

Security and safety

To ensure the safety of the children in the setting we ask parents/guardian or nominated persons who will be dropping off and picking up the child not to allow access to another adult or child. Staff need to ensure that all people have a right to be on the premises by using the intercom system installed. We would also ask that when entering the building and leaving that you are vigilant at all times to the presence of children.

Complaints procedure

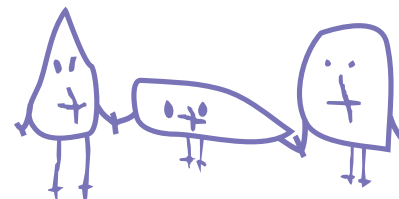
- Please speak to the Team Leader. If this is not appropriate you can speak to a member of the senior leadership team.
- To ensure that the complaint is not overheard by children, staff and parents, we ask that you respect our wish to speak to you in private. If we cannot speak to you immediately we will arrange a date and time that is convenient to both parties.
- We acknowledge that sometimes you may be upset but we ask that when speaking to us that you do so in a courteous manner. Your problem will be recorded and acted upon immediately. We will advise you of the outcome as soon as possible
- If you find that we have been unable to solve the problem you are advised to speak to Head of Centre, if the problem still remains unresolved you are advised to contact Ofsted at the below address:

OFSTED Complaints
Piccadilly Gate, Store Street, Manchester M1 2WD
Tel: 0845 6404040

Signature:

Relationship to child:

Date:



Welcome!

Midland Road Nursery School and Children's Centre

A Sure Start Children's Centre

Registration form and contract with parent

Surname	Forenames
Date of birth	Religion
Ethnic origin	First language
Home address	
Postcode	Telephone
Parent/guardian	
Employer/off site (training)	
Address	
Telephone number	
Other responsible person (in case of emergency)	
Address	
Telephone	
Doctor's name & address	
Telephone	

Midland Road Nursery School & Children's Centre
Bateman Street - Bradford - BD8 7DJ

Tel: 01274 546492

Email: sara.crowther@midlandroad.co.uk

www.midlandroad.co.uk

Bradford District Council
www.bradford.gov.uk



Medical information - Any allergies? E.g. peanut, penicillin, milk, eggs etc.
Any special diets? E.g. Vegetarian, gluten free etc.
Any special needs?
Any other information? Please tell us where your child will be having their nursery education when they reach 3 years of age. If you do not already have your child's name down on a waiting list you are advised to do so to avoid disappointment.

CONDITIONS OF REGISTRATION

Opening times - The setting will be open 51 weeks of the year and closed all Bank Holidays. Opening times will be 8am-6pm Monday to Thursday and 8am-4.30 pm on Fridays.

Unforeseen closure - On rare occasions and unforeseen circumstances we may need to close the centre or Childcare. Closure will only be done as a last resort. Fees will be refunded if we cannot arrange alternative childcare.

Payment 0-3 years - Charges will be for 51 weeks of the year which include bank holidays. Payment will be on the 1st of every month and a deposit of £50 is required to secure the nursery place. The payments are calculated over the year and divided by 12 equal monthly payments. The charges will depend on the age of your child. Your Payment will be paid in advance and thereafter 1st of every month. Fees include breakfast, snack, lunch and light tea if applicable.

We reserve the right to implement fees rises, but will give one months notice. Payments are due before the 8th of every month. There will be a £10 charge for late payments.

Wrap Around Care - (Term Time & All day during Holidays) - Charges are for 51 weeks of the year which include bank holidays. Payment will be on the 1st of every month. The payments are calculated over the year and divided by 12 equal monthly payments (which will include holiday payments).

Notice period

If you wish to cancel your Child's place at the setting we ask that you give us 4 weeks notice. With out the notice period given you may incur costs.

Medication - It is our policy NOT to administer medication except inhalers when necessary. Medication forms must be signed by parents to authorise this. (Fill in medication form if appropriate.)
In the case of your child getting a high temperature and to prevent further complications you may authorise the setting to administer Calpol. This will be done by an authorised person only and only as a temporary measure until the child can be picked up by the parent/carer.

Sickness - Children who are ill cannot be admitted into the setting. Children who become ill during the session will be cared for until parents/carers are contacted to collect them. (See infectious diseases policy.)

Outings - I do / do not authorise my child to be taken on occasional outings, either by car, on foot, or by minibus. We follow the procedures for the setting.

Signed

Emergency medical treatment - I agree for my child to receive emergency medical treatment in my absence. (National Health Number.....)
(This can be found in your child's red book)

Signed

Photographs - I do / do not agree for my child's photograph to be taken. (Photographs may be used as part of children's developmental records, displays with the nursery or on publicity material.)

Signed

Behaviour

We at Midland Road Nursery School and Children's Centre encourage children's behaviour to be appropriate to their age and stage of development. All inappropriate behaviour will be challenged by using a range of positive strategies.

Picking up your child

If somebody other than the parent/guardian is picking up the child, that person/s should be known to staff in the setting. Children will not be allowed to leave the premises without the parent/guardian notifying the child key worker or a Senior member of staff about the change of pick up. If any reason your child is picked up from the setting we will instigate our procedure for uncollected children (see policy).

Child protection

The welfare, safety and protection of children are paramount. If any child is suspected of being abused in any way we will ensure that we take steps to ensure that the child is protected by recording, monitoring and contacting the local safeguarding board for advice and ultimately Social Care Unit.

Your child will need to bring the following if appropriate

Nappies, wipes, change of clothes, appropriate clothing for the time of year.

Meals

Babies Under 1 on formula milk - Milk should be provided by Parents/Carers
Once you wish your child to take solid foods we will be happy to give you support and advice if needed. We would also like to encourage your child to eat the meals our catering service offers. All food is made depending on each child's dietary needs.