Rainbow's End Montessori Nursery and Preschool
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Ofsted Outstanding Provider

Rainbow's End Montessori School Registration Form and Parental Agreement

Childs first name: .....Known as.....Surname.....
Childs full address: .....
.....Postcode:.....
Gender: Male/ Female..... Date of birth.....

Family Information:

Parent/carer 1 Name: .....Relationship to child .....
National insurance number: ..... DOB:.....
Occupation.....
Main contact number: ....(Please circle- Home, Mobile, Work)
Second contact number .....(Please circle- Home, Mobile, Work)
Email: .....
Address if different from child: .....
..... Post code:.....
Does this person have parental responsibility? YES NO

Parent/carer 2 Name: .....Relationship to child .....
National insurance number: ..... DOB:.....
Occupation.....
Main contact number: ....(Please circle- Home, Mobile, Work)
Second contact number .....(Please circle- Home, Mobile, Work)
Email: .....
Address if different from child: .....
..... Post code:.....
Does this person have parental responsibility? YES NO

Emergency Contacts (people to contact if we cannot contact parents and who are allowed to collect your child. Must be 16yrs or over. Must bring ID when collecting)

Person 1
Name: ..... Relationship to child: .....
Main contact number: .....(Please circle- Home, Mobile, work)
Second contact number .....(Please circle- Home, Mobile, work)

Person 2
Name: ..... Relationship to child: .....
Main contact number: .....(Please circle- Home, Mobile, work)
Second contact number .....(Please circle- Home, Mobile, work)

Collection List (people other than those listed above who are allowed to collect your child. Must be 16yrs or over. Must bring ID when collecting)

Name: ..... Relationship to child: .....

Name: ..... Relationship to child: .....

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Sessions:

Sessions are available Extended Year (47 weeks of the year) **or** Term Time Only (38 weeks of the year closely matching school term times). Government funded hours are 9.45-3.45 each day.

Full Day, Preschool Day, Fridays 8.00-3.45, and **Private** sessions include access to Tapestry - your child's online learning journal, and all extra curriculum activities including Moo Music, Yoga, Sports, Healthy Movers, Cooking, Gardening; Parent & Child Activity Sessions throughout the year; Pumpkin Week Activities; Christmas Bauble Competition; Easter Bonnet Competition; Family Events eg Christmas Concert; Graduation Ceremony; Graduation Party.

A £50 non-refundable registration fee applies to these sessions, which includes a Rainbow's End polo shirt for your child.

Free sessions include government funded EYFS provision only. It is not possible to swap between paid sessions and free sessions mid-term.

When would you like your child to start? .....

Extended Year (47 weeks)	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day 8-5 £28 (includes 6 government funded hours)					
PreSchool Day 8.30-3.45 £14 (includes 6 government funded hours)					
8.00-3.45 (available Fridays only) £21 (includes 6 government funded hours)					

Term Time Only (38 weeks)	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day 8-5 £28 (includes 6 government funded hours)					
PreSchool Day 8.30-3.45 £14 (includes 6 government funded hours)					
9.45-3.45 (Government funded session)					
8.00-3.45 (available Fridays only) £21 (includes 6 government funded hours)					

Private Sessions (No Funding) Extended Year/Term Time (Please delete)	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day 8-5 £63.00					
PreSchool Day 8.30-3.45 £50.75					
8.00-3.45 (available Fridays only) £54.25					

Funding:

Are you in receipt of funding? YES NO

Please tick:

Universal (15hrs) funding Working Families (30hrs) funding

FRAS (Families Receiving Additional Support) funding EYPP funding

Funding Code_____

Would you like us to check whether you are eligible for EYPP? YES NO

Is your child in receipt of Disability Living Allowance? YES NO

If you are claiming Working Families funding it is your responsibility to:

- apply for your eligibility code on time;
- check that your code is still valid. It is your responsibility to renew your code on time.

If you are applying for the first time, you must apply for your eligibility code before:

- 31st August for it to be valid for the Autumn Term;
- 31st December for it to be valid for the Spring Term;
- 31st March for it to be valid for the Summer Term

Does your child attend any other early years providers (eg nursery or childminder)? YES NO

Name of Early Years Provider:

Telephone:

Email:

I give permission for Rainbow's End Montessori School to share information & documentation (which may include photographs) about my child with the above named Early Years Provider.

Signed by parent/carer …….. ……..

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Details of professionals involved:

GP: ..... Telephone: ..... Surgery: .....
Health visitor: ..... Telephone: .....
Paediatrician: ..... Telephone: .....
Social Worker: : ..... Telephone: .....
Any previous social care involvement with child or family: YES NO
Please specify any other professionals involved:
.....
.....

Is your child registered with a dentist? YES NO www.nhs.uk/service-search/find-a-dentist

I give permission for Rainbow's End Montessori Preschool to share information about my child's development with other professionals and agencies eg: Health Visitor, Portage

Signed by parent/carer ....

About your Child:

Please give brief information below. We will ask for more detailed information about allergies, medical conditions, diet & medication before your child is due to start at Rainbow's End, as we are aware this information may change over time.

Does your child have any medical conditions?
.....
.....
Does your child have any additional needs/disabilities?
.....
.....
Does your child have any allergies?
.....
.....
Does your child have any dietary requirements?
.....
.....
Does your child have an EHCP? YES / NO / Application in progress

What is the main religion in your family?
....
What festivals or special occasions does your family celebrate?
.....
.....
Are there any festivals or celebrations that you would not like your child to take part in?
.....
.....
What languages are spoken in your home? (other than English).
.....

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Parental Permissions (person signing must have parental responsibility):

I give permission, in the event of an accident or emergency, for my child to receive first aid or medical treatment from a qualified First Aider or medical professional. In the event of an accident or emergency involving my child I understand that every effort will be made to contact me. Emergency services will be called if necessary and I understand my child may be taken to hospital accompanied by a senior member of staff for emergency treatment and that, in these circumstances, medical professionals are responsible for any decisions on medical treatment in my absence.

Signed by parent/carer …… ……

I give permission for preschool staff to give my child 1 emergency dose of Calpol (administered as per manufacturers instructions)to reduce their temperature if it rises above 38 degrees. I understand that every effort will be made to contact me prior to the dose being given. I agree that, if I cannot be contacted and my child has been in preschool for at least 4 hours, preschool staff can make the decision to administer 1 dose of Calpol in my absence. If my child has been in preschool for less than 4 hours before needing Calpol, I understand that I will be contacted to give my permission before a dose is given. I understand that, if a dose of Calpol is given, I or an authorised emergency contact will be contacted at the earliest opportunity and will be required to collect my child.

Signed by parent/carer …… ……

I give permission for nappy cream (supplied by me) to be administered to my child when required.

Signed by parent/carer …… ……

I give permission for staff to apply sun cream (supplied by me) to my child. If my child does not have any sun cream supplied by me, I **do/ do not** give permission for Rainbow's End to apply their own supply of sun cream to my child.

Signed by parent/carer …… ……

I give permission for my child to take part in activities & outings within Parley First School grounds, including visits to Parley First School.

Signed by parent/carer …… ……

I give permission for my child to be photographed for display within the setting

Signed by parent/carer …… ……

I give permission for Rainbow's End Montessori School to use photographs of my child in the setting's prospectus, on the setting's website and social media and in any other marketing or promotional material until such time as I revoke consent in writing. I understand that photographs used for this purpose will be accessible to the general public.

Signed by parent/carer …… ……

I agree that Rainbow's End Montessori School may keep the information I have provided on this form and may use the contact information I have provided, and may keep and use any information as may be required to meet the nursery's statutory obligations in caring for my child until such time as I revoke consent in writing.

Signed by parent/carer …… ……

I confirm that I have received a copy of Rainbow's End Montessori School's Terms and Conditions and I agree to be contractually bound by these. I have viewed Rainbow's End Montessori School's Policies & Procedures (on website) and agree to abide by these. Rainbow's End Montessori School reserves the right to update/amend these Terms and Conditions at any time. Parents will be issued with a new copy when any changes are added.

Signed by parent/carer …… ……**Date**……..

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TERMS & CONDITIONS OF REGISTRATION

By signing the registration form, parents & guardians agree to support & abide by Rainbow's End Montessori School's policies & procedures and to be contractually bound by Rainbow's End Montessori School's terms and conditions as set out below.

ADMISSIONS

Sessions can only be guaranteed in advance for a September start. Children applying to start at other times in the year will be allocated sessions up to a maximum of one term (12 weeks) ahead of their preferred start date. This means that, for children applying to start at any time of the year other than September, parents' preferred spaces cannot be guaranteed more than 12 weeks in advance.

For children on the waiting list, sessions will be allocated on a first come-first served basis.

Children may attend on a minimum of 2 days per week, either morning, afternoon, preschool day or full day sessions

Please see a copy of our Admissions Policy for full details.

FEES

Parents may choose to pay termly or monthly in advance.

Invoices are issued termly or monthly via the Blossom app. It is the responsibility of parents to ensure that they log into Blossom and that they provide the preschool with an up to date & functioning email address.

Fees may be paid by direct bank transfer or Tax-Free Childcare.

Fees are due by the date specified on the invoice.

It is the responsibility of parents to ensure that they pay the correct amount due as shown on the invoice.

Overpayments will be credited to the next invoice. Overpayments will not be refunded.

Half-day closures for Family Events (Christmas Concert; Graduation) will not be charged.

Where payment is not received by the date specified on the invoice a reminder will be issued via Blossom and the child will be unable to attend until all outstanding fees have been paid in full.

Where fees have not been paid by the date specified on the invoice Rainbow's End Montessori School reserves the right to withdraw a child's place. At the discretion of the proprietor, once outstanding fees have been paid in full, a child may re-apply for a place at the preschool. A child who re-applies for a place in these circumstances will be treated as a new application and will be placed on the waiting list subject to the usual process to allocate sessions as per our Admissions Policy.

Rainbow's End Montessori School reserves the right to review fees without prior notice. However, it is anticipated that fees will be reviewed annually and that reasonable prior notice of reviewed fees will be given.

FUNDING

Rainbow's End Montessori School is able to accept early years funding for 2,3 & 4yr olds.

Government funded hours are from 9.45am-3.45pm. Parents can choose to pay for longer sessions. (See Sessions & Fees information)

Funding is allocated in 6 hour blocks of 9.45am-3.45pm. Any remaining hours of funding cannot be used to cover part of a 6 hour block.

For children who attend Extended Year, Rainbow's End offers 'stretched' funding over 47 weeks. Each school term and holidays in that term have a different number of weeks, therefore the number of stretched free hours available each term have to be calculated by the Local Authority.

- 15 free hours stretched = approx. 11-13 free hours per week
- 30 free hours stretched = approx. 22-26 free hours per week

It is parents' responsibility to return early years funding claim forms by the date specified by the proprietor. Where a form is not returned on time parents are responsible for full fees for their booked sessions for the term.

TERMS & CONDITIONS OF REGISTRATION

Where parents are claiming Working Families (30hrs) Funding, it is parents' responsibility to obtain their eligibility code, and to pass their code to Rainbow's End Montessori School in time to begin accessing the 30 hours.
It is parents' responsibility to reconfirm their eligibility code on time in order to continue receiving Working Families (30hrs) Funding.
Where parents cease to be eligible for Working Families (30hrs) Funding, they must give 4 weeks notice in writing of their intention to decrease their child's sessions when their Grace Period ends. Where 4 weeks notice is not given, parents are responsible for full fees for the notice period.

Where parents are claiming FRAS (Families Receiving Additional Support) funding it is the parents' responsibility to provide Rainbow's End Montessori School with their eligibility code in order to receive the funding.Parents claiming early years funding must use the funded hours claimed on a regular weekly basis. Funding may be withdrawn by the Local Authority for regular non-attendance.

ABSENCE

No refund or reduction of fees, will be offered for absence.
No alternative sessions will be offered for any sessions missed.
Parents must contact preschool by either telephone or email by 9.30am on the day of absence to inform us of absence for any reason. Where parents do not inform us of absence we will seek to contact parents by telephone or email. Where no contact with parents can be made after reasonable effort, we may contact the child's emergency contacts or contact the police to request a welfare check.
Children in receipt of early years funding are entitled to take a holiday of up to 2 weeks per term during which the Local Authority will continue to pay the early years funding. For holidays lasting longer than 2 weeks, parents are responsible for full nursery fees after the first 2 weeks.

CHANGES / CANCELLATION / TERMINATION OF SESSIONS

Four weeks' notice is required for a reduction in sessions. This notice must be given in writing.
If four weeks' notice is not given, full fees will be payable in lieu of notice and four weeks early years funding (if applicable) will be retained in lieu of notice.
A change or increase in sessions must be requested in writing. We will inform you as soon as possible whether the changes you have requested are available. If applicable, your child's name may be added to our waiting list for sessions.
Any overpayment due to a reduction in sessions will be credited to the next invoice.
It is parents' responsibility to complete & return a new early years funding form to claim any additional funded hours due to increased sessions. If a new early years funding form is not returned any additional hours incurred by the increase in sessions will be invoiced at the full hourly rate.
Where a parent for any reason postpones a start date by more than half a term (6 weeks), we reserve the right to charge from the original start date stated on the registration form.
A month's notice (in writing) is required in order to withdraw a child from Rainbow's End. Where such notice is not received a month's fees in lieu of notice will be payable and/or four weeks early years funding (if applicable) will be retained in lieu of notice.
Where a termly payment has been made, and four weeks' notice in writing has been received, a refund will be issued for remaining, unused fees. Where payment has been made by tax-free childcare payments, remaining unused fees will be refunded into the parent's tax free childcare account.
Rainbow's End Montessori School reserves the right to terminate a child's place or to reduce a child's sessions without notice on either a temporary or permanent basis should it be considered necessary for the safety and/or well-being of themselves or others. Please see our Behaviour Management Procedure.
Rainbow's End Montessori School reserves the right to terminate a child's place with immediate effect if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour.

TERMS & CONDITIONS OF REGISTRATION

LIABILITY

We accept no responsibility for children whilst in their parents care on preschool premises or at preschool events, i.e. prior to child being handed over at arrival or after child being handed over at collection.

TEMPORARY INTERUPTION OF SERVICE

During a temporary interruption of service due to factors outside of our control, including temporary enforced closure by authorities such as, but not limited to, Government, Public Health England or Ofsted:

Rainbow's End Montessori School may seek to temporarily deliver the service in a different way, for example by remote learning via Tapestry. Where parents choose to access this temporarily changed service 25% of usual fees will be payable;

Where Rainbow's End Montessori School cannot temporarily deliver the service in a different way, or where parents choose not to access the temporarily changed service during the period of temporary interruption of service, no fees will be payable whilst the setting is temporarily closed;

It is the parents' responsibility to inform the setting in writing at the earliest opportunity if they choose not to access a temporarily changed service offered;

Full fees based on the child's normal attendance will be payable as usual once the setting reopens;

Where opening hours are disrupted, full fees, based on the child's normal attendance pattern and the hours that Rainbow's End Montessori School is able to open, will be payable;

Terms and Conditions to withdraw a child from the setting remain the same during periods of temporary interruption of service.

Rainbow's End Montessori School accepts no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the preschool being temporarily closed

ACCIDENTS, ILLNESS & MEDICATION

Rainbow's End Montessori reserves the right to refuse entry to children who appear unwell or who are, or appear to be, suffering from an infectious illness. Exclusion periods are as per our Sick Children Policy. Exclusion periods are for a full day, not a part day. Please see our Sick Children Policy. Children who have been given Calpol or equivalent (unless prescribed by a medical professional) within 4 hours of arriving at preschool must not attend and will be refused entry..

Rainbow's End Montessori School accepts no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the non-admittance of your child to the preschool for any reason.

We accept no responsibility for children contracting contagious diseases/infections. Parents are expected to inform the preschool if their child is suffering from any illness, sickness, allergies or injuries before attending preschool.

Children who are not well enough to fully participate in the daily routines of preschool should be kept at home until fully recovered.

We reserve the right to contact parents and to ask that their child be collected if their child becomes unwell or appears to be unwell whilst at preschool.

It is the responsibility of parents/guardians to ensure that the preschool has up to date contact information so that we can contact you in the event of illness, accident or emergency.

Parents and/or the child's emergency contacts must be contactable by phone and able to collect within 30 minutes at all times when the child is attending preschool.

Medication (other than emergency Calpol, for which signed permission is given on the child's registration form), can only be administered with completion of a Medication Form, signed by the parent/guardian. Children must not attend for 24 hours after a first dose of medication in case of allergies. Please see our Administration of Medication Policy.

We reserve the right to administer first aid when necessary. For accidents requiring hospital treatment, where we have been unable to contact a parent or emergency contact for the child, we are hereby authorized to act on behalf of parents and authorize necessary treatment.

It is parents' responsibility to inform preschool of any allergies, medical conditions, or medications before the child is left in the care of the preschool and to update preschool before the child next attends of any new allergies, medical conditions or medications or any changes to a child's allergies, medical conditions or medications.

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TERMS & CONDITIONS OF REGISTRATION

CLOTHING & PROPERTY

Rainbow's End Montessori School will not be liable for loss or damage to any clothing, shoes or property brought to preschool. It is the responsibility of parents to ensure that all belongings are clearly named. A full list of items that must not be brought to nursery can be found in our Welcome Pack.

COLLECTION OF CHILDREN

Children may only be collected by persons aged 16yrs or over who are listed on the child's registration form as having permission to collect. The child's registration form may only be updated in person or by email and may only be updated by a person who has parental responsibility for the child.
Rainbow's End Montessori School will not release children to unlisted persons, or to anyone about whose identity we are uncertain. Everyone who comes to collect a child (including parents) should always bring identification with them in case they are asked to show it. It is the responsibility of parents to ensure that everyone who collects their child is aware of this rule.

PARENTS' CONDUCT

Parents & carers are required to support and abide by the rules, policies & procedures of the setting. A full copy of our policies & procedures is available on our website.
It is expected that parents & carers will treat all staff members, children and other parents & visitors to the setting with politeness & respect. At the discretion of the senior member of staff on duty, any parent or carer deemed to be behaving inappropriately may be asked to leave the preschool premises. At the discretion of the proprietor, any behaviour by parents or carers that is deemed aggressive or inappropriate may result in the child's place at Rainbow's End Montessori School being withdrawn with immediate effect.

SAFETY

Parents & carers are required to abide by all rules put in place to ensure the health & safety of children attending the preschool. These rules are communicated via the Welcome Pack, in policies and procedures and in other communication such as posters or newsletters. It is the responsibility of parents to ensure that everyone who drops off or collects their child is aware of the rules.

PARKING

Parents must not park in the preschool car park or anywhere inside Parley First School grounds. It is the responsibility of parents to ensure that everyone who brings or collects their child is aware of this rule. At the discretion of the proprietor, repeated disregard for this rule may result in your child's place at Rainbow's End being withdrawn.