Knights Templar Community Church

School and Nursery

Work at it with all your heart

Nursery Registration Pack

Knights Templar Community Church School

General Information about this pack

At the start of your child's nursery journey at Knights Templar Nursery, you will be given a few forms that need to be completed and returned. Please read these forms carefully and see the office if you need any further information.

Most of the forms are valid for the duration of your child's journey at our Nursery. If you change your mind about giving consent or any other form, please contact the Nursery Office to update your records. It is your responsibility as a parent/carer to keep us updated.

Nursery Registration Form: Please fill this out with as much information as possible, and please ensure you provide email addresses for all parent/carers so we can sign you up to our FAMLY app.

Parental Consent: please have a look at this and let us know if you do or do not consent to different things for your child.

Somerset Council Child registration form: please complete this form to register for funding with the local authority.

Parent/Carer agreement: Please sign this to let us know you agree with all the information in the form. Please keep one copy for your records.

Nursery Fees policy: please have a read of our fees policy. By signing the parent carer agreement above, you agree that you understand our fees policy.

All about me: This form is the chance to let us know all about your child including interests, allergies and sleeping patterns. Please give us as much information as possible.

Working Family Code Check: Please complete this form to give us consent to check your 30 hour funding code.

Famly: We use a system called Famly to send out all information to parents. When your child starts with us you will be sent an enrolment email. Please follow the instructions to sign up for the app. It is very important that you sign up for this app as it is how we send out all information to parents and you can monitor your child's attendance and report absences this way too as well as pay for invoices. **When enrolling, please ensure you complete the consent tab for your child.**

Knights Templar Community Church School

Work at it with all your heart

Forms to Return

FORMS	√
Nursery Registration Form	
Parental Consent	
Somerset Council Child Registration Form	
Parent Carer Agreement (2 Copies – one for you to keep)	
Nursery Fees Policy	
All About Me	
Working Family Code Check – Consent Form	

NURSERY REGISTRATION FORM

We would be grateful if you could complete this form and return it to us. If there is anything particular to your child that you need to discuss, please contact the nursery by phone or talk to Miss Lucy Seldon.

Child's Surname	
First names(s)	
Preferred name	
Gender (M/F)	
Date of birth (dd/mm/yyyy)	
Home/Main Address + Parents/Carers	Name Parent/Carer(1) Contact number: Address: Post Code: E-mail address: Name Parent/Carer(2) Contact number: Address: Post Code: E-mail address:

YOU WILL BE CONTACTED ON THE CONTACT NUMBERS ABOVE IF YOUR CHILD IS UNWELL OR IN OTHER EMERGENCY CIRCUMSTANCES. HOWEVER, IT IS VERY IMPORTANT THAT WE HAVE AT LEAST ONE OTHER EMERGENCY CONTACT.
THIS SHOULD BE SOMEONE WHO CAN GET HERE AT SHORT NOTICE.

Surname	

First name(s)	
Relationship to child	
Tel No (home)	
Tel No (mobile)	
Address	
Child's first language	
Other languages	
Religion	
Does your child have any brothers or sisters? Please provide name(s) and date(s) of birth	
Will your child be attending any other early years setting during their time here?	
Is your child known to social care? If yes, please provide us with their named social worker.	
Name of child's doctor	
Doctor's surgery address and telephone number	
Health visitor	
Are your child's immunisations up to date?	Yes/No/Not Sure (please circle)
Is your child currently on any form of medication? Please specify	
Does your child suffer from any allergies, including food? Please specify	

Does your child have any allergies to nappy creams or wipes? Please specify	
Does your child have any specific dietary requirements? Please specify	
Does your child have a disability? Please specify	
Does your child have any other special need or medical condition? Please specify	
Is there anything else that you would like to discuss with us?	

Declaration of Consent

Should any matters of concern arise, I/we give permission for my/our child to be given emergency treatment as necessary and/or contact to be made with the appropriate medical/health/social care authorities

Date:	Name:	Signature:
Date:	Name:	Signature:

Parental Consent

Child's Name:	
In order for us to provide the best possible care for your child and to comply with your wishes, we would be grateful if you would consider the statements below and give your consent as appropriate by ticking the relevant boxes and signing at the bottom of the page	
Foundation Stage Profile	
We follow the Early Years Foundation Stage as a framework for all children within our setting. The EYFS curriculum continues until the end of the Reception year at school. During your child's time at Knights Templar Nursery we will need to make observations on their play and development. There is also an expectation that we will pass the EYFS Profile that we have compiled onto their new school unless there is an express request from a parent/guardian not to do so.	
I/we agree to our child's profile being passed on to their new teacher and for staff to make observations on my child.	☐
Professionals	
We have a Health Visitor that is linked to the nursery who will visit on a monthly basis and also, from time to time we may wish to talk to the Area Special Needs Co-ordinator (SENco) about your child. We will always feed back any information to you. Additional permission will always be sought if further advice/action is required.	
I/we agree to Nursery staff discussing my/our child with the Area SENCo/Health Visitor	☐
Child Protection	
We have a duty to report any child protection or concerns regarding the possible abuse of a child in our care to both Ofsted and Duty Officer at the Local Social Services Department	
I/we understand that any concerns regarding my/our child and possible abuse will be reported	☐
Outings	
We take the children on regular outings in the local area in order for them to learn about their community and environment. You will be notified separately regarding any trip requiring transport.	
I/we give permission for my/our child to be taken on regular local outings	☐
Emergency Medical Treatment	
In the event of an emergency we will contact parents as soon as possible, however you may not be contactable or unable to get to the setting quickly enough for the nature of the incident. In these situations we request permission to seek emergency medical treatment for your child.	
I/we give permission for the setting to seek emergency medical treatment on behalf of my child.	☐
Face Painting	
I/we give permission for my/our child to have face paint applied.	☐
Photographic Permissions	
I/we give permission for photographs of my/our child to be taken and used for assessment records, internal displays, notice boards and training courses and understand that group photos may appear in other children's files on Tapestry.	☐

I/we give permission for photographs of my/our child to be taken and used for external publicity material, press releases and publications, and our own website.	☐
Application of Creams	
I will bring sun cream in for my child and give my permission for the Nursery staff to apply. If required I will supply nappy cream/moisturising cream and give the Nursery staff permission to apply.	☐ ☐
Medical needs and allergies	
Please list anything your child might be allergic to that we need to be aware of So that staff are aware of your child's medical needs/allergies at all times they will be displayed for staff viewing only.	
I/we give permission for my child's medical needs/allergies to be displayed for staff viewing only.	☐

Name (please print):	Signature:	Date:

For security purposes please identify a password that will be used in the event of someone else other than yourself having to collect your child. This will also be the password you use to open your invoices.

PASSWORD =

Please remember that you still need to notify us if there are going to be changes in collection arrangements.

The information requested will be used for the purpose of education administration, will be held securely and will only be disclosed to staff in the Children's & Young People's Directorate of the Local Authority who have a right of access, as well as, where appropriate, the Department of Education, Ofsted and Capita Children's Services. If a disclosure elsewhere becomes necessary, we would normally contact you before doing this. When no longer required, it will be disposed of in a manner appropriate to its sensitivity. Somerset County Council has asked for your email address in order to exchange information with you in the most efficient and economical way possible. However, there are potential security implications in using email, as details in the email are stored and transmitted by the email provider. By giving your email address, you are agreeing to exchange information by email. Somerset County Council cannot guarantee the security of the data transmitted and stored by other internet mail providers.

I understand that the Provider needs to keep confidential information on the child mentioned above and on that child's parent/carer/guardian. For further information please see our Data Protection Policy at Little Vikings or via the Knights Templar School website https://www.knightstemplarfirst.co.uk/

Parent/Carer Signature: Parent/Care Print Name: Date:

Staff Member Signature: Staff Member Print Name: Date:

Child Registration Form

This form enables you to register children who wish to claim the Early Years Entitlement with Somerset Council. A copy of the birth certificate, or alternative legal documentation must accompany this form as a requirement of the Early Years Entitlement. One form is required per child.

Early Years Setting Name……Town……..

Child's Legal Name……..

Home Address……Postcode……..

Phone No…….. Date Started at Early Years Setting:……

Has the family moved into Somerset to work on the EDF Project? Yes/No

Ethnic Origin, please circle below:

White	British Irish Traveller of Irish Heritage Any other White background	Mixed	White and Black Caribbean White and Black African White and Asian Any other mixed background
Asian or Asian British	Indian Pakistani Bangladeshi Any other Asian background	Black or Black British	Caribbean African Any other Black background
Chinese or Chinese British	Chinese	Other	Any other background Refused/Prefer not to say

I confirm the above information is correct and that I have read the privacy notice below.

Signed……Date……..

Please return this form with the legal documentation, saved as a PDF document, by email to: eyfunding@somerset.gov.uk

Privacy notice:

Notification regarding the processing of personal data supplied on this form

Data Controller – Somerset Council (SC)
Data Protection Officer contact – informationgovernance@somerset.gov.uk
Purpose for processing – The information requested will be used for registering your child with this early years setting to enable the Early Years Entitlement to be paid and where appropriate, to secure additional funding from EDF Energy.
Legal basis for processing – We are processing your personal data because we are required to do so by law.
By Law – Childcare Act 2006 & Schedule 5 of the Deed of Development Consent Obligations relating to Hinkley Point C, Somerset.
Legitimate Interests – SC will also use your data for the purposes of monitoring quality, audit and for dealing with any enquiries or complaints.
Data Sharing – the personal data provided will only be disclosed to staff in the Local Authority who have a right of access and where appropriate, any early years setting that your child(ren) attends as well as Somerset Councils software supplier, the Department for Education and Ofsted. If Yes is selected on the EDF question, statistics will be shared with EDF Energy but no personal data will be shared.
Transfers abroad – this data is held within the EU and is accessible by the approved application provider.
Data Retention – the personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity.
Your Rights – You have the right to ask Somerset Council for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, https://ico.org.uk/
Consequences: If you do not supply this information to us, we will not be able to register your child with this setting to enable the Early Years Entitlement to be paid.

For more information see www.somerset.gov.uk/privacy

Parent/Carer Agreement

Child's Name:

Please think carefully about the following:

- Please log on the FAMLY app if your child is unable to attend nursery for any reason. Also if you will be delayed in collecting him/ her please let us know to avoid any anxiety. Any unexplained absence will be followed up after a period of one week as part of our safeguarding procedure.
- Please do not drop your child off early or arrive late to collect them without prior arrangement.
- Please ensure all your Contact Details on the FAMLY app are regularly updated in case of an emergency.
- Sick children must be kept at home. Should your child become unwell whilst at Nursery you will be contacted and expected to collect them as soon as possible. Nursery Staff reserve the right to refuse admission to a child they consider unwell.
- Children receiving newly prescribed medication should speak to a member of staff and then consent to a form on the FAMLY app before it is administered.
- If your child has sickness and diarrhoea they must be totally clear for 48 hours before they can return to Nursery.
- Outside Play is encouraged throughout the day. Please provide suitable protection, clearly labelled with your child's name. E.g. Clothing, Hats, Sun Cream.
- Nursery Staff cannot be responsible for the loss or damage to your Child's belongings.
- Policies are available for you to read on our website.
- By signing this I am entering into a contract with the Nursery and I confirm that I understand the fees policy and will adhere to the terms and conditions.
- Fee payments need to be made via the FAMLY app and if you are paying by tax free child care this needs to be linked to the app.
- I acknowledge that failure to adhere to the terms and conditions of the fees policy may result in withdrawal of my child's place within the nursery.

Parent's Name .....

Parent's signature .....

Date .....

Parent/Carer Agreement

Child's Name:

Please think carefully about the following:

- Please log on the FAMLY app if your child is unable to attend nursery for any reason. Also if you will be delayed in collecting him/ her please let us know to avoid any anxiety. Any unexplained absence will be followed up after a period of one week as part of our safeguarding procedure.
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Parent's Name .....

Parent's signature .....

Date .....

NURSERY FEES POLICY

Background information:

Knights Templar Nursery operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment providing a service that is good value for money.

In order to achieve this we will ensure that there are the appropriate numbers of staff available at all times. We recognise that there will always be occasions when your child will not attend as planned but hope you understand that your fees are our main source of income and that without them we cannot cover our costs.

Opening Times: The opening times and hours for the setting are Monday to Friday 8am to 5pm

Booking, Fees and Invoicing:

Charges for childcare (applicable from September 2024)

	Under 2's £7.50 per hour	2 years £6.50 per hour	3-4 years £5.50 per hour
8am-12pm	NOT AVAILABLE	NOT AVAILABLE	£22.00
8am-1pm	NOT AVAILABLE	NOT AVAILABLE	£27.50
8am-4pm	£60.00	£52.00	£44.00
8am-5pm	£67.50	£58.50	£49.50
9am-12pm	NOT AVAILABLE	NOT AVAILABLE	£16.50
9am-1pm	NOT AVAILABLE	NOT AVAILABLE	£22.00
9am-4pm	£52.50	£45.50	£38.50
9am-5pm	£60.00	£52.00	£44.00
1pm-4pm	NOT AVAILABLE	NOT AVAILABLE	£16.50
1pm-5pm	NOT AVAILABLE	NOT AVAILABLE	£22.00

Priority of allocation of a place:

- We give priority to families living in the school's catchment area of Watchet.
- Families with siblings at Knights Templar Nursery or Knights Templar Community Church School.
- Children that will attend our school.
- Allocation of a place is given on a first come, first served basis.

Allocation of place: Once you have received confirmation of a place at our Nursery, if you choose to then cancel the place or reduce the hours booked, we will require a minimum of one month's notice for the change or full payment of one month's charges for the booked hours will be required.

Payment of fees: Fees will be invoiced prior to the beginning of each month to be charged and will need to be paid by the end of that month. Any outstanding fees that go more than 14 days over that month will result in your child's nursery place being withdrawn.

Our preferred method of payment is via the FAMLY app.

If you have concerns over payment of your bill please talk to the Childcare Admin as soon as possible so that she can advise you on what options may be available.
Fees when parents are on holiday: Please inform the Nursery if your child will be absent. Fees are still payable in full if your child is away from the nursery on holiday.

Fees when child is absent due to sickness: Nursery should be informed on the first day of illness and the likely length of absence. However, the usual charges still apply during sickness absence. In case of continuing illness please contact the Childcare Manager to discuss the situation.

Child Absences

We ask that if your child will be absent from Nursery that you contact the Nursery via email or phone to let us know.

Any unexplained absence will be followed up after a period of one week as part of our safeguarding procedure.

Bank Holidays and Closures – The nursery will be closed on Bank Holidays and for one week at Easter, one week at the end of August and one week between Christmas and New Year. No charge will be incurred for these days.

Training (Inset Days) – The nursery will be closed for a total of 4 Inset days each academic year for staff training and development, the cost of which is incorporated into the fee structure. The nursery may periodically have to close at 4pm for staff training.

Unplanned / emergency closure – In the event of unplanned/emergency closure e.g. adverse weather, the Manager and staff will make every effort to ensure that the nursery remains open. However, if the nursery has to close you will not be charged for any sessions that would have run that day. If the

nursery remains open and you are unable to attend you will be charged normal fees for the hours that the nursery is open.

Snack Charges - A voluntary charge will be added to monthly invoices as follows:-

All year round attendance – 1 to 2 sessions per week £2.50 per month
3 to 5 sessions per week £5.00 per month

Term-time only attendance –1 to 2 sessions per week £2.00 per month
3 to 5 sessions per week £4.00 per month

Extra hours: Extra hours at short notice may be available at the discretion of the nursery. These will be charged at the hourly rate.

Cancellation of a place: We require 1 month's written notice for the cancellation of a place or 1 month's fee will be payable in lieu of notice.

Late collection charges
Late collection of a child will be charged at:
£2.50 for first 10 minutes
£5 per 15 minutes thereafter

Non-payment of fees procedure
If you do not meet the payment terms for your outstanding invoice then you will fall subject to our non-payment of fees procedure (see Payment of fees above).

If payments remain outstanding we will pursue the outstanding debt through the County Council's legal department and/or the small claims court.

Sources of funding for your child's Nursery fees

Early Years Entitlement Funding (EYE funding) details:
We are in receipt of Universal EYE funding for three and four year olds and can offer up to 570 funded hours per year per child. The year will start from the term after your child's third and fourth birthday and the entitlement is available for all children regardless of circumstances.

A maximum of 10 hours can be claimed in any one day. Parents can claim a maximum of 15 hours per week term-time only or 11 hours per week all year round over 2 or more days. Hours attended

over the EYE funding will be charged at the normal rate. You can use up to three providers but you can only claim the maximum entitlement of hours per year in total. Please advise the Nursery Manager if you are using your entitlement elsewhere.

To claim the EYE funding the following information must be supplied upon registration:

- Child's legal documentation – birth certificate or passport.
- EYE parent declaration form – completed each term and signed by parent/carer.

Note: If the above documentation is not produced then you will not be able to claim EYE funding and will be subject to the setting's normal fees.

Parents/carers will be required to pay for:

- hours / weeks that exceed the EYE funding allowance
- Additional charges, e.g. meals

For more information please ask at reception.

Working Families Funding from 9 months old (available term after reaching 9 months)

We are in receipt of Working Families Funding for eligible children from the term after they reach 9 months old and can offer up to 1140 funded hours per year per child. (parents need to meet the eligibility criteria).

A maximum of 10 hours can be claimed in any one day. Parents can claim a maximum of 15 hours per week term-time only or 11 hours per week all year round over 2 or more days. Hours attended over the EYE funding will be charged at the normal rate. You can use up to three providers but you can only claim the maximum entitlement of hours per year in total. Please advise the Nursery Manager if you are using your entitlement elsewhere.

Extended EYE hours (available term after reaching 3 years)

To claim the extended EYE hours (parents need to meet the eligibility criteria), the following information is needed.

- Child's legal documentation – birth certificate, passport
- EYE parent declaration form – completed when appropriate and signed by parent/carer.
- Eligibility code from registered parent (HMRC)
- Registering parent's National Insurance number with consent to share NI with EYE team.

When a parent/carer becomes eligible for additional EYE the funding will apply from the term following their successful application.

Supported 2-Year Old Funding:

The nursery is registered to receive Supported 2 year old funding. Families who match the criteria can submit their own online application for funding at www.somerset.gov.uk

To claim Supported 2 Year Old funding the following information must be supplied upon registration:

- Child's legal documentation – birth certificate or passport.
- Letter of eligibility from the Early Years Entitlement Team.
- EYE parent declaration form – completed when appropriate and signed by parent/carer.

Note: If the above documentation is not produced then you will not be able to claim 2 Year Old funding and will be subject to the settings normal fees.

Childcare Choices website:

To find out if there is any other funding available to you please go to www.beststartinlife.gov.uk

Termination of the contract:

Setting – The nursery reserves the right to withdraw a child's place without notice in the event of inappropriate behaviour from parents or non-payment of fees following the non-payment procedure. At all other times the setting notice period of four weeks applies.

Parents/Carers – We require four weeks written notice for the termination of a place. If written notice is not received a month's fees will be charged in lieu of notice and EYE funding entitlement for the month will be claimed (Early Years Entitlement Funding will only cover a notice period of four weeks).

Informing parents of changes to policy

The nursery fees will be reviewed annually and the notice period for change will be one month. ***The Nursery reserves the right to review the fees policy at any time.***

Knights Templar Nursery

All About Me

Please attach photo

Name:

What are your child's current interests?

What do they like doing at home?

Who do they like playing with?

Where do they like playing?

Where does your child live?

Who does your child live with?

Has your child any previous experience of being separated from family members?

Do you have any pets at home? What are their names?

Do you have any brothers or sisters? How old are they?

Does your child know any other children who attend nursery?

Does your child have a rest/sleep? What time and how do they prefer to have it?

Was your child born prematurely?

Is there anything else we should know about your child whilst they are at nursery?

Does your child have any allergies?

Does your child have any dietary needs?

Does your child have any medical conditions?

If you would like this form sent electronically please ring nursery

(01984) 633429

Does your child use a comforter if so, when?

What stage is your child at in their weaning journey?

Key Worker:

Working Family Code Check – Consent Form

Thank you for your enquiry about accessing your working family entitlement place with **Knights Templar Community Church School and Nursery**
Before confirming the place, the eligibility code needs to be verified with Somerset Council. Please complete and sign this form to confirm that you agree to the checks being made:

Child's Legal Name:		**Known as (if different from legal name):**	
Child's Date of Birth:		**Parent/Carer 1 Name:**	
Parent/Carer 1 National insurance Number:		**Parent/Carer 1 Contact Number and/or e-mail address:**	
Parent/Carer 2 Name:		**Parent/Carer 2 National insurance Number:**	
Parent/Carer 2 Contact Number and/or e-mail address:		**Working Family code (this is an *11 digit code):***	
If you are looking at claiming the working family entitlement with any other childcare providers, please list them here:			

☐ I confirm that the above information is correct.

☐ I confirm that I have read the information on this form.

☐ I consent to the Provider named above and Somerset Council using this information to verify my eligibility for the working family entitlement and that the Provider will be notified of the result of the check.

☐ I understand that the information will be held electronically.

☐ I understand that if I am eligible, the Local Authority will continue to check my eligibility and if they are notified that I am no longer eligible, they will inform my provider.

☐ I understand that if I am no longer eligible, I will have to pay for hours used. I understand that there is a Grace Period which I may be able to use if working family entitlement has been claimed for my child at this setting in the previous funding period.

☒ I confirm I have read the privacy notice overleaf.

Signature ..... **Date** .....

Privacy notice:

Notification regarding the processing of personal data supplied on this form

Data Controller – Knights Templar Nursery

Data Protection Officer contact – Amy Brittan - Amy.Brittan@somerset.gov.uk

Purpose for processing – The information requested will be used to check your child's working family entitlement eligibility.

Legal basis for processing – We are processing your personal data because we are required to do so by law.

By Law – Childcare Act 2016

Legitimate Interests

Data Sharing – The personal data provided will only be disclosed to staff at and associated with Knights Templar Nursery, staff in the Local Authority who have a right of access and where appropriate, any other early years setting that your child(ren) attends as well as Somerset Council's software supplier, the Department for Education and Ofsted.

Transfers abroad – this data is held within the EU and is accessible by the approved software provider.

Data Retention – the personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity.

Your Rights – You have the right to ask Knights Templar Community Church School and Nursery for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if the provider has no other legal obligation concerning that data. You also have the right to complain to the regulator, https://ico.org.uk/

Consequences: – If you do not supply this information to us, we will not be able to do process your application for the extended entitlement.
For more information see our privacy statement which is available on request.