

The Meadows Day Care Centre
 Farriers Gate
 New Road
 Chatteris
 Cambs PE16 6QP
 Tel: 01354 696 261
 Fax: 01354 691 249
 Email: info@meadowsdaycare.org



Registration Form Pack

Child's Full Name:

.....

Date of Birth: ____/____/20__

The forms attached must be completed by Parents/Carers as accurately as possible. Inaccurate or missing information may lead to delays in cases of emergency.

Forms Checklist:

	Completed By Parent/Carer	Checked by MDCC Office / Staff
Registration Form	<input type="checkbox"/>	<input type="checkbox"/>
Confidential Detailed Information	<input type="checkbox"/>	<input type="checkbox"/>
Permissions & Consent Form.....	<input type="checkbox"/>	<input type="checkbox"/>
Parental Contract Form	<input type="checkbox"/>	<input type="checkbox"/>

For NURSERY REGISTRATIONS, MDCC Office Use only.

Relevant dates:

2 years old / /20__
 2 years 9 months old / /20__
 3 years old / /20__

Parent/carer would like child to start nursery at:

2 years old (F2 ONLY)
 2 years 9 months old (F2 or PVT.)
 3 years old 15 hrs (F3/4 NEF)
 3 years old 30 hrs (F3/4 Extended NEF)

Entered onto MDCC Nursery Database

Funded 2?
 If F2 - F2 Auth. code.....

30 Hours Eligible?
 If 30 hrs - Eligibility code.....

Funded 3 from..... Autumn Term 20__
 Spring Term 20__
 Summer Term 20__



You are reminded that the information provided above and on the attached forms may be held on a computer database.

The Meadows Day Care Centre
Farriers Gate
New Road
Chatteris
Cambs PE16 6QP
Tel: 01354 696 261
Fax: 01354 691 249
Email: info@meadowsdaycare.org



Registration Form

Child's Full Name: _____
Preferred Name: _____ Sex: M / F
Address: _____ Date of Birth: ____/____/20____

Post Code: _____ Landline Phone No.: (____) _____
Religion: _____ Mobile No.: _____
Email: _____
Languages Spoken: _____

Names of Siblings: _____

Outside agencies involved with your child (please tick):

Speech & Language Therapist Health Visitor Social Worker PORTAGE

Other: _____

Is your child a Looked After Child?: YES / NO If yes, since when? ____/____/20____

Is there a EHA* in place for your Child?: YES / NO If yes, date EHA* raised? ____/____/20____

(* EHA = Early Healthcare Assessment)

Mother or Guardian Details:

Name: _____

Address same as above: YES / NO.

If different please complete...

Address: _____ Landline Phone No.: (____) _____

Mobile: _____

Post Code: _____ Email: _____

Occupation/Job title: _____

Father or Guardian Details:

Name: _____

Address same as above: YES / NO.

If different please complete...

Address: _____ Landline Phone No.: (____) _____

Mobile: _____

Post Code: _____ Email: _____

Occupation/Job title: _____

Signed: _____ Date: ____/____/20____

Printed Name: _____ Relationship to Child: _____



Please note that admission to the Meadows Nursery does not guarantee admission to Glebelands Primary Academy.
You are reminded that the information provided above may be held on a computer database.

THE INFORMATION THAT IS GIVEN BELOW WILL BE KEPT STRICTLY CONFIDENTIAL BUT IS HELPFUL IN AVOIDING UPSET (ETHNIC DATA IS OFTEN REQUIRED BY THE DFES FOR MONITORING PURPOSES). Please tick one.

Ethnic Data information is voluntary.

White	Mixed	Black / Black British	Asian / Asian British	Other
British <input type="checkbox"/>	White / Black Caribbean <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	I do not wish the category to be recorded <input type="checkbox"/>
Irish <input type="checkbox"/>	White / Black African <input type="checkbox"/>	African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	
Traveller (Irish) <input type="checkbox"/>	White / Asian <input type="checkbox"/>	Any Other black background <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	
Gypsy / Roma <input type="checkbox"/>	Other Mixed Background <input type="checkbox"/>		Other Asian background <input type="checkbox"/>	
Other <input type="checkbox"/>			Chinese <input type="checkbox"/>	

Family Circumstances:

The child lives with (please tick):

Both Parents Mother Only Father Only

Mother & Stepfather Father & Stepmother

Foster Parents

Relations Details: _____

Other Details: _____

Who has parental responsibility for the child? (please tick) Mother Father Both

To be completed **ONLY** If the child's parents are separated:

Details of any Court Order (if applicable): _____

Is the other parent allowed access to the child? _____ YES / NO

Is the other parent **NOT** allowed access to the child? * _____ YES / NO

Is the Centre **NOT** permitted to give any information to the other parent? _____ YES / NO

***THE CHILDREN ACT 1989 NOW MAKES IT IMPOSSIBLE FOR US TO DENY ACCESS TO A CHILD OR TO WITHHOLD INFORMATION ABOUT A CHILD WITH ITS NATURAL PARENTS UNLESS THERE IS A COURT ORDER FORBIDDING CONTACT. IF THIS APPLIES TO YOU, PLEASE SHOW THE CENTRE SUCH AN ORDER.**

***THE CENTRE WILL NOT PASS YOUR ADDRESS TO A SEPARATED/DIVORCED PARTNER BUT IF THIS IS A SPECIAL PROBLEM FOR YOU BE SURE WE KNOW.**

Signed: _____ Date: ____/____/20____

Print Name: _____

Relationship to Child: _____

The Meadows Day Care Centre
 Farriers Gate
 New Road
 Chatteris
 Cambs PE16 6QP
 Tel: 01354 696 261
 Fax: 01354 691 249
 Email: info@meadowsdaycare.org



Confidential Detailed Information Form

Child's Full Name: _____
 Address: _____ Sex: M / F
 _____ Date of Birth: ____/____/20____
 Post Code: _____ Telephone: (_____) _____

Emergency Contact Details:

Should an emergency occur at The Centre it is sometimes necessary to contact a parent/guardian. Please indicate below where each parent guardian may be contacted.

Mother/Guardian:

Name: _____
 Daytime Location (e.g. Chatteris. Please do not put Home or Work.): _____
 Contact Details:
 Landline Phone No.:(_____) _____ Mobile: _____

Father/Guardian:

Name: _____
 Daytime Location (e.g. Chatteris. Please do not put Home or Work.): _____
 Contact Details:
 Landline Phone No.:(_____) _____ Mobile: _____

If we are unable to contact you, please give details below of two other persons who may be reached in the event of an emergency to act on your behalf.

Contact 1:

Name: _____
 Daytime Location (e.g. Chatteris. Please do not put Home or Work.): _____
 Contact Details:
 Landline Phone No.:(_____) _____ Mobile: _____

Contact 2:

Name: _____
 Daytime Location (e.g. Chatteris. Please do not put Home or Work.): _____
 Contact Details:
 Landline Phone No.:(_____) _____ Mobile: _____

Please list **ALL** persons authorised to collect child (include childminders and their staff if appropriate):

1 _____ 2 _____
 3 _____ 4 _____
 5 _____ 6 _____



Medical Details:

Name and address of Doctor:

Doctor's Name: _____

Surgery Address: _____

Post Code: _____

Telephone: (_____) _____

Name of Social Worker/Health Visitor: _____

Any existing medical conditions or relevant medical details we need to know about, e.g. asthma, diabetes:

Allergies:

Is your child allergic to any foods?YES / NO

If YES, please give details, symptoms and treatment:

Does your child have any other allergies?YES / NO

If YES, please give details, symptoms and treatment:

Other:

Does your child have distinguishing marks:YES / NO

If YES, please give details:

Are there any foods which your child cannot eat because of either cultural or religious reasons:YES / NO

If YES, please give details:

Is there any other information you feel we should know?

IMPORTANT:

Please read the following statement and sign if you agree:

I consent to any emergency treatment necessary whilst this child is in the care of The Meadows Day Care Centre staff. I authorise the Centre staff to sign any written form of consent required by the medical authorities if the delay in getting my signature is considered by the Doctor to endanger the child's health and safety.

Signed: _____ Date: ____/____/20____

Print Name: _____

Relationship to Child: _____

Permissions and Consent Form....

Childs Name: _____

In order for The Meadows Day Care Centre referred to here as 'The Centre' to fulfill its requirements under the Data Protection Act 1998 and General Data Protection Regulation (GDPR) 2016/679, and to enable us to fulfill other requirements, we need all Parents/Carers to give consent for those activities.

Please indicate if you consent or not, and then sign the declaration.

Permission for off site activities...

In order to fulfill the requirements of the Early Years Foundation Stage curriculum and to take part in other activities we may wish to take the children who attend The Centre off The Meadows Day Care Centre site in Farriers Gate, Chatteris.

This will be on an ad-hoc basis, weather permitting, appropriately staffed, and fully risk assessed.

(Please tick ONE ONLY)

- I give permission for the child named above to take part in off site activities outside of The Centre.
- I do not give permission for the child named above to take part in off site activities outside of The Centre.

Consent for use of Images...

During the year there may be some opportunities to publicise The Meadows Day Care Centre activities which may involve the use of an image of your child. This could be a photograph, video, or website image.

It is a requirement of the Data Protection Act 1998 and GDPR 2016/679 that we have your consent to this.

The Meadows has adopted certain safeguards in order to minimise any risk to your child.

- ◆ We will avoid the publication of your child's full name with any image, on any of The Centres material/websites, etc.
- ◆ Only appropriate images will be taken—i.e. Children will always be fully dressed and in designated areas.
- ◆ Images will be kept securely and destroyed after their required time.
- ◆ Any external photographer will have the validity of their organisation checked.
- ◆ Appropriate levels of supervision will be undertaken at all times.

Please note that The Centre does not have any control of how images taken by the media are published.

(Please tick ONE ONLY)

- I give permission for the child named above to have images taken according to the above guidelines.
- I do not give permission for the child named above to have images taken according to the above guidelines.

Signed: _____ Date: ____/____/20____

Print: _____

Relationship to Child: _____

Continued over...

Permissions and Consent Form....

Childs Name: _____

Agreement for images taken by parent/carer...

There may be some opportunities during the time when your child is attending The Meadows Day Care Centre when you may wish to record that moment through a photograph or video.

This is something which we encourage.

We must, however, ask you to agree to the following:

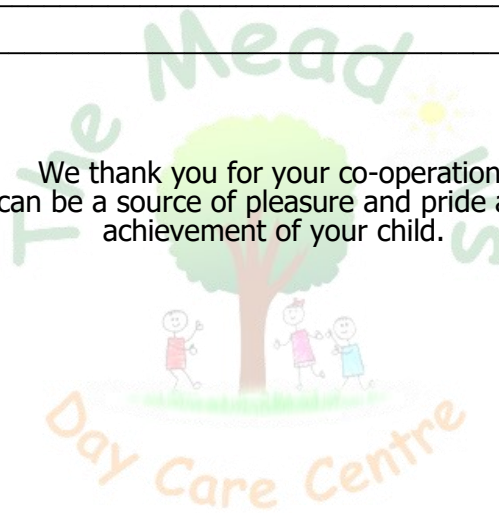
- ◆ You agree to ensure that all images taken will be for your own personal use, will be kept securely and used appropriately in line with the Centre's Data Protection policy and notice.
- ◆ You agree not to distract or obscure the view of others whilst taking images.

Signed: _____ Date: ____/____/20____

Print: _____

Relationship to Child: _____

We thank you for your co-operation.
The safe use of images can be a source of pleasure and pride and a valuable record of the achievement of your child.



Data Privacy Notice

Child's Name: _____

The Meadows Day Care Centre. Registered Charity No. 1069714. OFSTED Registration 221911

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come from such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

Who are we?

The Meadows Day Care Centre (the "MDCC") is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

Categories of personal information that we collect, hold and share include:

Child attending the Centre:

- Personal information (such as name, date of birth, and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and funding eligibility [local authority or other third party])
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Special Educational Needs (SEN) and disability information
- Court orders relating to the parental care of the child
- Outside agencies involved with the child (such as SALT, Social Care, and Health visitor)
- Relevant medical information including GP details
- Languages spoken

Parent/guardian and family of children attending the Centre:

- Personal information (such as name, contact details, and NI number)
- Names, addresses, contact numbers, and daytime location for emergency contacts
- Family circumstances (such as who the child lives with and who has 'parental responsibility' for the child)

The Centre is required to hold and use this personal data in order to comply with the statutory framework for England, Ofsted, the Department for Education and the Centre's local authority early years team.

What is the legal basis for processing your personal data?

Child attending and parent/guardian of child attending the Centre:

- Consent: The individual gives clear consent for the Centre to process personal data for specific purposes.
- Contract: The processing is necessary for a contract the Centre has with the individual, or because the individual has asked the Centre to take specific steps before entering into a contract.
- Legal obligation: The processing is necessary for the Centre to comply with the law (not including contractual obligations).
- Vital Interests: The processing is necessary to protect someone's life.
- Legitimate interests: The processing is necessary for the Centre's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Where the Centre requires consent, the Centre will provide a way for the individual to positively make a decision about the information that the individual makes available and how this is shared.

We use your data for the following purposes:

- to support the learning of the child;
- to monitor and report on the developmental progress of the child;
- to provide appropriate pastoral care;
- to assess how well the Centre is doing;
- to share information about activities in our setting;
- to share with other professionals in accordance with legislation;
- to enable us to contact the parent/carer in a non-emergency or emergency situation;
- to enable us to obtain funding for a child from the local authority or other relevant body/organisation;
- to maintain our own accounts and records;
- to enable a contract of service is delivered and maintained;
- to administer membership records;
- to fundraise and promote the interests of the charity;
- to enable us to fulfil the Aims of the Charity as set-out in our constitution;
- to comply with the law regarding data sharing.

Our data processing also includes the use of CCTV systems for the prevention of crime.

Who do we share your personal data with?

Your personal data will be treated as strictly confidential, and will only be shared with recipients in the following categories.

Child attending and parent/guardian of child attending the Centre:

- our local authority;
- HM Revenue and Customs (HMRC)
- the Department for Education (DfE);
- healthcare professionals/service providers involved with the child;
- other childcare settings/schools when the child leaves;
- the local safeguarding children's board or Social Services Referral and Assessment Team if the Centre ever has concerns about the safety of a child;
- other agencies involved with the child;
- regulatory bodies (e.g. Ofsted); and
- third party organisations (non-local authority) providing funding for the child.

Data Privacy Notice (Continued)

Child's Name: _____

Why do we share information?

The Centre does not share information about the data subject with anyone without consent unless the law and our policies allow us to do so.

The Centre needs to share child and parent/guardian information with our local authority and the DfE on a statutory basis. This data sharing enables the Centre to process the parents/guardians Nursery Education Funding claim and other forms of funding.

How long do we keep your personal data?

The Centre will keep your personal data for no longer than reasonably necessary for the following periods:

Child attending and parent/guardian of child attending the Centre:

- Accident records - for a period of no more than 3 academic years after the child leaves.
- Safeguarding records - for a period until the child becomes 21 years and 3 months old.
- Other records - for a period of no more than 7 academic years after the child leaves.

Your rights and your personal data.

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the MDCC holds about you;
- The right to request that the MDCC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the MDCC to retain such data.
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller; known as the right to data portability; where applicable;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, where applicable;
- The right to lodge a complaint with the Information Commissioners Office.

Transfer of Data Abroad.

The Centre does not anticipate any data will need to be transferred abroad. Should it become apparent that your data need to be transferred abroad, the Centre will seek consent on an individual basis.

Automated Decision Making.

The Centre does not use any process of automated decision making.

Further processing.

If the Centre wishes to use your data for a new purpose, not covered by this Data Privacy Notice, then the Centre will provide you with a new notice explaining the new use prior to commencing the processing and setting out the relevant purpose and processing conditions. Where and whenever necessary, the Centre will seek your prior consent to the new processing.

Contact Details.

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer at:

The Meadows Day Care Centre,
Farriers Gate,
Chatteris.
Cambridgeshire. PE16 6QP.
Email: info@meadowsdaycare.org
Tel: 01354 696261

You can contact the Information Commissioners Office on 0303 1231113 or 01625 545745,

via email <https://ico.org.uk/global/contact-us/email/> or at:

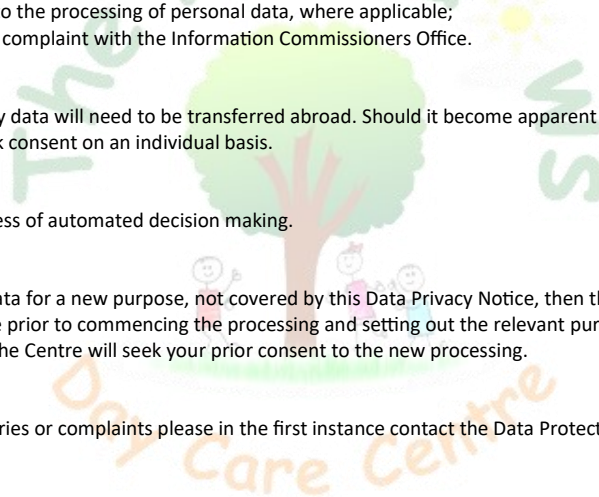
Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire. SK9 5AF.

I acknowledge receipt of a copy the Data Protection Notice.

Main Carers Signature: _____

Name: _____

Date: _____ / _____ / _____



Parental Contract...

Child's Name: _____

The Meadows Day Care Centre. Registered Charity No. 1069714. OFSTED Registration 221911

This is a contract between the Management Committee and Management of The Meadows Day Care Centre (referred to as 'The Centre') and the Parent(s) or legal Guardian (referred to as the Parent) of a child (or children) that is registered at the Centre.

The Meadows Nursery and Lunch Club: -

1. Are part of The Meadows Day Care Centre, a charity registered with The Charity Commission (Registration Number 1069714), run in accordance with its constitution by a Management Committee and its staff.
2. Will be known as 'The Meadows Nursery' will operate from The Meadows Day Care Centre, Farriers Gate, Chatteris. PE16 6QP. Tel: 01354 696261. Fax: 01354 69249.
3. Are registered with OFSTED as part of The Meadows Day Care Centre's Full Day Care registration and operate within their regulations, guidelines and rules. Their Inspectors regularly visit the Centre and conduct regular inspections to ensure the appropriate standards of care & education are being provided.
4. Nursery Contract:
 - a. In line with the Local Education Authority (LEA) Parental Contract, the minimum contract period is for an academic term.
 - b. Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of **4 weeks written notice**, to reduce or cancel your child's normal booking.
 - c. Increasing your booking is subject to availability. If requiring an increase in funded sessions, this must be done before set cut-off dates. These dates vary termly due to the LEA head-count dates. If you are wishing to do this, in all circumstances please ask in the office.
 - d. The minimum number of nursery core sessions that can be booked is two per week (equivalent to 5 hours). Only under very special circumstance can a child be registered requiring less than this number.

Centre Fees.

a. Nursery:

Any agreed weekly pattern of booked hours will be deemed as forming part of this contract and fees will be charged for all contracted hours which exceed any funded hours claimed on your behalf from the LEA. The Centre operates a monthly advance invoicing system for regular nursery fees and a weekly invoicing system for one-off nursery fees and other charges incurred.

Fees must be made in full, preferably in advance, on the first day of each month or the first day of attendance. We do operate various payment methods. When the nursery is closed for training days or public holidays, etc. monthly invoice will be adjusted to take account of these closures.

During the academic year the nursery may invite all children to attend certain sessions. In such circumstances these sessions may be provided free of charge and monthly invoices will be adjusted to take account of these free sessions.

If, due to an unforeseen emergency, the nursery is forced to close we will offer a credit for the sessions which have previously been invoiced.

Unless the Centre is in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds or credits will be given for sessions missed due to sickness, holidays or other absences.

b. Fees Structure and amounts:

Nursery fees will be published in the Registration Pack and are available from the Centre Office. The Centre reserves the right to review the fees annually with any increases being implemented in the September term. Notices will be issued to parents prior to any fees increase.

c. Late or non-collection of Children:

The Centre reserves the right to make an additional charge for children who are not collected on time at the end of the session. Charges will be applied for repeated failure to collect on time.

d. Failed Payment Costs:

The Centre reserves the right to recover costs associated with failed payments provided by parents, including any bank charges incurred.

e. Unpaid fees and other charges:

The Centre reserves the right to charge interest on any outstanding invoices, and may seek to recover any outstanding amounts owing to The Centre, and any costs incurred, through the correct legal channels. Should an account not be settled sufficiently, the Centre reserves the right to withdraw the provision of all fee incurring nursery childcare.

f. Payment methods:

Forms of payments accepted are Cash, Card, direct transfer to our Bank Account, or via PayPal. Further details can be obtained from the office.

Funding.

a. Early Years funding.

The Centre accepts children who are entitled to government funding but we do not offer 'free places'. The Centre will apply to the LEA for Nursery funding on the parents behalf and any funding received is used to offset against and Nursery fees.

A child becomes eligible for government funding on a specific date after their 3rd birthday.

i. 15 hours universal offer:

All 3 and 4 year old children are entitled to 15 hours of nursery education for 38 weeks of the year.

ii. 30 hours extended offer:

Some 3 and 4 year old children may be entitled to 30 hours of nursery education for 38 weeks of the year.

Eligibility is decided by HMRC and parents will be issued a code. This code must be provided to the Centre and must then be verified with the LEA. Parents must re-confirm eligibility every 3 months.

iii. 2+ Childcare Funding Scheme:

Some 2 year old children may be entitled to 15 hours of nursery education for 38 weeks of the year.

Please note that the Centre is unable to determine eligibility for 30 hours childcare or funded 2 childcare. Where a child has been given a place and is attending the nursery prior to a 30 hours code being verified by the LEA, the parent will remain liable for any nursery sessions should that code be refused by the LEA. Funding can only be claimed if a parent completes the County Council Funding Agreement.

b. Early Years Pupil Premium:

EYPP is additional funding which the nursery may receive to improve the education which is provided for disadvantaged 3 and 4 year olds.

EYPP is assessed by the LEA from information supplied by the parent on the County Council Funding Agreement.

c. Early Years Access :

EYAF is intended to help the nursery meet the needs of pre-school children over 2 years old who have additional needs or disabilities who need extra support.

All funding award decisions are made by the County Council and are not made by the Centre.

d. Other sources of funding:

The Centre is happy for other agencies or third parties to provide funding for children attending the Centre. Where funding is offered, the parent or agency should inform the office and the agency or third party will need to complete a funding agreement covering invoicing and payment arrangements.

Any amounts received from any funding source cannot and will not be passed to the child's parent.

General.

a. Centre Policy Documents

The policy documents of the Centre form part of the Contract. Parents will be given the opportunity at the time of registering their child to study our Policy Statement Documents, they will also be available at all times when the Centre office is open. Therefore, it is accepted that the Policy Statement Documents have been read and understood by all parents.

b. The Centre Registration Pack.

The registration pack forms part of the Contract. All parents are given a copy of the Centre Registration Pack before registering their child, further copies are always available. Therefore, it is accepted that the Centre Registration Pack has been read and understood by all parents.

REV: 08/2020

Parental Contract...

The Meadows Day Care Centre. Registered Charity No. 1069714. OFSTED Registration 221911

- c. **Newsletter.**
The Nursery will produce a Newsletter approximately three times a year. This will be used to keep parents informed of changes in staff, policies, procedures, etc., informing them of events, themes, etc. occurring at the Nursery and general information regarding childcare matters.
- d. **Keeping Parents informed.**
The Centre will keep parents informed of the activities of the Centre by as many means as possible including via our Facebook page.
- e. **Car Parking.**
Parents are reminded that they are unable to park within the car park in front of The Centre. This car park, and its access, is controlled by Glebelands Primary Academy. The Centre only has a limited number of spaces available to its staff within this car park. Parents are also reminded of the parking restrictions on Farriers Gate.
- f. **Change of Details.**
It is very important that parents inform The Centre as soon as any change in the information they provided on the Registration Form and Confidential Detailed Information Form occurs. This will include change of address or work details, telephone number (home, mobile or work), details of the alternative person to be contacted, address & telephone numbers, if neither parent can be contacted or in failure to collect, etc. This will allow our records to be kept up to date, so that if an emergency does occur, parents can be contacted immediately.
- g. **Infectious Disease Control.**
To help in the prevention of the spread of communicable infections we request the following.
 - i. That the child will not be brought in if he/she has an infection.
 - ii. Should an infection develop while in the nursery, the parent may be required to take the child home during the day.A list of recommended periods of exclusion from The Centre is available from The Centre. Following Department of Health guidelines we request that children do not return to The Centre for 48 hours following a case of sickness and/or diarrhoea.
- h. **Damage to property & equipment.**
The Centre reserves the right to charge parents, or those using The Centres facilities, for any costs incurred where wilful damage has occurred to The Centres premises, property or equipment.

The Centre Promises.

The Centre makes the following promises to the parents of children who are registered at The Centre.

1. Once a child has been registered with The Meadows Nursery for a minimum of 2 sessions per week, their place will be reserved for them throughout the time the parent wishes their child to attend The Meadows Nursery or up until they start compulsory education.
2. Under special circumstances, The Centre will make special payment arrangements with individual parents.
3. The Centre will give a minimum of 28 days notice, in writing, of any change to fee structures for The Meadows Nursery (including Lunch Club) or any minor change in the Contract. Major changes in the general terms of the Contract will be notified in the same way, but a new contract will be issued for the parents to agree to and sign. Parents have up to 28 days to agree to and sign any new contract. If however, a parent fails to sign the new contract after this period, for whatever reason, it will be taken that the child's booking is no longer required and they will leave at this time.
4. The Centre will inform parents either through individual letters or 'News Letters' of changes to The Centre 'Policy Statement Documents'. These policy statements will be of the highest standard and will be reviewed on a regular basis. These documents are available to all parents at any time and The Centre encourages parents to read our policy statements.
5. The Meadows Nursery is open Monday - Friday, 9:00am ~ 3:00pm for 38 weeks a year and is closed for Bank Holidays, training days (which will be notified at least 28 days in advance) and school holidays.

The Centres Philosophy.

Our overall aim is to prepare the children for full-time school with all that this entails in terms of their academic and social needs.

Our philosophy is to encourage the children's independence and to foster their self-esteem and this permeates everything

we do at The Meadows Day Care Centre

At The Meadows Day Care Centre we aim to provide the Children with a creative and stimulating environment. It is hoped to smooth their path towards full-time school with imaginative and fulfilling activities, which they will enjoy.

The Agreement

Childs Name: _____

I agree to the terms and conditions of this contract and associated documents as specified therein.

Main Carers Signature: _____

Name: _____

Relationship to Child: _____

Date: _____ / _____ / 20_____

