



Registration and Contract Form

**ALL CHILDREN WHO ATTEND MUST BE REGISTERED WITH
THE CHILDCARE PROVIDER**



Welcome

Beckside Pre-School & Nursery is conveniently located along the A46 on the outskirts of Nettleham, northeast of Lincoln-making it easily accessible for families in nearby villages as well as those commuting from further afield. Privately owned by Helen Kendall since 2009, Beckside is a registered Ofsted setting with a well-established reputation in the local community. Many families return to us with younger siblings, a testament to the trust and care we've built over the years. In September 2021, we relocated to our purpose-built nursery and early years setting, where we provide high-quality care and education for children from birth to five years, all year round.

Our aims:

At Beckside Pre-School & Nursery, our mission is to provide high-quality care and early education within a nurturing and supportive environment. We strive to create a secure foundation for every child's learning journey, promoting equality of opportunity and tailored support for all. Strong partnerships between staff and parents/carers are at the heart of our approach, ensuring each child thrives through shared understanding and collaboration.



Helen Kendall, Owner/Director
Beckside Pre-School & Nursery
becksidennettleham@googlemail.com

Beckside
Pre-School & Nursery





Our room phases

Ducklings 1 & 2: birth-18 months

Our practitioners are our greatest asset, specially trained to support the unique needs of babies and toddlers. With expertise, experience, and an understanding of early development, the teams in Ducklings 1 & 2 have experience of working with children under two years.

Looking ahead

As your child grows, we'll work closely with you to decide when they're ready to transition from Ducklings 1 or Ducklings 2 to our Caterpillar room. This move is guided by each child's individual learning and development and may occasionally happen earlier if we feel they're ready to take that next step. Transitions are also subject to available spaces.

Caterpillar room: approx. 18 -24 months

A thoughtfully arranged space that nurtures growing independence and curiosity. With plenty of room to move, explore, and investigate, it provides a rich environment for inquisitive minds to engage in new experiences. Skilled practitioners lead the room, supporting each child's development through child-initiated play and meaningful interactions that foster confidence and learning.

Butterfly room: 2-3 year olds

Our Butterfly room is for children aged 2 to 3 years and our skilled and caring practitioners create a safe, supportive environment where learning flourishes through child-initiated play. With gentle encouragement and thoughtful guidance, our team inspires children to explore, investigate, and express their creativity.

Next steps

There are two intakes into the pre-school room in the January and September of each year. Children who turn 3 between September and December will move to the pre-school 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 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.

Sunflower and Daisy rooms: 3–5-year-olds

While our Sunflower and Daisy rooms gently prepare children for the next step into school, it remains rooted in the joy of play. Children are encouraged to explore, experiment, and build on their skills through repetition, creativity, and meaningful experiences that spark curiosity and confidence.

Next steps

We'll be focusing on:

School readiness activities: from practising independence skills to exploring stories about starting school, our team will gently prepare children for the routines and expectations of Reception.

- Visits and Introductions: Where possible, we'll arrange opportunities for children to meet their future teachers, either through in-person visits or virtual introductions. These moments help build familiarity and confidence.
- Sharing Information: We'll be liaising with local schools to pass on key information about your child's learning journey, interests, and support needs — ensuring continuity and care.
- Supporting Families: We know this transition can feel emotional for parents too. Our team is here to answer questions, offer guidance, and celebrate this special moment with you.
- Celebrating Achievements: Before they leave, we'll mark your child's time at nursery with a special send-off — recognising all they've learned, the friendships they've made, and the wonderful person they're becoming.

Our Staff Team

Our team is the heart of our setting and the greatest resource for the babies, toddlers, and children in our care. Each member brings a unique blend of experience, creativity, and expertise, united by a shared passion for early years education and nurturing development.

You can learn more about our team and view individual staff profiles on our website: [Meet our team – Beckside Preschool and Nursery](#)

Our curriculum

Our curriculum is guided by the seven areas of learning and development set out in the Statutory Framework for the Early Years Foundation Stage. We also draw on the non-statutory *Development Matters* guidance to shape a rich and responsive early years curriculum. This approach allows us to build on each child's strengths and meet their individual needs, ensuring every child receives meaningful, tailored support as they grow and learn.

Tapestry online learning journal

Tapestry is our secure online platform designed to enhance parental engagement by sharing meaningful moments of learning and development. It supports the bond between each child and their key person, while giving families the opportunity to celebrate achievements together.

As well as recording your child's learning, parents can also access our setting's policies, newsletters, and reminders directly in their Tapestry account. We also use the platform to manage bookings and children's schedules, helping to keep everything organised and accessible. Upon joining our setting, parents and carers are asked to provide consent for us to use Tapestry as a secure platform to document and share their child's learning and development journey.

Early Years Entitlements

Parents in England may be eligible for a range of childcare funding options, each with its own criteria. You can find detailed information and answers to common questions on the UK Government's [Best Start in Life](#) website.

For details specific to our setting, including how funding is applied, please refer to our *Early Years Entitlements (EYE) Funding Parent Agreement & Policy*, available on our website.

Meals and snacks

Angie, our 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 a sample menu 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.

Dedicated sleep rooms

Sleep pods, travel cots and sleep mats are available in our sleep rooms. Please refer to our Rest and Sleep Policy on our website.

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 your child 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 a 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 including 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

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 on our website.
- 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
- parents inform the setting of their child's absence whether the absence is planned or unplanned



Beckside Pre-School & Nursery Fee Structure

Babies and under 2 year olds	8am to 6pm	£68.00
	8am to 1pm	£36.00
	1pm to 6pm	£36.00

All year round only

2 year olds (not in receipt of funding)	8am to 6pm	£66.00
	8am to 1pm	£35.00
	1pm to 6pm	£35.00

2 year olds in receipt of 12/15 hours funding		
Additional hours will be charged at		£6.80
Additional days (8am-6pm)		£66.00
Meals		£5.75

3 year olds in receipt of 15/30 hours funding		
Additional hours will be charged at		£6.60
Additional days (8am-6pm)		£64.00
Meals		£5.75

Meals include: breakfast, snacks, a hot dinner and a cold tea. Parents and carers are welcome to opt out of the meal charge if they prefer to provide a packed lunch and tea from home.



Frequently Asked Questions

Admissions

A child's place at Beckside Pre-School & Nursery is confirmed only upon receipt of written confirmation. This will be sent via email and will include an agreed start date along with their session times.

Changes to Start Date or Sessions

If you wish to delay your child's start date, we require a minimum of one calendar months' notice. Should the start date be changed after confirmation, we reserve the right to charge from the original date stated on the Registration and Contract Form. Requests to amend sessions prior to the start date are subject to availability and may only be accommodated at our discretion.

Fees and Inclusions

Our fees include breakfast, snacks, a cooked lunch, and a cold tea.

We offer flexibility in rounding booked hours up or down to the nearest full hour.

What's Not Included in the Fee

Nappies, baby wipes, nappy cream, nappy bags, and formula milk are not included in our fees and must be provided by parents or carers.

Bank Holidays & Scheduled Closures

Beckside Pre-School & Nursery operates year-round, except on Bank Holidays and during the week between Christmas and New Year. No fees are charged for these closure periods.

Unforeseen Closures

In the event of unexpected closure due to circumstances beyond our control—such as extreme weather, flooding, utility outages, or heating failure—fees remain payable to cover ongoing operational costs. We appreciate your understanding in these rare situations.

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

Term-Time Schedules & Holiday Bookings

Children attending on a term-time only basis are not eligible to book additional sessions during school holidays, except in exceptional circumstances. Our term dates and holidays follow the Lincolnshire County Council calendar.

Additional Charges

Please refer to our fee structure on the previous page for a detailed breakdown of what is included in our fees.

Sibling Discount

A sibling discount is available when both children attend the setting full-time.

Fee Payments

Fees are charged monthly in advance. Invoices are sent via email within the first five working days of each month, and payment is due by the 25th of that month.

Methods of payment: We accept childcare vouchers and 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 Adjustments

We reserve the right to review and adjust our fees in response to rising operational costs. Should a fee increase occur, we will provide written notice at least one month in advance.

Absences (Planned & Unplanned)

Fees remain payable during any periods of absence, including holidays and instances of illness.

If your child will be absent, please notify us by email or phone on the first day, including the reason for their absence. Please refer to our Attendance Policy on our website.

Settling-In Sessions

To support a smooth transition into nursery, we offer four complimentary hours to use as you see fit. If you feel your child would benefit from additional sessions, we're happy to arrange these at an additional cost.

Increasing Sessions

We're pleased to accommodate requests to increase your child's sessions and is subject to availability. To help us plan effectively, please provide as much notice as possible.

Reducing Sessions

If you wish to reduce your child's sessions or hours, we require one month's written notice. Standard fees will apply during this notice period.

Extra sessions: Extra sessions can be booked 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 the parent/carer when they do not collect their child at the agreed time.

Termination of contract: Four weeks is the minimum notice period if you wish to terminate your contract with Beckside Pre-School & Nursery. This should be in writing to the nursery Manager. Fees are payable during the notice period and the nursery undertakes to continue to admit the child during this period.

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. 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. Policies are reviewed periodically. 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: becksidenettleham@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	
Date place reserved/confirmed with parent/carer	
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? Use the link below to check your eligibility: Homepage Childcare Choices	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 National Insurance 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 A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he is:</p> <ul style="list-style-type: none"> • 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 born) <p>Married parents An unmarried father can only get legal responsibility for his child in 1 of 3 ways:</p> <ul style="list-style-type: none"> • Jointly registering the birth of the child with the mother (from 1 December 2003) • Getting a parental responsibility agreement with the mother • Getting a parental responsibility order from the court <p>1) Person with parental responsibility (as named on child's birth certificate)</p>	
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 collection 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		
<p>I agree to the person in charge of Beckside Pre-School & Nursery (the 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 (the 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.</p>		
Print name:		Date:
Relationship to the child:		Signed:
Consent for sharing information		
<p>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.</p>		

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:	
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Relationship to the child:		Signed:	
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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 processed securely and 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?	

HOW THIS FORM WILL BE USED:

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, your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

