



Once Upon a Time

**NURSERY
AND PLAYGROUP**

Childcare Registration and Fee Arrangement

We need some details about your child and family. We have a legal obligation to collect and process this information in accordance with CIW regulations; therefore, we do not require consent for the first section of this form. Where information is voluntary, or where we require consent, this is clearly identified. The information provided will be kept in paper format and used to maintain appropriate contact details and support the safety and wellbeing of your child.

BASIC DETAILS (Please print)

Child's name:	Known as:																																
Date of birth:	Gender:																																
Start date:																																	
Childcare: Please circle	Playgroup: Do you require term time only Yes/ No																																
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Holidays: The nursery is closed on bank holidays, Good Friday, Christmas Day, Boxing Day and New Year's Day. No fees will be charged for these days.																																	
Fees remain payable if the nursery is unable to open due to adverse weather or circumstances beyond our reasonable control, as your child's place continues to be reserved.																																	
Staff meetings/training The nursery may close occasionally for mandatory staff training. Parents will receive advance notice of these arrangements.																																	
Childcare costs: Half day £46.45 Full day £65.70 Full week £318.85	Playgroup costs: £20.75																																

Once Upon a Time, Nursery and Playgroup, Heol y Beddau, Beddau, Pontypridd CF382AG

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Important information

- Fees are reviewed annually. If fees are increased, parents/carers will be given at least one month's notice before the new fees take effect.
- A minimum of one month's written notice is required to reduce your child's contracted days or hours, or to terminate this agreement.
- Fees are payable weekly or monthly, as agreed. Invoices are issued monthly, usually around the 20th of each month, and payment can be made by BACS or cash.
- Full payment remains due for your child's contracted sessions, including absences due to illness, holidays, family holidays and other non-attendance.
- Where childcare funding applies, parents remain responsible for paying any fees not covered by the relevant funding scheme in accordance with this contract.

Funded childcare and parent fees

Your nursery place is reserved under your private childcare contract. Government or local authority funding contributes towards eligible hours only; it does not replace the private contract. Parents remain responsible for all fees for contracted hours that are not covered by confirmed funding.

Rhondda Cynon Taf Education Funding

Eligible children may receive up to 15 hours per week of Rhondda Cynon Taf local authority education funding from the term after their third birthday, subject to eligibility, application, approval, nursery availability and the rules of the scheme. At this nursery, RCT education funding is available for approved morning sessions only, Monday to Friday, during term time. Funded education hours cannot be transferred to afternoon sessions, school holidays, non-funded days unless this has been approved by the relevant authority and agreed by the nursery. Parents/carers must pay the nursery's normal private contract fees for any additional contracted hours, school holidays, non-funded days, and any period when funding is not available, has not been confirmed, or does not cover the child's booked sessions.

Childcare Offer for Wales

Eligible working parents/carers of 3- and 4-year-old children may receive up to 15 funded childcare hours per week during term time through the Childcare Offer for Wales, subject to eligibility, application, approval, nursery availability and the rules of the scheme. Parents/carers must usually be working and earning at least the equivalent of 16 hours per week at the National Minimum Wage or Living Wage or meet another approved eligibility route under the scheme. During approved school holiday weeks, eligible children may receive up to 30 funded childcare hours per week, in line with the rules of the scheme. Childcare Offer hours cannot be carried forward, transferred, exchanged or used for sessions not approved under the scheme. Parents/carers must pay the nursery's normal private contract fees for any hours or sessions not covered by confirmed Childcare Offer funding, including where funding is unavailable, delayed, reduced or withdrawn.

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Flying Start

Eligible children may receive up to 12.5 funded hours per week, usually provided as five sessions of 2.5 hours from age 2 until the term after their third birthday. Flying Start is term time only and does not fund school holidays. Flying Start also has specified non-funded days, including INSET days. Flying Start funded hours must be used in the agreed funded sessions approved by the relevant authority. Funded hours cannot be transferred, exchanged, carried forward or used against private contracted hours unless this has been approved by the relevant authority and agreed by the nursery. Any childcare required before or after the funded Flying Start session, or on days/times not covered by Flying Start funding, will be charged at the nursery's normal private fee rate. Parents/carers must inform the nursery if their child will be absent from a funded Flying Start session. Persistent or unexplained absence may affect the funded place in accordance with the rules of the Flying Start scheme. If Flying Start eligibility changes, ends or is withdrawn, parents/carers will be responsible for all fees for any sessions they wish to continue under the private childcare contract.

Important

Funding will only be applied once eligibility has been confirmed and funding has been approved by the relevant authority. If funding is reduced, withdrawn, delayed, unavailable or only partly awarded for any reason, parents/carers remain responsible for paying all outstanding nursery fees for their contracted sessions. All childcare funding is subject to eligibility, approval, availability and the rules of the relevant funding scheme. Funding cannot be guaranteed by the nursery. Some families may receive the full amount of funding available, while others may receive part funding only.

Additional help with childcare costs:

Parents/carers may also be able to seek help towards nursery fees through Universal Credit childcare costs if they are eligible and using registered childcare to support work.

Eligible working parents/carers may also be able to use the government's Tax-Free Childcare scheme to help pay nursery fees. Once Upon a Time Nursery is registered to accept Tax-Free Childcare payments.

Parents/carers are responsible for checking their own eligibility, applying directly through the relevant government service, and ensuring payments are made to the nursery by the due date.

Name of parent(s) with whom the child lives:

Parent/guardian name	Parent/guardian name
Do you have parental responsibility for this child? Yes/No (please delete as appropriate)	Do you have parental responsibility for this child? Yes/No (please delete as appropriate)
If no, do you have legal contact? Yes/No (please delete as appropriate)	If no, do you have legal contact? Yes/No (please delete as appropriate)
N.B. A mother automatically has parental responsibility for her child from birth. The other parent would usually have parental responsibility if they are either: Married to the child's mother	Unmarried parents: an unmarried parent can obtain parental responsibility for their child in one of three ways: Jointly registering the birth of the child with the mother.



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named on the birth certificate. If the parents of a child are married when the child is born, or if they have jointly adopted a child, they both have parental responsibility. They both keep parental responsibility if they later divorce.	- obtaining a parental responsibility agreement with the mother; - obtaining parental responsibility through a court order.
Address of parent(s) with whom the child lives:	
Home telephone number:	Mobile telephone numbers Parent: Parent:
Email address	
The nursery normally communicates with families by email, including invoices, newsletters and important updates. If you would prefer to receive paper copies, please let us know.	
Name of parent(s) with whom the child does not live :	
Does this parent have parental responsibility?	Yes/No (please delete as appropriate)
Does this parent have legal contact?	Yes/No (please delete as appropriate)
Does this parent have legal access to the child?	Yes/No (please delete as appropriate)
Are there any court orders, contact restrictions or legal arrangements that the nursery needs to be aware of? Yes/No (please delete as appropriate). If yes, please provide details and a copy of any relevant documentation.	
Address:	
Home telephone number:	Mobile telephone number:

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Email address:	
Emergency contact details: Please provide the names and contact numbers of two people, other than parents/guardians, who we can contact in case of an emergency. Emergency contacts should be able to collect your child within a reasonable time if required. Please note: it is your responsibility to ensure these people are happy for us to contact them and hold their details.	
Emergency contact 1 Name Home telephone number Mobile telephone number Relationship to child	Emergency contact 2 Name Home telephone number Mobile telephone number Relationship to child
Security details A collection password system operates in our setting. A secure collection password is required and should be used by emergency contacts and people authorised to collect your child. Ideally, this should be one memorable word. Please do not use obvious information, such as middle names. The password is required from anyone collecting your child. If they do not have the collection password, we will not release your child to them. My secure password is:	
Note: persons authorised to collect the child are any other adults who may collect your child in your absence. Authorised persons must be over 18 years of age.	
Additional security information We always have the safety and wellbeing of children in mind. We are sure you will appreciate that people known to you may be unfamiliar to us, and we need a way of identifying those who are authorised to collect your child, including emergency contacts. As a setting, and especially your child's key person, we will be familiar with you; however, we may not always have met both parents or your nominated emergency contacts. Please inform us in advance if anyone other than yourselves will be collecting your child.	

Health information			
Does your child suffer from any of the following (please tick those which apply)			
Asthma		Epilepsy	
Heart condition		Kidney or bladder problems	
Diabetes		Bee sting allergy	

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Telephone number:

N.B.

- If your child has a contagious illness, they should not be brought to nursery. Please follow NHS guidelines for childhood illnesses and incubation periods.
- Medication will only be administered in accordance with the nursery's Medication Policy and where written parental consent has been obtained.
- If your child develops a temperature while at nursery, we will contact a parent/guardian before administering liquid paracetamol, where this is appropriate and in line with the nursery's Medication Policy. The dose, time, reason and staff member administering it will be recorded, and a parent/guardian signature will be required when the child is collected.

What your child requires daily:

As a nursery we do not supply formula milk, nappies, wet wipes or barrier creams, therefore you are required to supply these items for your child.

Please provide your child with a spare set of clothes. You are welcome to bring in your child's own blanket for sleep time if you wish; however, we also have blankets in the nursery that are allocated to individual children and labelled for their sole use.

Safeguarding Responsibilities

The safety and wellbeing of every child is our highest priority. If a safeguarding concern arises, or a child makes a disclosure that causes us to be concerned for their safety or wellbeing, the nursery has a legal duty to share this information with the appropriate safeguarding agencies.

In some circumstances, we may also discuss concerns with parents and make a referral to appropriate support services if we feel that a child or family would benefit from additional help or early intervention. Our aim is always to work in partnership with families to access support at the earliest opportunity, wherever possible.

Making a safeguarding or support referral does not mean that anyone is being accused of abuse or wrongdoing. A referral is simply a request for the appropriate professionals to assess the information, consider any risks or support needs, and decide whether any further advice, support or action is required to help keep the child safe and promote their well-being.

Wherever it is safe and appropriate to do so, we will discuss any concerns with parents or carers before making a referral. However, there may be occasions where we are unable to



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do this if it could place a child or another person at increased risk or compromise a safeguarding investigation.

Parent/carer acknowledgement

I/we acknowledge that I/we have read and understood the nursery's safeguarding responsibilities, including its legal duty to share information and make safeguarding or support referrals where this is considered necessary to protect or promote a child's welfare.

Signature of parent/guardian

-----**Date**-----

Does your family have a social worker for any reason?

Name:

Telephone number:

Based at:

What is the reason for the involvement of social services with your family?

FOR OFFICE USE -NB if the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social worker named above and keep these securely in the child's named child protection file.

The following information is voluntary, and you do not have to complete it. However, we have a legitimate interest in requesting this data, as it will assist us in providing appropriate care for your child and allow us to monitor and assess their development.

Health Visitor

Name:

Telephone number:

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Based at:	
Has your child had their progress check?	Yes/No (please delete as appropriate)
If so, on what date was this completed?	
Are you able to share this information with the setting?	Yes/No (please delete as appropriate)

The following section requires information classed as ‘sensitive personal data’, for which we need your consent to collect and process. We request this data because, in some cases, we have a contractual obligation to do so with our Local Authority, and because we have a legitimate interest in planning for and meeting your child’s needs.

Equal opportunities: Our nursery is committed to providing an environment in which all children are valued, regardless of race, culture, language, religion, disability, social disadvantage or gender. Please see our Equal Opportunities Policy for further information.

Ethnicity and cultural background
How would you describe your child’s ethnicity / cultural background?
What is the main religion of your family?
Are there any festivals or special occasions in your culture that your child will be taking part in and that you would like to be acknowledged and celebrated while they are in our setting?
What is/are the main language(s) spoken at home?
If English is an additional language, will this be your child’s first experience of being in an English-speaking environment? Yes/No (please delete as applicable)



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Additional Learning Needs / Special Educational Needs and Disabilities

Does your child have any additional learning needs, special educational needs or disabilities? **Yes/No** (please delete as applicable)
If yes, please give details below.

What (if any) special support will your child require in our setting?

Professionals involved with the child

Name	Name
Agency	Agency
Role	Role
Telephone number	Telephone number

Policies

Our policies are available on request and can also be viewed on our website. We encourage all parents to familiarise themselves with these policies. Website address: <http://onceuponatimenursery.wales>

Statement of Purpose

Safeguarding

Behaviour

Complaints

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We hope that you do not have reason to complain about the service we provide. If you have a concern or complaint, we encourage you to speak to the nursery manager as soon as possible so that we can try to resolve the matter quickly. Complaints will be recorded, investigated and responded to in line with our Complaints Procedure. Records of complaints will be kept in the nursery and made available during inspection. A copy of the Complaints Procedure is available on request and on our website.

Parents/carers may also contact Care Inspectorate Wales if they have concerns about the regulated childcare service.

The following section contains information for which we need your consent. As required by data protection legislation, we have a duty to inform you that you can withdraw your consent for any of the permissions detailed below at any time. If you wish to withdraw consent, please discuss this with a member of staff in the first instance.

I understand that I may withdraw consent at any time, but this will not affect any lawful use of images, information or consent-based records before consent was withdrawn.

Permissions and consent

Emergency medical consent

If emergency treatment is required while your child is on the premises or on an outing, and parents or legal guardians cannot be reached immediately, your signature below authorises the setting's management to use their judgement in calling the doctor/dentist named above or arranging transport to hospital by ambulance. Please read and complete the declaration below, cross out the wording that does not apply, and sign and date this section.

I/we, parent(s)/guardian(s) of _____, do/do not give consent for an anaesthetic to be administered or for any other urgent medical treatment to be given.

I/we do not agree to this statement and indicate our wishes as follows:

Signature of parent(s)/guardian(s)

Date

Permission and consent

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Please read the statement below and strike through the wording that does not apply.

I/we, parent(s)/guardian(s) of _____, give consent for the nursery to apply sun cream to my child, where I have supplied it and it is clearly labelled with my child's name.

and

I/we, parent(s)/guardian(s) of _____, do/do not agree that the nursery may apply its own supply of high-factor children's sun cream on occasions when I have not supplied any.

Signature of parent(s)/guardian(s)

Date

Please initial the statements below if you consent to the following:

	I consent to my child participating in off-site outings as part of daily practice, for example trips to the park, shops or library.
	I consent to my child having their photograph taken for use in displays, name pegs, development files and similar records within the setting.
	I consent to my child having their photograph taken for publicity purposes, including the website and flyers.
	I consent to my child's photograph being used on social media sites.
	I consent to my child's artwork, with their name, being displayed in the setting.
	I consent to my child being recorded on video for use by setting staff only, for observation, assessment or monitoring children's behaviour.
	I consent to the video mentioned above being shared with relevant professionals visiting the setting, such as Early Years advisers, ALNCo/SENCO, health visitors or other relevant professionals, where necessary.
	I consent to my child's learning journey being shared with Estyn inspectors and/or as part of local authority audits.

Please sign below to confirm your consent for the indicated statements above:

Signature of parent/guardian:

Sleep Safe

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The nursery is committed to following current safe sleep guidance and will ensure that all children are supported to rest and sleep in a safe and appropriate environment.

Depending on your child's age, stage of development and individual needs, they may sleep or rest using one of the following:

Cot

Sleep pod, where appropriate and in accordance with current safe sleep guidance

Sleep mat

Staff will discuss your child's usual sleep routine with you and will aim to follow this where it is safe and practical to do so.

To help your child settle into nursery more easily, we encourage families to follow safe sleep practices at home before their child starts attending. Following a similar sleep routine and using safe sleep guidance both at home and at nursery can help children feel more secure and support a smoother transition into the nursery environment.

If your child has any specific sleep requirements or medical needs that affect their sleep, please discuss these with the nursery manager before your child's start date. Any alternative sleep arrangement must be agreed in writing and, where appropriate, may require supporting medical or professional advice.

Any alternative sleep arrangement will only be agreed where it is safe, appropriate for the child's age and stage of development, and does not conflict with current safe sleep guidance. The nursery will not agree to any sleep arrangement that places a child at risk.

The nursery reserves the right to review and amend a child's sleep arrangements where this is necessary to ensure their safety or to reflect current safe sleep guidance. By signing below, you confirm that you have discussed your child's sleep arrangements with the nursery and agree to the safe sleep equipment identified below being used where appropriate.

Please sign in agreement of these items being used for your child:

Cot

Signature of parent/guardian

Sleep pod

Signature of parent/guardian

Sleep mat

Signature of parent/guardian

General terms

Parents/carers must notify the nursery immediately of any changes to contact details, emergency contacts, medical information, allergies, dietary needs, parental responsibility, collection arrangements, professional involvement or funding eligibility.

The nursery reserves the right to review and amend its policies, procedures and fees. Reasonable written notice will be given of any significant changes.

Parents/carers are responsible for reading all nursery communications, including emails and newsletters.

The nursery will always endeavour to provide the contracted childcare but reserves the right to make operational changes when necessary for the safety and wellbeing of children or staff.

If any of this agreement becomes unenforceable, the remainder of the agreement will continue to apply.

Special notes: please feel free to discuss any problems or concerns with us. If there are any notes you would like to add, please use the space below.

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By signing this agreement, I/we confirm that I/we have read and understood the nursery terms and conditions and fee arrangements. I/we also confirm that I/we have been informed where to access the nursery's policies, procedures and Statement of Purpose, including the Safeguarding, Behaviour, Complaints, Medication, Equal Opportunities and Privacy/Data Protection policies, and understand that copies are available on request.

I/we confirm that the information provided on this form is correct to the best of my/our knowledge.

Signature of parent(s)/guardian(s)

Date

Signature of nursery manager

Thank you for completing this form. You are welcome to request to see the information we hold about you and your child at any time.