.3. Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

Acceptance of our offer of a childcare place

Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptance of a childcare place with us for your child.

For parent(s) / guardian(s) under the age of 18 years, a guarantor aged over 18 years must also sign the contract on your behalf. The contract would therefore be between Harvey Bears Nursery and Preschool, you and the guarantor.

A copy of this completed and signed contract will be provided to each signatory.

Parent/Guardian 1:

Print Name: _____

Signed: _____

Date: _____

Parent/Guardian 2:

Print Name: _____

Signed: _____

Date: _____

Guarantor (where applicable):

Print Name: _____

Signed: _____

Date: _____

Relationship to the child: _____

Home Address: _____

Telephone: _____

Mobile: _____

Email: _____

On behalf of Harvey Bears Nursery and Preschool:

Print Name: _____

Signed: _____

Date: _____ Role: _____