



Dear Parent/Carer

Thank you for your interest you have shown in Kids in Bloom.

I have pleasure in enclosing a registration form along with some other literature about Kids in Bloom Private Day Nurseries and Out of School Clubs.

In order for a place to be reserved the registration form and £50.00 deposit for our nursery or a deposit of 2 weeks fees for our out of school club needs to be returned as soon as possible giving a preferred start date. You should also enclose passport size photographs of yourself, and any other individuals whom you nominate in your registration forms to collect your child.

Once we have received all documents and deposit we will contact you and organise your start date and settling in sessions (you are not required to pay for settling in sessions).

Once again many thanks for your interest and we look forward to hearing from you soon.

**Kids in Bloom**

Registration packs can be returned to any Kids in Bloom site or emailed to:-

Kids in Bloom @ University of Liverpool 0151 794 1450 / [childrens.centre@liv.ac.uk](mailto:childrens.centre@liv.ac.uk)

Kids in Bloom @ Northwood Children's Centre Ltd 0151 477 8640 / [kib.northwood@hotmail.co.uk](mailto:kib.northwood@hotmail.co.uk)

Kids in Bloom @ Eden Children's Centre Ltd 0151 548 1754 / [kidsinbloom.edenchildrenscentre@hotmail.co.uk](mailto:kidsinbloom.edenchildrenscentre@hotmail.co.uk)

Kids in Bloom @ Southdene Children's Centre 0151 545 1566 / [kidsinbloomsouthdene@hotmail.co.uk](mailto:kidsinbloomsouthdene@hotmail.co.uk)

Kids in Bloom Alder Road 0151 228 6475 / [kidsinbloom@hotmail.com](mailto:kidsinbloom@hotmail.com)

Kids in Bloom Malvern 0151 477 8236 / [mark-kidsinbloom@hotmail.com](mailto:mark-kidsinbloom@hotmail.com)

Kids in Bloom Deysbrook Village 07766500984 / [mark-kidsinbloom@hotmail.com](mailto:mark-kidsinbloom@hotmail.com)

**Kids in Bloom Registration Form**

Personal Details

*REMINDER – Parents/Carers it is your responsibility to ensure that Kids in Bloom hold correct details at all times. If there are any changes at any time please complete our updated information form. Thank You.*

If any information within this document is not applicable to your child please indicate that is 'not applicable'

Child's full name:

.....  
.....

Child prefers to be known as:

.....  
.....

Child's date of birth: ..... Boy or Girl:

.....

Child's Home Address:

.....  
.....

.....

Postcode: .....

Who does your child live

with? .....

Home Telephone Number: .....Email

Address:.....

Would you like us to send information / Newsletters/ or pictures of your child whilst at nursery **Y / N**

Religion:

.....  
.....

Ethnic Origin:

.....  
.....

Nationality:

.....  
.....

What languages is/are spoken at home:

.....

How did you hear about Kids in Bloom?

.....  
Which of Kids in Bloom's settings will your child attend? (Please circle)

University/Southdene/Northwood/WestVale/West Derby/Malvern/Deysbrook Village

**Preferred start date..... Please fill in times you require**

Opening hours 8am - 5.50pm	Mon	Tues	Wed	Thurs	Fri
Full Day					
Morning Only					
Afternoon Only					
After School club/ Breakfast club					
Holiday Club					
Crèche					

**Office use only**

*Birth Certificate verified, child's name and DOB checked by:*  
.....

*Parental Responsibility verified by:*  
.....  
.....

*Parents named on Birth Certificate: (record names below)*  
.....  
.....  
.....  
.....

*Deposit received:*  
.....  
*.(Please enter date)*

*Deposit returned:*  
.....  
*(Please enter date)*

*This section refers to the legal responsibilities of the parent and therefore may have consequences for parents who wish to collect children from a Childcare setting.*

In September 2008, OFSTED and HM Government issued new guidelines for all childcare settings.

One of these guidelines looks at the rights and responsibilities of parents, and who has the 'parental responsibility' for their children.

'Unlike mothers, fathers do not always have 'parental responsibility' for their children.

The duty of care for a child becomes more complex when parents are unmarried. According to the law, a mother always has parental responsibility for her child. However, a father has this responsibility only if he is married to the mother or has acquired legal responsibility for his child. Living with the mother, even for a long time, does not automatically give the father parental responsibility. Parental responsibility does not always pass to the natural father if the mother dies and the parents were not married.

For information on this matter can be found on the following website:  
[http://www.direct.gov.uk/en/Parents/ParentsRights/DG\\_4002954](http://www.direct.gov.uk/en/Parents/ParentsRights/DG_4002954).

From September 2008, we are required by OFSTED and HM Government to register which parent (or parents) have the 'parental responsibility' for the child (ren).

Name of child (ren) and DOB

.....  
.....

Name of mother

.....  
.....

Name of father

.....  
.....

Marital status

.....  
.....

Who has parental responsibility for the child (ren) PLEASE CIRCLE?

**Mother** / **Father**

Other (explain)

Do the father and mother have legal contact with the child (ren) PLEASE STATE YES OR NO?

Father .....

Mother

.....

Please return this for in your registration pack to Kids in Bloom

**Family Photographs:** Could you please bring in some photographs of family members that are special to your child so that we can make a family book during their induction. Having photographs of their special people will give them security and comfort during settling into their new nursery.

Photographs brought in Y / N

**Details of Persons with Parental Responsibility (Persons named on Birth Certificate)**

**Kids in Bloom MUST see your child's birth certificate before your child starts**

**Password:**

.....  
.....

Person with Parental responsibility: Mr/Mrs/Ms/Miss

Full Name:

.....  
.....

Relationship to child:

.....  
.....

Home Address:

.....  
.....

.....Post  
code: .....

Is this the main address for your child? **Y / N** If no please let us know what days your child stays at  
this  
address.....

.....

Home Telephone Number:

.....  
.....

Mobile Number:

.....  
.....

Work Number:

.....  
.....

Work Address:

.....  
.....

.....Postc  
ode: .....

**Hours of work (to be contacted)**

Monday ..... Tuesday .....

Wednesday ..... Thursday ..... Friday

.....

**Responsibilities (please answer YES or NO)**

Collecting child from Kids in Bloom ..... Payment of fees ..... Emergency Contact  
.....

**Details of Persons with Parental Responsibility**

**Password:**

.....  
.....

Person with Parental responsibility: Mr/Mrs/Ms/Miss

Full Name:

.....  
.....

Relationship to child:

.....  
.....

Home Address:

.....  
.....

.....  
Postcode: .....

Is this the main address for your child? **Y / N** If no please let us know what days your child stays at this address.....  
.....

Home Telephone Number:

.....  
.....

Mobile Number:

.....  
.....

Work Number:

.....  
.....

Work Address:

.....  
.....

.....  
Postcode: .....

**Hours of work (to be contacted)**

Monday ..... Tuesday .....  
Wednesday ..... Thursday ..... Friday  
.....

**Responsibilities (please answer YES or NO)**

Collecting child from Kids in Bloom ..... Payment of fees ..... Emergency Contact  
.....

**Any Persons with Legal Contact**

**Password:**

.....  
.....

Person with legal contact: Mr/Mrs/Ms/Miss

Full Name:

.....  
.....

Relationship to child:

.....  
.....

Home Address:

.....  
.....

.....Postcode: .....

Is this the main address for your child? **Y / N** If no please let us know what days your child stays at this address.....  
.....

Home Telephone Number:

.....  
.....

Mobile Number:

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Work Number:

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Work Address:

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.....Postcode: .....

**Hours of work (to be contacted)**

Monday ..... Tuesday .....

Wednesday ..... Thursday ..... Friday .....

**Responsibilities (please answer YES or NO)**

Collecting child from Kids in Bloom ..... Payment of fees ..... Contact in an emergency .....

**Any Persons with Legal Contact**

**Password:**

.....  
.....

Person with legal contact: Mr/Mrs/Ms/Miss

Full Name:

.....  
.....

Relationship to child:

.....  
.....

Home Address:

.....  
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.....  
.....Postcode: .....

Is this the main address for your child? **Y / N** If no please let us know what days your child stays at this address.....

.....  
Home Telephone Number:

.....  
.....

Mobile Number:

.....  
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Work Number:

.....  
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Work Address:

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.....Postcode: .....

**Hours of work (to be contacted)**

Monday ..... Tuesday .....  
Wednesday ..... Thursday .....  
Friday .....

**Responsibilities (please tick appropriate)**

Collecting child from Kids in Bloom .....  
Payment of fees .....  
Contact in an emergency .....

**Nominated people for contacting and collecting your child (Must be over the age of 16 years old)**

Please provide passport sized photographs of nominated persons, ensuring that Kids in Bloom are kept up-to-date of all nominated persons, as refusal can often offend.

If you child is ill and we cannot contact any person with parental or legal responsibility for your child, who would you like us to contact.

**You must ensure your chosen nominated people have been given the passwords you have provided above**



1 Full Name

.....  
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Relationship to child

.....  
.....

Home Address

.....  
.....

.....Postcode: .....

Home Telephone Number

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.....

Mobile

.....  
.....

2 Full Name

.....  
.....

Relationship to child

.....  
.....

Home Address

.....  
.....

.....Postcode:.....

Home Telephone Number

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Mobile

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If you and your nominated people are unable to collect your child you must contact Kids in Bloom prior and provide the persons full name and date of birth they will also be asked your child's date of birth and the password. The person you have chosen to collect your child will be asked these security questions before being allowed access. **(Please note that we must receive advance notice in writing that any different person will be collecting your child. We cannot allow your child to be collected by any person under the age of 16 years or by someone under the influence of drugs and/or alcohol).**

**Medical Details**

**Allergies**

Does your child have any allergies? Yes / No  
If yes, please give details of the cause and the reactions:

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.....  
.....  
.....

**Dietary Requirements**

Does your child have any special dietary requirements? Yes / No  
If yes, please give details:

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.....  
.....  
.....

**Medical Conditions**

Does your child have any current medical conditions or needs? Yes / No  
If yes, please give details:

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**Does your child have any additional needs/special needs?** If yes please give details: (This will not prevent your child from attending Kids in Bloom)

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**Vaccinations**

**Will your child receive all routines vaccinations? (Please circle) YES / NO**

Which of the following has your child received?

- Pneumococcal (PVC) .....
- Rotavirus Vaccine .....
- Meningitis B .....
- 5-in-1 Vaccine .....
- Hib/Men C (booster) .....
- Childrens Flu vaccine .....
- Meningitis C .....
- Diphtheria .....
- HIB .....
- MMR .....
- Tetanus .....
- 4-1 Pre School Booster .....
- HPV (girls only 12-13) .....
- BCG (13 years) ..... Page continued
- Polio .....
- Whooping Cough .....

Other:

.....  
.....

**IMPORTANT** Do you give permission for emergency medical/dental treatment? (Please circle) Any persons giving permission must have legal authority to authorise permission. By signing and circling yes you are also giving permission for your child to be taken via ambulance or KIB senior staff to hospital to receive this treatment/ be taken to hospital.

**YES / NO      We will always try to contact you on all numbers provided above before leaving**

**Sign:** ..... **Print:**

.....

Is there any treatment you **DO NOT** wish your child to receive in an emergency, e.g. blood transfusion, anaesthetic, medicines etc Please state:

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.....

**Doctor's Details**

Name of GP:

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.....

Name of Surgery:

.....  
.....

Address:

.....  
.....

.....Postcode:.....

Telephone Number:

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.....

**Health Visitor's Details**

Name:

.....  
.....

Telephone Number:

.....  
.....

Address:

.....  
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.....  
.....Postcode:.....

We are required to share information with your child’s Health Visitor and your child’s summative assessment (learning and development summery) at the age of 2 years and 5 years. Please sign to give permission for KIB to share this information with your child’s health visitor and any other professionals involved. This may also be done by supplying you with an additional copy so that you can share this directly with them.

**Parents/Carers signature:.....**

**Other Professionals or Agency Involved**

Name and Role:  
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Telephone Number:  
.....  
.....

Details of involvement:  
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Name and Role:  
.....  
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Telephone Number:  
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Details of involvement:  
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**Please circle YES or No if you give permission for the following:** (Any persons giving permission must have legal authority to authorise permission)

**Administration of Calpol: YES / NO**

It is usual practice to contact parents/carers prior to administration, except in the case of a high temperature (38.5+), when it would be authorised by the manager and treated immediately) if the child has been with us for less than 4 hours we will NOT give any Calpol until we have spoken to parents/carers as the child may already have been given Calpol at home.

**Use of plasters on your child’s skin: YES / NO**

**For your child to receive first aid in the event of an accident by Kids in Bloom staff / or in emergencies by another first aider: YES / NO**

**Application of any type of sun cream SPF 30+ on your child: YES / NO**  
(Parents/carers must supply sun creams and must be SPF 30+)

**Application of sudocrem on your child YES / NO** - your own sudocrem must be given to KIB with your child’s name clearly labelled

(Please note that if you would like KIB to use any other named cream on your child you must put this in writing

**For Kids in Bloom to work with the Area Special Educational Needs Co-ordinator (SENCO) who will support and advise our staff, liaise with parents/carers and outside agencies generally monitoring the day to day provision for children identified as having additional support to make progress. (You will always be informed before)**

**YES / NO**

**Please check your answers above and sign to say you agree with the above.**

Print Name:

.....  
.....

Signature:

.....  
.....

**Permission Form Observations and Photographs**

As part of our commitment for the individual needs of your child we will observe all areas of development, and in partnership with you, record progress in those areas in order to plan appropriate activities within Kids in Bloom. These observations and records will be available for inspection by Ofsted otherwise they will be confidential and available only to you and staff involved in planning the Early Years Foundation Stage framework for your child.

Kids in Bloom offers training placements for childcare students who, in order to complete assignments will be asked to observe play. Individual students will be asked to gain your written permission to carry out these observations and use them in their assignment work. No names of children are ever documented in a student's observation.

(Any persons giving permission must have legal authority to authorise permission)

**Please circle YES or No if you give permission for the following:**

I give permission for my child to be observed by nursery staff and childcare apprentices: **YES / NO**

I give permission for my child to be photographed by nursery staff and apprentices for use in Kids in Bloom only: **YES / NO**

We take photographs as one of our methods for observing and documenting children's play and learning, these photographs will be used in children's learning journeys and for parents of Kids in Bloom, however sometimes other children may be in the background. Please sign if you give permission for your child to be in the background of a photograph used in another child's development file or for parents of Kids in Bloom.

I give permission for my child to be in the background on a photograph for another child's learning journey file or parents of Kids in Bloom: **YES / NO**

*Any photographs taken of your child by nursery staff or childcare apprentices may be used in nursery displays but will not be taken off the premises unless stating otherwise.*

From time to time Kids in Bloom will organise photographers to come in to take the children's pictures for parents to purchase. Please answer if you give permission for your child to have their photograph taken: **YES / NO**

From time to time Kids in Bloom will organise photographers or the local press may come and take photographs in the nursery to feature in the local newspaper.  
I give permission for my child to have their photograph taken and to be used in the press, on Kids in Bloom website and on publicity materials: **YES / NO**

**Please check your answers above and sign to say you agree with the above.**

Print Name:

.....  
.....

Signature:

.....  
.....

CONSENT FORM
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(Any persons giving permission must have legal authority to authorise permission)

I give permission to kids in Bloom to share relevant information with other agencies or professionals if needed. (e.g. social care, health visitors, police officers, teachers) **YES / NO**

I give permission to Kids in Bloom to take my child out during their time in nursery without individual written permission to local places of interest e.g. library, park, and other Kids in Bloom sites: **YES / NO**

I give permission for my child to be a passenger in one of Kids in Bloom’s vehicles as long as approved child restraints carry BS kite marks, are fitted correctly and suitable insurance is in place: **YES / NO**

I give permission for my child to travel with Kids in Bloom on public transport: **YES / NO**

I give permission for my child to have their face painted: **YES / NO**

I give permission for my child to consume all products on Kids in Bloom’s menus at mealtimes and snack times: **YES / NO**

I give permission for my child to watch PG rated films, which Kids in Bloom have screened and considered suitable for each child’s age: **YES / NO**

I give permission for my child to be settled on the side, front or back when having a rest or nap. (Age appropriate): **YES / NO**

I give permission for my child to play on bouncy castles whilst in Kids in Bloom: **YES / NO**

Supervised tooth brushing with family fluoride toothpaste will help to reduce tooth decay in children. **This should not replace your child’s tooth brushing twice a day at home.** I give permission for my child to brush their teeth once a day whilst in Kids in Bloom: **YES / NO**

Some of our provisions are attached to Schools and we also have children transferring to different school we need to share information with these schools about the children we share. Please sign to give permission for Kids in Bloom to share any information necessary with the school your child attends.

I give permission for Kids in Bloom to share any information necessary with my child’s other school: **YES / NO**

**Please check your answers above and sign to say you agree with the above.**

Print Name: .....Signature:  
.....

What other childcare/education services do you use?

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**Is there any other information we should know? (About your child or family, this may include your child's likes, dislikes, things they can or cannot do, any support you or your child may need)**

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If you would prefer you can record any additional information separately and seal in an envelope and mark CONFIDENTIAL. You can also speak with our management team who will record this information for you.

**If you wish for Kids in Bloom to apply or use any other creams, lotions, teething gels/powders etc for your child whilst they are in Kids in Bloom's care, you will be required to fill out a medication form and also provide written permission for each item, this will be reviewed monthly unless any changes are made to the information you have previously provided us with.**

**(Written permission must be dated and signed, with your child's full name and name of the product with recommended information for use for Kids in Bloom)**

**If you require any additional information please ask a member of our management team**





<b>Parent/Carer Contract and Terms and Conditions</b>
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**PART A**

This contract is between - Kids in Bloom & Parents / Carers

**Mother/ Carer name:**

.....

**Father /Carer name:**

.....

The Terms and Conditions all apply to this contract. Please read them carefully.

<b>Child's Name</b>	
<b>Fees</b>	<p>Fees are paid every 4 weeks in advance, payable on the 1<sup>st</sup> day your child attends of the week that fees are due. <i>Please see our information board for four weekly dates that fees are due</i></p> <p>Fees are paid in full irrespective of whether your child is in attendance or not. We will reserve your child's place. All year round.</p> <p>Fees must remain in credit throughout this agreement and must always be paid 4 weeks in advance.</p>
<b>Charges for late collection of the Child</b>	<p>£20.00 per 10 minutes that you or any person authorised to collect your child are late in collecting the Child. You must inform us if you or a nominated person is going to be late and the expected arrival time.</p> <p>We have a duty to contact social services.</p>
<b>Charges for late payment</b>	<p>£20.00 each week, increasing to £40.00 after four weeks late. The manager has the right to refuse attendance from the first week that fees are late until they are paid in full. Fees will continue to calculate and weekly charges will still be added during this time. We have the right to pass on the dept on to our dept collection company if fees are not paid in full.</p>
<b>Notice required to terminate this contract or alter sessions</b>	<p>4 weeks written notice is required and you must obtain a copy signed by our management team to confirm your end date. (whether it is you or us who wishes the child's place to be terminated, four weeks written notice is required to be given) failure to do so will mean that you will incur the necessary four weeks as a charge.</p> <p>We are open Monday–Friday 8.00am – 5.50pm - Nursery.</p> <p>Out of school clubs please check with individual sites</p> <p>Check your sessions times with the manager</p>

**Agreement for payment of fees**

Child's name.....

Parent's name.....

Person responsible for payment of fees?

Name.....

Address.....

..... Post code: .....

Telephone:

Day.....Evening .....Mobile .....

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

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

Preferred payment method:

Direct Debit	
Cheque	
Cash	
Childcare vouchers	
Other – specify	

## 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 during the days or half days indicated in Part A, together with any other services which we provide, or agree to provide, to you;

“Us” the childcare named in Part A.

#### 1.2 A reference to writing or written includes faxes but not email. Signatures are always required.

#### 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 £50 deposit for nursery / 2 week deposit for Out of School Clubs, and we have confirmed to you in writing that your application for a place has been successful. This deposit will be taken from your final payment as long as the required four weeks written notice has been given and the account is not in any arrears. This deposit is not refundable if the place is not taken.

#### 2.2 These terms and conditions govern the contract between you and us for the Services.

#### 2.3 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 four weeks 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 may lose your deposit and incur charges.**
- 4 Your obligations**
- 4.1 You shall:**
- 4.1.1 Co-operate with us;**
- 4.1.2 Provide to us such information as we may reasonably require about**
- 4.1.2.1. The Child (e.g.**
- Any known medical condition, health problem, allergy, or diagnosed dietary requirement;**
- Any prescribed medication;**
- Any lack of any vaccination which the Child would ordinarily have by their age;**
- Any family circumstances or court orders which might affect the Child's welfare or happiness;**
- Any concerns about the Child's safety); and**
- Your contact details and those of your authorised persons who may collect the Child.**
- 4.2 You must (a) ensure that these details are accurate and (b) keep these details up-to-date, by promptly informing us whenever they change. It is your responsibility to update any details that may have changed for the child and family. Registration update forms are available on request.**
- 4.3 As regards arrivals and departure of a child please refer to the Arrivals and Departures Policy. Please ask for a copy of it if necessary.**
- 4.4 If our performance of our obligations under the contract is prevented or delayed by anything you do (or fail to do), we shall not be liable.**
- 4.5 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.**
- 5 Charges and Payment**
- 5.1 You shall pay the charges as set out in Part A.**
- 5.2 Charges are due even if the Child is absent.**
- 5.3 We will charge for bank holidays. All days are payable throughout the year. In the event of our site being closed due to unforeseen circumstances e.g. adverse weather conditions or official strike days fees will still be payable in full for your child's sessions.**

- 5.4 VAT is not charged on fees (childcare provision is an exempt supply for VAT purposes).
- 5.5 The quoted charges are per Child, per core day and include breakfast, lunch and a light tea.
- 5.6 Extra sessions (or parts of any sessions) will be charged at the full rate and must be booked and paid for at least 24 hours in advance.
- 5.7 The charges must be paid every four weeks in advance; on the first day the child attends on the week that fees are due.
- 5.8 All payments must be made by direct debit or childcare vouchers. We may agree to payment by cash, cheque, but it is your responsibility to obtain a receipt from the manager as proof of payment.

No payment shall be deemed to have been made until it is cleared into our bank account. If a cheque bounces, or payment fails, we charge a reasonable administration fee (£20), late charges also apply.

- 5.9 We may increase our charges once per year. We will give you four weeks written notice of any such increase.
- 5.10 Without restricting any other legal right that we may have, if you fail to pay us on time, we may:
  - 5.10.1 Charge you a reasonable administration fee (currently £20) each week, increasing to £40 after four weeks; and
  - 5.10.2 Suspend all Services until payment has been made in full, which will include the suspension of the Child, fees will continue to be charged during the suspension.
- 5.11 If you are 60 days or more late in paying us, we may also charge you our reasonable costs of seeking to recover the overdue payments. Such costs will be added to your running account and should be paid within 30 days of notification of them to you.
- 5.12 If you owe us any money, and make a claim against us, we may set off what you owe us against what you are claiming from us.

## 6 Reducing sessions

- 6.1 You are required to give us four weeks written notice of a reduction in the number of sessions you require. You must be given a signed copy by the management team to confirm your reduction.

## 7 Free Nursery Education Grant

- 7.1 If you wish to take up your free 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. We can offer this entitlement with flexibility please speak to our

manager. You will be required to put in writing how you would like to use your entitlement with start and end dates.

7.2 Our charges will not be made in respect of the free sessions as detailed in the Parental Declaration, but we are entitled to make a reasonable charge for additional hours, meals or additional activities provided during any free session.

## 8 Welfare of the Child

8.1 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.

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

8.3 Your consent to such physical contact as may 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.

8.4 Parents of Children who are not potty trained must provide disposable nappies, wipes and any creams needed. All must be labelled. We must be provided with written consent for any creams on use on your child.

8.5 Parents should provide sealed formula milk for bottle feeding babies. Bringing in and storing made-up formula milk may increase the chance of a baby becoming ill and should be avoided.

8.6 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.

8.7 As regards behaviour management techniques and sanctions, please refer to the Behaviour Management Policy. Please ask for a copy of it if necessary.

8.7.1 Kids in Bloom 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.

10 Health and medical matters

- 10.1 If the Child becomes ill during their session the 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.
- 10.2 If the Child is suffering from a communicable illness, he/she should not be brought back in until infection has cleared. A full copy of our infection control policy is available from the manager. Please refer to the illness/communicable disease list supplied in your information on minimum periods of exclusion from the setting.
- 10.3 You must notify the manager if the Child is absent from the setting through sickness.
- 10.4 If the Child has been sent home from the setting because of ill health, he/she will not be re-admitted for at least 48 hours. If the Child is prescribed antibiotics, he/she will not be allowed to return for 48 hours.
- 10.5 As regards medication, and the administration of it to a Child, please refer to the Medication Policy. Please ask for a copy of it if necessary.
- 11 Food/dietary requirements
  - 11.1 We will work with you to provide suitable food for your Child, if they have a special dietary requirement or any 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.
  - 11.2 Menus will be displayed for inspection, and parents and children will be able to feed into the review of these.
  - 11.3 No packed lunches supplied by parents for after nursery/school/holiday club Children will be heated up by us. Packed lunches must contain health options.
- 12 Reporting of neglect or abuse
  - 12.1 We have an obligation to report to the relevant authorities any suspicions we have that your Child has suffered neglect or abuse, and we may do without your consent and/or without informing you. Please refer to our safeguarding policies and procedures
- 13 Limitation of Liability
  - 13.1 This clause sets out our (and our employees', agents', consultants' and subcontractors') liability to you in respect of the contract (including any breach of it, any statement we make to you about it, our termination of it).
  - 13.2 All terms implied by law are, to the fullest extent permitted by law, excluded or deleted from the contract.
  - 13.3 Nothing in these terms and conditions in any way limits our liability for fraud, or for

death or personal injury resulting from negligence. Subject to this proviso,

13.3.1 We shall not be liable for:

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

13.3.1.2 Loss of any profits, or consequential loss; and

13.3.2 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.

14 Data Protection

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

14.2 We may take photographs and/or videos of your Child for promotional or training purposes only. If you do not 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.

15 Security

15.1 Parents are welcome to visit our settings, 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 any person who has not been notified as an authorised person to collect the Child on your behalf.

16 Complaints and Concerns

16.1 Please address any complaint or concern to the manager, in the first instance, and if the matter is not resolved within a reasonable period. Please also refer to our complaints and compliments policy.

17 Termination for breach of contract, or bankruptcy/insolvency

17.1 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:

17.1.1 The other party fails to pay any amount due under the contract on the due date for payment and remains in default for [10] days or more; or

17.1.2 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

**17.1.3** The other party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as 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 either case, within the meaning of section 268 of the Insolvency Act 1986.

**17.2** On termination of the contract for any reason:

**17.2.1** 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

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

**18** Events that are beyond our control

**18.1** If any event beyond our reasonable control (e.g. a fire, flood, E-Coli outbreak, strike, civil action, act of terrorism, war etc.) occurs, we may close a site and move location. As we will not be closed your sessions will still be payable. We will keep you informed, in such an event.

**18.2** If it is, in our reasonable opinion, necessary or in the interests of the Child to do so, we may close even though our business interruption insurance will not cover us for the closure. In these circumstances, we will charge you for the time of closure. For example, we may close because of severe weather conditions, outbreak of flu, swine flu or other illnesses etc. Also, we close if the owner of the premises/land closes the premises and denies us access.

**19** Invalid clauses

**19.1** 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.



**20 Changes to these terms and conditions**

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

**20.2 We may change any other terms in these terms and conditions provided we give you at least four weeks written notice of our intention to do so.**

**21 No other terms**

**21.1 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.**

**22 Assignment**

**22.1 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.**

**23 Rights of Third Parties**

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

**24 Governing Law and Jurisdiction**

**24.1 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.**

**25 Partnership working with Kids in Bloom and Parent and Carers**

**25.1 Your child must attend settling in sessions prior to their start date – Kids in Bloom team will advise you on our settling in procedures**

**25.2 You must attend a review meeting with your child's room leader / key carer 6 weeks after they have started**

**25.3 You must attend learning and development reviews at a convenient time and when requested by Kids in Bloom**

**25.4 You must actively take part in your child's learning and development both at home and in Kids in Bloom, you will provide information for Kids in Bloom of your child's learning and development at home. This information will form part of your child's development progress and learning journey**

- 25.5 You must provide feedback to Kids in Bloom through questionnaires, feedback records, policies and procedures etc
- 25.6 You will be given a written summary of your child's learning and development at the age of 2 and again at 5 years. In between this time you will attend review meetings to discuss your child's development with their key person.
- 25.7 It is your responsibility to ensure your child has been provided with suitable clothing and footwear whilst at Kids in Bloom.
- 25.8 Along with your registration pack you have been provided with a copy of "parents guide to the early years foundation stage framework"

Under the registration of the Children's Act it is policy of Kids in Bloom to inform authorities if a child protection case is suspected. We will follow our safeguarding policy and procedures.

**THE PROTECTION OF THE CHILD IS PARAMOUNT TO KIDS IN BLOOM**

I have read and fully understand the above and my responsibilities to the term and conditions set out in this contract and will fully abide by these rules.

I have been made aware of where policies and procedures are displayed and that I can view all policies and procedures and copies can be made available on request.

As part of my induction I have gone through the following policies and procedures with Kids in Bloom:

- Safeguarding - Types of abuse, Allegation management
- Behaviour management
- Special educational needs
- Compliments and complaints
- Accident and 1<sup>st</sup> aid
- Medication
- Exclusion procedures for illness
- Incidents
- Care and handling

I understand that they are displayed and copies available on request:

Mother/ Carer: PRINT.....

Mother/ Carer: SIGNATURE.....

Father /Carer: PRINT .....

Father /Carer: SIGNATURE.....

KIDS IN BLOOM'S MANAGERS SIGNATURE: .....

<b>Monitoring Form</b>
------------------------

**take up/usage**

- 1 – 15 hours per week
- 16 – 30 hours per week
- 31 – 50 hours per week

**work / training**

- children in lone parent family
- a parent working full time (35 hours +)
- a parent now working more than 16 hours
- a parent now working less than 16 hours
- a parent now in higher/further education
- a parent taking skills for life or step into learning
- parent(s) are not working/training

**financial support**

- parents access ctc
- parents access wtc
- parents access lsc/he childcare access fund support
- parents access care 2 learn support
- place sponsored by sure start local programme
- place sponsored by european funding
- place sponsored by regeneration scheme e.g. srb
- financial support from employer
- receipt of 3 and 4 year old funding

**additional needs**

- cognition and learning difficulty
- behaviour, emotional and social development needs
- communication and interaction needs
- sensory and/or physical needs
- other / combination of needs

**ethnic origin****white**

- british
- irish
- traveller
- other

**mixed**

- white and black caribbean
- white and black african
- white and asian
- other

**asian or asian british**

- indian
- pakistani
- bangladeshi
- kashmiri
- other

**black or black british**

- caribbean
- african
- other

**chinese**

- chinese
- other

**other**

- other ethnic group

Dear Parent

From 13<sup>th</sup> December 2014 we are required by law to provide you with information about food allergens that may be contained in any of the foods that we provide.

Could you please let me know, to the best of your knowledge if your child has an allergy to or intolerance of any of the following:

Ingredient/food type	My child has an allergy to this ingredient (please tick)
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- Gluten
- Peanuts
- Nuts
- Milk
- Soya
- Mustard
- Lupin (flour)
- Eggs
- Fish
- Crustaceans (shellfish)
- Molluscs
- Sesame seeds
- Celery
- Sulphur dioxide
- Any other allergen*

If you have ticked any of the above, we will need to discuss how we can ensure that your child is never exposed to this/these ingredient/s.

Parent/s signature .....

Manager signature .....

Date .....

Reviewed on .....