



Registration and Contract Form

ALL CHILDREN WHO ATTEND MUST BE REGISTERED WITH THE CHILDCARE PROVIDER



Welcome

Beckside Pre-School & Nursery is situated on the A46 on the outskirts of Nettleham, northeast of Lincoln and is easily accessible to families living in the surrounding villages and those commuting to Lincoln from further afield. Beckside has been privately owned by Helen Kendall since 2009 and the setting is Ofsted registered. We have a long-standing reputation in the local area with families returning to us with younger siblings. We relocated to our new, purpose-built nursery and early years setting in September 2021 and offer provision for children from birth to five years - all year round.

Our aims:

Beckside Pre-School & Nursery aims to provide high quality care and education for young children and a secure foundation for learning in an encouraging and nurturing environment, where there is an equality of opportunity and support for all and where staff and parents/carers work in close partnership.



Beckside

Pre-School & Nursery

Helen Kendall, Owner/Director

Beckside Pre-School & Nursery

becksidennettleham@googlemail.com



Our room phases

Explorers: birth to approx.. 16 months

Our practitioners are our most valuable resource and are trained to work with this specific age group due to their related expertise, experience, skills and qualities. They have undergone current and specific training for working with Under 2s. This highlights for our Explorers room team, how valuable quality interactions and a stimulating environment are for babies' and toddlers' brain development. They understand that this stage of development is unique and needs specialist and delicate support, because it has a significant impact on a child's ability to learn in later years.

The next step

As your child grows, we will discuss with you when we feel they are ready to transition from Explorers to Discoverers. This is sometimes done earlier depending on the child's stage of learning and development.

Voyagers

Approx. 16 -24 months

Our room for 16 months to 2 year olds is designed for children who are getting ready to explore the areas around them and is set up to encourage their independence. The room is spacious allowing inquisitive minds to explore and investigate new experiences. Our room is led by skilled practitioners who are there to facilitate learning and support children's development through child initiated play.

The next step

We work closely with staff in the next room phase to ensure that our children have plenty of opportunities to become familiar with their surroundings and friends before they move to their new space.

Discoverers: 2-3 years

Our room for 2- 3 year olds is led by skilled practitioners who are there to facilitate learning in all areas of development through child initiated play in a safe and caring environment. Between the ages of 2 and 3, toddlers take huge steps in their development. With the encouraging support from our friendly practitioners, our toddlers are always encouraged to explore, investigate and be creative. This enables the children to develop and make progress at their own pace, enabling them to fulfil their potential.

The next step

There are two intakes into the preschool room in the January and September of each year. Children who turn 3 between September and December will move to the preschool room in the January. Children who turn 3 between January and August will move up to the preschool room in the September, with transition visits arranged during the summer. Children will be with their friends and current cohort when they join the preschool room.

Regardless of when the children are ready to move up to the preschool room, their development and learning is supported by starting from the child, and then matching interactions and experiences to meet their individual needs. Our observations of and interactions with the children are used to help us understand what they know and can do and what they need to do next- in partnership with parents and carers.

Adventurers: 3-5 years

Our preschool team is expert in the learning, development and teaching methods of 3 - 5 year olds. They work closely with the Discoverer room staff to ensure that each child who moves up to pre-school is fully supported and learning is tailored to meet individual needs. While our pre-school is about starting to prepare your child for school, it's also about learning through play, exploring new things and experiences, practicing, repeating and applying skills.

The next step

Our practitioners work closely with parents and carers to ensure that all children are school-ready. Moving rooms is one of the most exciting parts of nursery life, even though we know it can be a little daunting. None of our children move rooms before they are ready- and this decision involves lots of conversations between parents, staff, and the children themselves. The transition itself is slow and involves lots of short visits and trial runs in the new room where the children make new friends and get used to their new surroundings.

Our staff team

Our team is our richest resource for all babies, toddlers and children in our care. We are made up of a team of expert individuals who are enthusiastic and passionate about working with children. Our staff bring their own unique backgrounds, skills, creativity, perspective and expertise. Collectively we share the same deep commitment and passion for early years care and learning.

Our curriculum

Our curriculum is shaped by the seven areas of learning and development outlined in the Statutory Framework for the Early Years Foundation Stage and the non-statutory guidance, Development Matters, helps us to design an effective early years curriculum, building on the strengths and meeting the needs of the children we care for.

Tapestry online learning journal

This is our online tool to enhance parental engagement and to share significant moments of learning; supporting the relationship between the child and their key person and allowing for achievements to be celebrated. Our policies and procedures for the setting, newsletters, updates and reminders are available to parents when they join us and set up an account with Tapestry. We also use Tapestry to manage our bookings and children's schedules.

Tapestry consent

Parents and carers will be asked to provide consent for us to use Tapestry to record their child's learning and development upon joining our setting.

Childcare Funding

There are various government funding options to help parents and carers with their childcare costs. We are very happy to chat through the different funding options available and answer any questions you may have.

Please visit [Childcare Choices | 30 Hours Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#) or contact Helen Kendall, Manager/Director, Beckside Pre-School & Nursery: becksidennettleham@googlemail.com

Meals and snacks

Angie, our preschool and nursery cook, prepares and cooks a hot lunch on site every day, a snack in the morning and a cold meal at 4pm. Our menu changes regularly and is available to view on our website. Our kitchen holds a full five-star Food & Safety Hygiene rating from West Lindsey District Council in recognition of our high standards of hygiene practices.

Rest Areas within all the setting's phases

There are quiet carpeted rest areas with soft cushions and sleep mats where children can go if they wish to rest and relax at any time of the day.

Dedicated sleep rooms

Sleep pods, travel cots and sleep mats are available in our sleep rooms. The rooms are regularly monitored. Please refer to our Rest and Sleep Policy.

Getting ready to join Beckside Pre-School & Nursery

Active learning indoors and out

Throughout the year, your child will experience outdoor as well as indoor activities that may include running, balancing and generally being active. With this in mind please send them in weather appropriate clothing and suitable shoes. In winter, your child will need an outdoor coat with a hood and waterproof shoes with grips, a hat and gloves.

In summer, your child will need a hoody or cardigan for cooler days and sun hat for sunny days. Even though the weather is warm, choose shoes with grips so they can climb and balance and make the most of the outdoors.

Children will also need:

- a pair of wellies and a waterproof coat with a hood and preferably a rainproof suit that we can keep in the setting.
- a bag with a full change of clothes, and if toilet training, extra sets of underwear and clothing.
- nappies, baby wipes, nappy bags and creams (if required)
- a labelled drinks bottle for snack/lunch/teatime (if required)
- summertime - sun hat and sun-cream

PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS

Toys from home

We encourage parents to leave their child's toys at home. We have lots of exciting toys and resources at Beckside that are suitable for the child's age and stage of development.



Parents must inform the setting:

- if their child has an infectious disease. Please refer to our Illness and Exclusion Policy
- of anything affecting their child's health, including specific dietary requirements and food intolerances
- of any changes to contact details immediately and ensure these are kept up to date
- of any changes in parental responsibility
- in advance, if a child is being collected by someone other than the authorised parent /carer



Beckside Pre-School & Nursery Fee Structure from 1 April 24

| | | |
|------------------------------|------------|--------|
| Babies and under 2 year olds | 8am to 6pm | £64.00 |
| | 8am to 1pm | £35.00 |
| | 1pm to 6pm | £35.00 |

We only offer an all year round schedule for babies and children under 2 years.
Meals are included in the fee for babies and children under 2 years

| | | |
|--|------------|--------|
| 2 year olds (not in receipt Of funding) | 8am to 6pm | £62.00 |
| | 8am to 1pm | £34.00 |
| | 1pm to 6pm | £34.00 |

| | |
|---|--------|
| 2 year olds in receipt of 12/15 hours funding | |
| Additional hours will be charged at | £6.80 |
| Additional days (8am-6pm) | £62.00 |

| | |
|---|--------|
| 3 year olds in receipt of 15/30 hours funding | |
| Additional hours will be charged at | £6.20 |
| Additional days (8am-6pm) | £60.00 |

Please note, we can accommodate hours rounding up or down to the nearest hour.

Meal charges

All children over the age of 2 years will be charged £4.75 on each day they have a nursery lunch.

Meals include breakfast, morning snack, hot lunch, afternoon snack and a cold tea.

If you would prefer not to pay for hot lunches you can, of course, provide a packed lunch for your child.



Our Terms & Conditions

Admissions: A child's place is not secured until you receive written confirmation from Beckside Pre-School & Nursery. Your child's place will be confirmed by email and will include details of the child's commencement date together with confirmation of the sessions/hours you require.

Requests to delay/change start date: If a parent wishes to delay their child's start date, we require at least one calendar months' notice to do so. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Registration and Contract Form. Requests to change sessions prior to the confirmed start date can only be accommodated at our discretion and are subject to availability.

Baby room charges

A £50 registration fee will be invoiced on receipt of a completed registration form for the **Baby room only. This is our room for children from birth to approximately 16 months old.** The charge is refunded on the parent's first invoice. The registration fee is non-refundable if the parent withdraws or cancels their child's place before the expected start date.

What's included in the fee: Meals include breakfast, snack, a hot cooked lunch and a cold tea. We can accommodate hours rounding up or down to the nearest hour.

What's not included in the fee: Nappies, baby wipes, nappy cream, nappy bags and formula milk are not included in the fees and must be provided by the parent/carer.

Bank Holidays: Beckside Pre-School & Nursery is open all year round with the exception of Bank Holidays and the week between Christmas and New Year. Bank Holidays and Christmas and New Year when the setting is closed will not be charged for.

Unforeseen closure: In the event of Beckside Pre-School & Nursery closing due to extreme weather conditions, flooding, loss of utility supplies, heating failure, or other causes beyond our reasonable control, we will close, and the parent/carer accepts that no refund of fees will be made due to continued operational costs.

Term time and all year round schedules: We do not offer term time only sessions to children under 2 years.

Term time only schedules and booking extra sessions in the holidays

We do not offer extra sessions in the holidays if requested- to children who have a term time only schedule, except in special circumstances. Please note: we run to Lincolnshire County Council term time dates and school holidays.

Additional charges: Please see our fee structure on the previous page which outlines what our fee includes.

Sibling discount: a discount for siblings is offered if both children are full-time in nursery.

When are fees payable: All fees are charged monthly in advance. Invoices are issued via email in the first week of each month. Fees are payable by the 25th of each month.

Methods of payment: We accept childcare vouchers, tax free savings.

Late payments: A 10% surcharge on the remaining balance of your account will be payable on any fees outstanding after 25th of the month when fees are due, unless prior arrangement has been made with the manager.

Fee changes: We reserve the right to adjust the fees to reflect increases in our costs of providing our services. We will give you no less than one month's prior notice in writing of the fee increase.

Planned and unplanned absences: Fees are payable during periods where the child is absent from the nursery, including sickness and holidays.

Notification of absence: Parents/carers must inform us by email or telephone on the first day of absence if their child will not be attending their session(s) and the reason for their absence. If the absence continues, parents/carers must keep us updated. If a parent fails to report an absence on the first day, we will contact you.

Settling in sessions: To help your child settle into the nursery, we offer two settling in sessions of up to two hours per session, free of charge. If you require additional settling in sessions, we're very happy to arrange them at an extra cost.

Increasing sessions: We are happy to increase your child's sessions subject to availability. Please try to give us as much notice as possible.

Request to reduce sessions: One month's notice is required should you decide to reduce the number of sessions/hours that your child attends. Normal fee charges will apply during this period.

Extra sessions: Extra sessions can be booked in subject to availability. Extra sessions booked but not taken are non-refundable or transferable unless agreed by the Manager. An hourly rate of £8.95 is applied for the first two hours of any extra booked session unless the child is booked in for a full day, then the normal rate applies. The higher hourly rate is charged regardless of the child's age.

Swapping a session: If a child cannot attend their normal session due to a planned or unplanned absence, the session cannot be swapped for a day when the child does not normally attend.

Late collection fee: We reserve the right to charge parent/carers when they do not collect their child at the agreed time. A charge at the rate of £5 for the first 15 minutes is applied then £10 for every 15 minutes thereafter to cover additional staff costs.

Termination of contract

In the event of the parent giving notice of withdrawal of the child and immediately withdrawing their place, there shall be **one month's fees** due to Beckside Pre-School & Nursery, in lieu of notice. Failure by the parent to provide one month's fees or any notice at all shall render the parents liable to the setting for one month's fees. Notice must be given in writing.

Beckside Pre-School policies and procedures: All of our policies and procedures can be viewed on our website and are made available to parents through [Tapestry](#) when their child joins the setting and is set up with a Tapestry account. It is the parent's responsibility to read these policies and familiarise themselves with all policies and procedures. If you require clarification on any

policies / procedures, then please speak to the management team. The policies will be reviewed periodically and on a regular basis.

General: Beckside Pre-School & Nursery reserves the right to change any element of these Terms and Conditions without notice where such a change arises from regulatory or legal requirements, or by providing reasonable notice for non-regulatory or statutory amendments.

Please return your completed Registration Form to:

Helen Kendall, Director

Beckside Pre-School & Nursery, (Brown Cow Inn), Lincoln Road, Nettleham, Lincoln, LN2 2NE

Or email the form to Helen at: becksidennettleham@googlemail.com

Please note: this form is an expression of interest **ONLY** and we will contact you to confirm and offer a place.

| For Office Use ONLY | |
|---------------------------|--------|
| Date Application received | |
| Expected start date | |
| Birth Certificate checked | YES/NO |

| Child details | | | |
|--|--|---------|----------|
| First name: | | | |
| Middle name: | | | |
| Family name: | | | |
| Known as: | | | |
| Date of Birth: | | Gender: | |
| Language spoken at home: | | | |
| Nationality: (optional) | | | |
| NHS Number: | | | |
| Your child's permanent address (at time of application) | | | |
| | | | |
| Special Educational Needs: Does your child have a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP)? | | | YES / NO |

| | |
|---|-------------------------|
| At risk: Is your child or a sibling of your child, subject of an inter-agency child protection plan and has been placed on the Child Protection Register? (Please provide evidence with this form) | YES / NO |
| Children in Public Care: Is your child looked after, or was previously looked after and is now adopted, or with a child arrangements or special guardianship order? | YES / NO |
| Has your child attended any other nursery or childcare provider? If so, please give details | |
| Are you/your child eligible for childcare funding? If you need to check what funding you are eligible for you can check using the links below: 30 hours free childcare - GOV.UK (www.gov.uk) Help paying for childcare: 15 hours free childcare for 3 and 4-year-olds - GOV.UK (www.gov.uk) Help paying for childcare: Free education and childcare for 2-year-olds - GOV.UK (www.gov.uk) | YES/NO |
| I am eligible for 30 hours free childcare Please note it is the parent's/carer's responsibility to obtain the 30-hour funding code from HMRC | YES / NO |
| Your HMRC number for 30 hours free childcare | |
| I am eligible for 15 hours free childcare | YES/NO |
| I am eligible for free education and childcare for 2-year-olds | YES/NO |
| Extended Entitlements Only - Do you wish to split funded hours with another childcare provider? If yes, please detail hours: | Number of hours: |
| If you have any other requirements, please enter them here | |
| <p>Parental responsibility:</p> <p>A mother automatically has parental responsibility for her child from birth.</p> <p>A father usually has parental responsibility if he's:</p> <p>Married to the child's mother Listed on the birth certificate (after a certain date, depending on which part of the UK the child was</p> <p>Married parents</p> <p>An unmarried father can only get legal responsibility for his child in 1 of 3 ways:</p> | |

Jointly registering the birth of the child with the mother (from 1 Dec 2003)
Getting a parental responsibility agreement with the mother
Getting a parental responsibility order from the court

1) Person with parental responsibility (as named on child's birth certificate)

| | |
|---|--|
| Title: | |
| Forename: | |
| Surname: | |
| Date of Birth: | |
| Relationship to the child: | |
| National Insurance Number: | |
| National Asylum Support Service (NASS) Number (if applicable) | |
| Address: | |
| Email address: | |
| Telephone numbers: | |
| Home: | |
| Work: | |
| Mobile: | |

2) Person with parental responsibility (as named on child's birth certificate)

| | |
|---|--|
| Title: | |
| Forename: | |
| Surname: | |
| Date of Birth: | |
| Relationship to the child: | |
| National Insurance Number: | |
| National Asylum Support Service (NASS) Number (if applicable) | |

| | | |
|--|------------------------|--|
| Address: | | |
| Email address: | | |
| Telephone numbers: | | |
| Home: | | |
| Work: | | |
| Mobile: | | |
| In the event that the above named cannot be contacted in an emergency, please provide contact details of a third person: | | |
| Title: | | |
| Forename: | | |
| Surname | | |
| Relationship to the child: | | |
| Address: | | |
| Email: | | |
| Telephone numbers: | | |
| Home: | | |
| Work: | | |
| Mobile: | | |
| Children will only be released to adults authorised to do so by the parents on the correct registration form. A password will be required if that person is not known to the staff. We only release children into the care of an adult (18 years and over) | | |
| Please provide a password: | | |
| Please answer YES/NO to the following questions and provide details where necessary. | | |
| Does your child have: | Please provide details | |
| a medical condition | YES/NO | |
| any known allergies | YES/NO | |

| | | |
|--|---------------|--|
| an EpiPen | YES/NO | |
| take any regular medication | YES/NO | |
| have/require a Health Care Plan | YES/NO | |
| Please note: Beckside Pre-School & Nursery is a water only setting and promotes healthy eating and good oral health. This means that if your child brings a drinks bottle to nursery, it should contain only water (no juice, squash or fizzy drinks please). | | |
| have any special dietary requirements/food intolerances | YES/NO | |
| Please detail any medical procedures which are prohibited by family or religion | | |
| Please detail any religious or cultural considerations that need to be made when caring for your child | | |
| Please indicate your consent to the following: | | |
| I consent for my child to have sun cream reapplied by nursery staff using the setting's sun cream if required | YES/NO | |
| I consent for plasters to be used on my child when needed | YES/NO | |
| Name of child's Doctor/Health Visitor: | | |
| Surgery address: | | |
| Telephone number: | | |
| Declaration and consent for emergency medical treatment | | |
| I agree to the person in charge of Beckside Pre-School & Nursery (manager) taking the necessary steps to ensure that my child receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the setting or whilst my child is on an authorised outing. I understand that the person in charge (manager) will make every effort to | | |

inform me of any emergency or accident as soon as possible after the event but accept that in my absence they may have to seek emergency medical treatment which may include taking the child to their GP, the hospital or calling an ambulance and an appropriate adult accompanying my child to the hospital in the case of a serious accident or emergency. In the event that I can still not be contacted, and my child requires emergency treatment, I give permission for the appropriate adult to authorise medical staff to administer essential treatment until my arrival.

| | | | |
|----------------------------|--|---------|--|
| Print name: | | Date: | |
| Relationship to the child: | | Signed: | |

Consent for sharing information

This form gives permission for Beckside Preschool & Nursery to share relevant discussions, assessment, records, reports (which may include photographs) and information with other appropriate professionals working with your child. For example, Health Visitor, Speech and Language Therapist, in addition to exchange of information at the end of a session with other family members/childminder who have permission to collect your child from the setting. Through sharing information, this provides support and aids transition into another nursery or school. I authorise Beckside Preschool & Nursery to share relevant information regarding my child's learning and development, wellbeing and experiences with others who are involved in their care.

| | | | |
|----------------------------|--|---------|--|
| Print name: | | Date: | |
| Relationship to the child: | | Signed: | |

Please note, we do not offer term time only sessions for under 2's.

Please indicate below the session(s) you require.

If you require different hours, we're happy to discuss your requirements.

Your preferred start date

| UNDER 2's | Session Times | Session Times | Session Times |
|------------------|------------------------|--------------------------|-------------------------|
| | Morning 8am-1pm | Afternoon 1pm-6pm | Full Day 8am-6pm |
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |

All year round only sessions for under 2's

| 2-3 YEAR OLDS | Session Times | Session Times | Session Times |
|----------------------|------------------------|--------------------------|-------------------------|
| | Morning 8am-1pm | Afternoon 1pm-6pm | Full Day 8am-6pm |
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |

Term time only: YES/NO

All year round: YES/NO

| 2-3 YEAR OLDS | Session Times | Session Times | Session Times |
|-----------------|-------------------------|---------------------------|-------------------------|
| | Morning 9am-12pm | Afternoon 12pm-3pm | Full Day 9am-3pm |
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Term time only: | | YES/NO | |
| All year round: | | YES/NO | |

| 3 YEAR OLDS | Morning 8am-1pm | Afternoon 1pm-6pm | Full Day 8am-6pm |
|-----------------|-----------------|-------------------|------------------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Term time only: | | YES/NO | |
| All year round: | | YES/NO | |

| 3 YEAR OLDS | Morning 9am-12pm | Afternoon 12pm-3pm | Full Day 9am-3pm |
|-----------------|------------------|--------------------|------------------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Term time only: | | YES/NO | |
| All year round: | | YES/NO | |

DECLARATION: The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for admission purposes. I agree to Beckside Pre-School & Nursery using this information to consider my application for a place in the setting. I understand that if any part of this completed application form is found to be false, the offer of a place will be withdrawn. I understand that the completion of an application form does not guarantee a place at Beckside Pre-School & Nursery until it is confirmed.

| | |
|---|-------|
| Signature of parent/carer: | Date: |
| How did you hear about us? | |
| <p>HOW THIS FORM WILL BE USED:</p> <p>By completing this form and signing the declaration you are agreeing to Beckside Pre-School & Nursery checking whether your child's details meet the setting's published admission policy and if she/he can be offered a place. Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share your data with any third party other than the Department for Education (for statutory reporting), Lincolnshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or benefits your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.</p> | |

