



Bramble House Day Nursery Child Record Sheet April 2024

OFSTED REGISTRATION NUMBER: EY463233

Start Date: _____

Child's full name: _____ M/F: _____ DoB: _____ Age: _____

Child's address: _____ Post code: _____

Mother's name and address: _____ Post code: _____

Mothers DoB _____ Mother's National Insurance number _____

Work tel: _____ Email: _____

Mobile: _____ Work Address: _____

Father's name and address: _____ Post code: _____

Fathers DoB _____ Father's National Insurance number _____

Work tel: _____ Email: _____

Mobile: _____ Work Address: _____

Sibling name	DoB	School/setting	Resident in same home

Child's Ethnicity? Please circle White British/ Black British /Black Afro Caribbean/ Mixed Race/Asian/Chinese/Polish/Russian/ African/Irish/Indian/Pakistani/Arab/Gypsy: traveller/ Other/please name.....

Please name the person who has parental responsibility and legal contact: _____

Emergency contact (if above cannot be reached):

Name: _____ Tel: _____ Relationship: _____

Name: _____ Tel: _____ Relationship: _____

People authorised to collect child: _____ Password: _____

Name of GP: _____ Surgery address: _____



Name of Health Visitor: _____ Previous immunisations: Up to date?? _____

Names of any outside agencies involved with child: _____

Is your family being supported by TAC/CIN meetings? Please circle **Yes** **No**

Name of social worker: _____

Name of Family support worker: _____

Any special dietary requirements/Vegetarian/ Gluten? _____

Does your child have any Special Educational needs (SEN)? Is child involved in ongoing assessment or do you have any concerns about your child's learning and development? _____

Red Book seen by: _____ Date: _____

Birth Certificate seen by: _____ Date: _____

Does your child have any allergies? _____

Please circle **After School Club** **Holiday Club**
Nursery 0-2 years **Pre School-3-4 years**

Mon	Tue	Wed	Thu	Fri

Please add hours above

Statement of notice:

I understand that I must give notice by Email and this must be one full calendar months notice if I would like to alter hours or withdraw my child from Bramble House Day Nursery LTD I recognise if I do not adhere to this policy I will not be able to claim any two/three/four year old funding at any other setting for the following month.

Signed.....Date



Consent form (Some may not be relevant for school age children)

Please sign those statements with which you agree, providing comments where you do not:

- I give permission for my child to go on local outings and other visits: _____
- I give consent for my child to receive emergency treatment from a paramedic and understand that the setting may telephone NHS direct for advice on my child: _____
- I have read and understand Bramble House Nursery key policies and procedures: _____
- I give permission for my baby/toddler to have nappy cream applied if needed: _____
- I understand that in the event of suspected emotional, physical or sexual abuse, or neglect that social services will be informed, and the child protection policy followed: _____
- I understand that it is my role to encourage my child's knowledge and understanding of the weekly/monthly topics being explored: _____
- I give permission for child to have photos taken that may be used for wall displays, learning journals, advertisements, social media and staff continual professional development: _____
- I understand that I must inform Bramble House via email if any outside agencies are supporting my child and family, i.e. speech and language, health visitor etc.: _____
- I understand if I have a complaint I should talk to the manager and if my issue is not resolved I may ring OFSTED on 0845404040: _____
- I have read and understood the terms and conditions for payment fees. I understand that one CALENDAR month's written notice must be given via email to reduce hours or if I no longer require Bramble House Nursery services.....
- I give permission for Bramble House Nursery to administer paracetamol to my child in the event of a spike in temperature. I understand that I will be contacted should this happen and sign a medicine form when I collect my child _____
- I understand that I must inform Bramble House if I have administered any medication including paracetamol _____
- I acknowledge that the nursery will be closed for one week at Christmas and one week at the end of July and that I have not been charged for these weeks _____

Parent/Carer sign: _____ Date: _____

Parent/Carer sign: _____ Date: _____

Manager sign: _____ Date: _____



Including all

At Bramble House each child is valued as an individual. Differing racial origins, religions, cultures and languages will be valued and respected. We value good partnership with parents/carers. Please help us by giving the following information to help us support your child.

Name of the child: _____ DoB: _____

Religion: _____

Names and dates of festivals you celebrate: _____

Dietary requirements: _____

First language: _____ Second language: _____

Does your child speak or understand English? _____

Key words in own language (actual and phonetic spelling): _____

Any outside agencies involved with your child's development: _____

Parent/Carer signature: _____ Date: _____

Terms and conditions

These terms and conditions govern the basis on which we agree to provide childcare services to you.

The settings and parents or carers obligations

- 1.1 After initial visit you and your child will be invited to 'stay and play' for approximately one hour. (Nursery and Pre School children). You will be required to read our Covid-19 risk assessment prior to this (available on our website) and observe social distancing measures if requested. During this time, a practitioner will implement a formal induction that will explain some of our policies and procedures. You are required to sign the induction form to show that you have been informed about relevant information. We will then plan additional settling in sessions for your child.**
- 1.2 Please note, displayed on our website is a copy of our up-to-date relevant Policies and Procedures. It is your responsibility to read these. A copy can be sent to you direct via email upon request.**
- 1.3 We will offer you information to show how we support children's learning whilst attending the setting. We expect you to support your child by advising us of any interests your child develops and implement any suggestions we make at home which have been recorded on focus sheets for the term.**
- 1.4 We will explain how outside agencies such as Children's Centres, Speech and language therapist, educational psychologist, behaviour support and many more could support you and your child and may make referral with your permission if necessary.**
- 1.5 We promise to work to current government guidelines and keep abreast of new strategies and up to date information with regards to children's learning and education.**
- 1.6 Your child will be assigned a key person (practitioner) whom will be your main point of contact. We will promote parental involvement via Tapestry and expect families to use this platform regularly to keep updated. Parents may use this platform to message child's key person.**
- 1.7 You are automatically enrolled as a HOB (Helpers of Bramble House Nursery) committee member. You will be invited to committee meetings that will take place October February and June. These meetings are to help us develop all areas of Bramble House with the support of parents and carers. We will use this time to review Bramble House Nursery development plan.**
- 1.8 You will be expected to attend a parent's consultation at least three times a year at a time to suit you. Either before or after you collect your child. We feel strongly that you will be able to develop a good relationship with your child's keyworker and hope you will highlight any concerns immediately so that they can be dealt with accordingly. You can ask to speak to the manager at any time. Alternatively, you can Email Louise Saunders (Manager /Proprietor).**
- 1.8.1 We have an obligation to report any instances where we feel that a child may have been neglected or abused to relevant authorities. If we feel that a child will be put at risk by informing you of our decision to do so we will do so without informing you.**
- 1.8.2 We will work with relevant outside agencies to best support you, your family, and your child.**

- 1.8.3** If the setting must close or we make the decision to close for any reason I, (including but not limited to a pandemic), we shall be under no obligation to provide alternative childcare. Fee's will still be payable however, if closure exceeds a whole month that the setting closed a retainer fee of half the value of usual fee will be required until the nursery reopens. During a Pandemic if you choose to keep your child at home once the nursery reopens you may continue to pay half the value of your fee's and may do so for the period of one month. Then you must pay full fees. If you choose to give notice full fee's will be required for the notice period regardless of attendance.
- 1.8.4** We will do our best to remain open during bad snow conditions. If we must close, we will advise you using Facebook and Tapestry. We will not offer any refunds or offer alternative childcare during the nursery closure.
- 1.8.5** We carry a wide range of nursery toys and equipment, unless specifically requested, children may not bring in own toys.
- 1.8.6** We will provide all foods and snacks. (Except formula milk). Packed Lunches are not permitted. Children are required to bring a water bottle clearly labelled with their name to be left at the setting. Children will be offered water or milk (sometimes flavoured or hot chocolate during winter months) during snack times.
- 1.8.7** You must inform us immediately if your child is suffering from a contagious illness.
- 1.8.8** Do not allow your child to attend Bramble House if they have a contagious illness or high temperature. Follow the Government and world Health organisation guidelines regarding COVID-19.
- 1.8.9** You must complete a medical form if you wish practitioners to administer any medicines. Please speak to the child's key person if child receives regular medicines as a care plan may need to be implemented.
- 1.8.10** If your child is absent for any reason, you must email notification of absence with reason before 09:00
- 1.8.11** You must keep us informed of who is collecting your child from nursery, remember to use the password you provided on the registration sheet. If we are not reasonably satisfied that an individual has permission to collect your child, we will not release them into their care. Please remember to inform us via email or telephone if someone else is collecting your child.
- 1.8.12** You must inform us if any outside agency is working with your child to enable us to work together.

Fee's Funding and payments

- 1.1.1** Fees are worked out from September on an annualised basis for example the session rate is multiplied by 50 weeks and divided over 12 months. A minimum of two 5-hour sessions per week is required. However, if your funding begins mid-year your invoice will be worked out according to the weeks left and split over the months leading up to September.
- 1.1.2** Parents who work term time only (parents that work in a school) and those on Maternity leave may choose to use Bramble House Nursery term time only (39 weeks). Early years funding is for 38 weeks therefore families will be charged for 39th additional week. Invoices for those term time only will be divided over 11 months.

- 1.1.3 All fees must be paid on or before 1ST of each month for the commencing month. Fee payers must set up a standing order to ensure that the payment reaches Bramble House bank account on or before the 1st of each month. Alternatively, cash may be paid in a sealed envelope clearly marked with child's name and amount paid. Payer must sign the payment folder as proof of payment.**
- 1.1.4 We must share personal details that will be recorded on the funding declaration with Swindon Borough Council to enable your funding claim.**
- 1.1.5 Children in receipt of 15 & 30-hours of working families Early Education Funding (EEF) will be expected to stretch funding over the year which will result on fewer EEF funded hours.**
- 1.1.6 Parents in receipt working families EEF must pay a weekly service charge. This is for all meals, snacks, personal care such as nappies, creams & wipes, suncream and any consumables. This is non-negotiable and will be applied even if parents choose to bring in own branded items (nappies) or snacks.**
- 1.1.7 All additional hours will be charged at the session or hourly rate (see website for details).**
- 1.1.8 Children in receipt of 15 hours non-working families Early Education Funding (EEF) will be able to use the 15 hours per week term time only (38 weeks). Lunch and snack fees will apply.**
- 1.1.9 There will be a charge of 10% for all late payments that will be added to your invoice.**
- 1.1.10 If you have not paid your fees by 5th your childcare will be suspended, until paid in full. If you leave without notice those fees will be recoverable and additional cost will be added on by our debt recovery team. We are registered with a Debt collecting agency that will legally seek any payments outstanding. We will also notify Revenue and Customs if you are in receipt of Universal Credits.**
- 1.1.11 Fees will be reviewed annually, and invoices may be revised reflect any amendments. One months' notice will be given to all families prior to this. If your child is on the waiting list it is your responsibility to check the website in March to see if our fee's have been increased for the April.**
- 1.1.12 A booking form must be completed and emailed to admin@bramblehousenursery.co.uk for all children who wish to attend extra hours or during school holidays.**
- 1.1.13 Payment for additional hours must be paid before the session.**
- 1.1.14 No refunds will be given for periods where your child is absent for whatever reason.**
- 1.1.15 If you choose to split the cost of holiday care (school children) over 12 months, no refunds will be given for any unused holiday care if you choose to leave before the 12-month contract.**
- 1.1.16 Children will be charged the 4-11-year-old rate once they attend school full time not once, they turn 4 years' old.**
- 1.1.17 One calendar month's written notice must be given of your intention to decrease the number of hours your child attends Bramble House or to withdraw your child from the setting.**
- 1.1.18 Following government guidelines your child must turn 9 months before 31st August 31st December or 31st March to be eligible for funding for the following term Autumn, Spring and Summer.**



1.1.19 It is your responsibly to visit www.childcarechoices.gov.uk and register for the funding. You must provide the code to Bramble House Nursery the term before funding will begin. If you do not you may not be eligible for funding for that period due to deadline dates set by SBC.

1.1.20 It is your responsibility to reconfirm your details on Childcare Choices every 3 months to check you are still eligible. If you do not reconfirm, your funding may cease, and you will be charged our session rates.

1.1.21 We do not allow parents to split funding with another Pre-school.

I confirm that my child..... Will attend Bramble House Day Nursery for the following sessions (Hours indicated in table).

Please circle: After School Club 4-12 years Holiday Club 4-12 years Nursery 0-2 years
Pre School-0-4 years

	Mon	Tue	Wed	Thu	Fri
Drop off. Collection Times					

I understand that this contract between myself.....and Bramble House Day Nursery LTD is legally binding.

Parent/Carer signature.....Date.....

Parent/Carer signature.....Date.....

Managers signature.....Date.....

Induction checklist (to be completed by key person during induction)

Staff check list (pls discuss all during Induction)	Comments
Child's record sheet are all parts complete.	
Confirm hours child attending- Nursery closure at Christmas and last week of July.	
Useful information sheet Including all – find out language spoken at home and discuss how we can support this	
Discuss safeguarding- how we have a duty of care and can offer support and signpost parents to different agencies if needed.	
Discuss the role of key person.	
Share that terms and condition available on website as well as key policies and procedures.	
Discuss focus sheets and Tapestry	
Remind that a standing order must be paid 1 st of each month have they received invoice?	
Discuss what needs to be left/ brought to nursery	
Funding criteria-Tax free childcare	
Discuss Sun cream policy.	
Permission to administer medicine policy (on website)	
Discuss room routine.	
Discuss and record routines that parents would like to be implemented (sleep times)	
Tapestry / Website/ Facebook	

Parent/Carer signature: _____

Date: _____

Inductor signature: _____

Date: _____

Children, Families and Community Health consent to share information

Child/Young Person's Name:
Parent/Carers Name:

D.O.B: / /

From our work with you, we will hold information about you and your family on our electronic data base. For example, demographic information such as; name, address, date of birth, ethnicity. We will also hold details of meetings you attend, assessments, plans and case information.

More detail is included in the privacy notice.

Your worker would like to share with and/or gather information from other service areas within the council, and with external service providers as appropriate to meet your needs.

Are there any services that you do not wish us to contact:

If Yes: Please specify

For Heath Visitors only:

I also give permission for registration at my local children's/family centre Yes
No

Using your Personal Information



The information you provide will be held on our database to help monitor the service we provide. We share and or gather information from private and voluntary organisations who may be involved in working with you and your family. Please note the only reason that information will be passed on without your consent is if there is a legal requirement to do so, or if there is a risk of serious harm or threat to life. Under the Data Protection Act you can see your own personal information. If you would like to know more about this, please ask for our leaflet, 'Access to your personal information' or contact the Data Protection Officer at Swindon Borough Council, Civic Offices, Euclid Street, Swindon SN1 2JH. Further information is available at <http://www.swindon.gov.uk/cd/cd-dataprotection/Pages/cd-dataprotection.aspx>

Sign to give your consent and confirmation of receipt of the privacy notice

I understand & agree to sharing of information as shown above:

Signed: (Young Person/parent/carer)

Signed: (worker)

Date: / /

Date: / /