

CHILDREN REGISTRATION FORM

Child's Details			
First name:		Surname:	
Preferred name:		Gender:	
Date of birth: DD / MM / YYYY		Place of birth:	
Ethnicity:		Nationality:	
Home Address:			Postcode:
Family			
Parent's marital status	Number of siblings	Position in Family	Parent serving in Armed Forces Yes No
Health & Diet			
Permission given to have medicine administered (e.g., Calpol) Yes No		Does your child have any food allergies or dietary requirements? (If yes, please specify) Yes No	
All the immunisations are up to date? Yes No			
Does your child have any medical condition, special needs?		Has your child been referred by GP for any assessments (hearing, sight, speech & language etc.)?	
Details of any other settings or childcare attended:		Details of any other agencies or professionals working with your child and their role:	
Are you aware of any Special educational needs (SEND) your child may have? (If yes, please specify) Yes No		Other medical information you would like to provide?	
Name of GP/ Medical practice:			Toileting
GP / Medical practice address:			Potty trained: Yes No
			If not potty trained, current Nappy Size:

Mother / Primary Carer 1		
Title (<i>Mrs, Miss, Ms, Other</i>)		Parental responsibility: Yes No
Relationship (<i>if not mother</i>):		
First name:	Surname:	
NI Number / NASS Number (<i>for asylum seeker if you do not have NI Number</i>)	Date of Birth: DD / MM / YYYY	
Occupation:	Work phone:	Mobile phone:
Email address (please write in CAPITAL LETTERS):		
Home address (if different from the child's home address):		Postcode:
Father / Primary Carer 2		
Title (<i>Mr or Other</i>)		Parental responsibility: Yes No
Relationship (<i>if not father</i>):		
First name:	Surname:	
NI Number / NASS Number (<i>for asylum seeker if you do not have NI Number</i>)	Date of Birth: DD / MM / YYYY	
Occupation:	Work phone:	Mobile phone:
Email address (please write in CAPITAL LETTERS):		
Home address (if different from the child's home address):		Postcode:
Emergency Contact Details (<i>must be different from above</i>)		
<i>In case of emergencies, we need other suitable contacts, who can collect your child</i>		
Title (<i>Mr, Mrs, Miss, Ms, or Other</i>)		Parental responsibility: Yes No
Relationship:		
First name:	Surname:	
Home phone:	Mobile Phone:	

Permissions		
I give permission for my child's photographs to be used on the nursery website	Yes	No
I give permission for my child's photographs to be used on leaflets for advertising purpose	Yes	No
I give permission for my child's photographs to be on Mini Bees Facebook page	Yes	No
I give permission for my child to visit the local parks	Yes	No
I give permission for my child to visit the local libraries	Yes	No
I give permission for my child to travel by bus	Yes	No
I give permission for my child to travel by car	Yes	No
I give permission for my child to travel by train & tube	Yes	No
I give permission for my child to receive emergency medical treatment	Yes	No
Sign: _____	Date: _____ DD / MM / YYYY	

Sessions Booking Pattern				
Monday	Tuesday	Wednesday	Thursday	Friday

Additional comments: _____

Desired Start Date DD / MM / YYYY	Any other setting attended in past (if yes, please write name of the setting)		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		

Entitled to 15 hours free childcare <u>(2 Years Old)</u>	Entitled to 30 hours free childcare <u>(3 Years Old)</u>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No				
Yes	No				
If yes, confirmation reference: _____	If yes, confirmation reference: _____				

Declaration

PAYMENTS OF FEES: We understand that the cost of childcare may seem expensive to parents / carers and therefore we continue to strive to be the most affordable local nursery; however, providing a high quality, safe and stimulating service for children is not cheap. To ensure continued high standards and sustainability of the setting we ask parents and carers to comply with this policy in respect of the fee payment. Fees are payable monthly in advance (must be paid and cleared five working days before your session starts). If your child is absent from the nursery due to sickness, holiday or you miss any sessions for any reason, the full fee will be still payable. You are still required to pay full fee as normal for bank holidays, inset days or another other planned holidays according to our annual calendar. To secure a place for your child we require a £50 administration fee (non-refundable) and £300 deposit (refundable subject to terms and conditions). This deposit is not refundable if you decide not to take up your child's place less than 6 weeks prior to the expected start date. We require at least one month notice in writing for any reduction in sessions or for end of service notice. Fees are reviewed annually.

ABSENCE: At Mini Bees you pay for your child's place and not for their attendance due to Nursery overheads still being incurred. There will be no reduction for sickness or occasional days off. However, you can take up to six weeks holidays per year without paying nursery fees but these holidays must be booked in writing via email to info@minibeeschildcare.co.uk and can only be booked during half term, end of term or Christmas holidays

(highlighted pink in our annual calendar). The full nursery fee remains payable during term times even if you book holidays in advance. Child absences are monitored.

SICKNESS: Any child suffering from sickness or/and diarrhoea should be kept away from the setting for at least 48 hours. A child suffering from any other symptoms should be checked by their doctor. Should your child become unwell when with us, every effort will be made to contact you. We reserve the right to send home any child if such an action is deemed to be in the best interests of that child or other children. Full fee is charged for the days your child may be absent from nursery due to sickness. For full details, see our sickness and medication policies.

TRIP TO THE LOCAL PARK: As part of outdoor activity, we will be taking children to the local park everyday unless it is not safe for them to be outside. By signing this form, you give your consent for your child to go to the local park with our staff members during their regular sessions at Mini Bees.

ACCIDENTS AND ILLNESS: The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident/Incident record form. If emergency treatment at hospital is required, the nursery will make all reasonable attempts to contact the parents but if this is not possible, we are authorised to act on behalf of the parents and authorise any necessary emergency treatment. We will administer prescribed medicines only if parents have completed a Medicine Consent Form. We may require parents to withdraw their child from nursery in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend nursery. We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Parents must inform the nursery if the child is suffering from any illness, sickness, or allergies before attending the nursery. The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

ARRIVAL AND DEPARTURE: Children must be collected from the Nursery only by an authorised adult. If you require any person other than parents or authorised adults to collect, notify us in writing and on collection, identification will be sought. We operate a password system and passwords must be known by any person collecting.

POLITENESS: Staff will always be polite and respectful to all families and visitors. The same courtesy is expected at all times.

PUNCTUALITY: Punctuality when collecting your child at times specified by you is appreciated. However, if you are unavoidably delayed, a phone call advising staff of your delay is necessary as we are required by law to inform social services and the police if we have not been contacted by the parent/carer within 30 minutes of the specified time. To cover our costs, we do reserve the right to charge for late pickups (please ask staff members for details late pick-up charges).

NOTIFICATION IF A PLACE IS NO LONGER REQUIRED: If you no longer require a place after registration, please advise us in writing as soon as possible.

CHANGE OF SESSIONS OR WITHDRAWAL OF A CHILD FROM NURSERY: One Calendar month notice is required (IN WRITING via email to info@minibeeschildcare.co.uk, we do not accept verbal notice to any staff member for any change in sessions) if you intend to reduce your sessions or withdraw your child from the Nursery. Alternatively, you will be required to pay one month's fees in full to cover the notice period.

CONTINUOUS ABSENCE: If your child is absent for two weeks or more without explanation and we are unable to make contact with you or your holidays are not authorised by the nursery manager, it will be assumed that the place is no longer required, or we may terminate your place and allocate to another child. Please notify us in advance if your child is unable to attend or latest by 7am (on the same day).

CHILDREN WITH ASTHMA: If the severity of your child warrants the use of an inhaler, please send it in labelled with the date and your child's name with the sessions they attend. Staff receive training on the use of these when required.

MEALS & SNACKS: The fee for a full day includes the price of meal, snacks, nappies, and wipes. We provide healthy snacks, fresh meals (for children attending 5 hours or longer session) & milk during the day. Drinking water is accessible to children at all times.

CHILD'S LEARNING JOURNEYS, PROGRESS MATTERS AND THE EYFS: All children will be assigned a keyperson when starting Mini Bees. You will meet this person normally during settling-in sessions when your child starts. We will be using the EYFS to support us to plan next steps for your child and use written observations and photographs to add to their learning journey. We observe your child's interest to plan activities and to provide

new and beneficial learning experiences. Your child will have a learning journey and be monitored in seven areas of learning using Family App. We encourage all parents to become involved with these as you can access your Parent/Carer account at any time through your mobile/tablet/PC. We also offer termly parent conferences available for you to discuss your child's progress with the assigned keyperson.

CHILD'S WELFARE AND SAFEGUARDING: If we have any concerns about a child's welfare and we are not satisfied with the parent's explanation, it is our responsibility to seek advice from Hackney MASH team in best interest of the child's safety and welfare.

PARENTAL PERMISSION: In addition to daily visit to the local park, we also organise different events, trips and special occasions, photographs may be taken and used in the newspaper, on our website and on social media. During completion of our parent pack, you will be required to give or not give your consent.

MEDICAL CONDITIONS: If your child has a medical condition, a care plan will need to be completed jointly by parents and staff.

BIRTH CERTIFICATES: At the time of admission the child's birth certificate should be produced for verification of name and date of birth and to confirm who has parental responsibility. Information from this will be recorded and kept in your child's file.

AMENDMENTS: Parents should inform us of any change in marital status, address, telephone number or change of parental responsibility.

TERMINATION: If there is a breach of any of these terms and conditions or if we deem any actions to be necessary in the interests of the other children or of Mini Bees, we reserve the right to suspend or terminate a child's place.

REPRESENTATIVE: Mini Bees & the staff employed will act in Loco Parentis for the duration of the time that the child is in our care, both on and off the premises, until a parent or chosen representative collects the child. In the case of any illness, accident, or emergency we have the right to take such actions that are deemed necessary, including arranging medical treatment, the administering of anaesthetics and hospitalisation, if necessary, even if the parents have not yet been informed or contactable.

AGREEMENT: These Terms and Conditions represent the brief agreement and understanding between the parents (including other carers) and the nursery. This is only brief insight of the daily operation of our nursery and the parent should be familiar with our detailed Policies & Procedures available on our website www.minibeeschildcare.co.uk or can be accessed in the Nursery Main Office. We will email you more information about the setting, settling-in process and other important information which is also a part of this agreement. We reserve the right to update / amend these Terms and Conditions at any time. Any changes in our terms and conditions will be effective automatically one month after the change(s) introduced.

I have completed this form to the best of my knowledge. If there are any change of circumstances, I will inform the nursery immediately. I understand that any misleading or inaccurate information may lead to my child's place at the nursery being terminated.

I have read and understood the above Terms and Conditions, online published policies & procedures and agree to be bound by them.

Name:	Sign:	Date: DD / MM / YYYY
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For office use only

Proof of address received?	Parent's ID copied
Copy of child's birth certificate on file?	
Key person allocated?	Family updated?

Thank You!

Family Application

We use Family App (an online system) to recording your child's learning journey at Mini Bees and for you to pass on messages to your child's keyperson through the parent's app.

Famly is a mobile application and a website which can be accessed on a computer or laptop and on any Apple or Android device such as a tablet or smart phone. By using 'Family' every child at Mini Bees will have their own individual learning journal. You will be able to access your child's journal by logging on with a secure username and password. Parents are only able to view their own child's journal and all information is stored on a highly secure server, which is monitored closely.

Instead of using the old paper book style way of recording, we will be able to instantly upload photos, videos and observations of your child. You get an alert through the app that something new has been added to your child's Learning Journal. By logging in, you can view what your child has been up to. A massive advantage of this system is that you can instantly add your own comments to entries and can show your child's online book to members of the family who would not usually be able to attend parent stay & play and reading sessions.

Famly allows you, as your child's primary educator, to add observations and photographs of your own as well as share your comments. We love to hear about learning and WOW moments from home to share with your child in Poppets. You will also be able to share the activities that your child has particularly enjoyed with the keyperson.

The safeguarding of our children is especially important to us. Everything that is added to Famly will be added to our nursery account and can only be viewed by nursery staff that use the system, and yourself, using your own login details. You will only have access to your child's own book, and this cannot be seen by other parents. Also, it is crucial that you do not share photos or videos from your child's book on social media or through other online platforms. Any incidents where this confidentiality is breached will be dealt with very seriously and will result in your access to the system being withdrawn.

You can also find more information on how to access the app in the next page. We would also like to signpost you to Famly weblink for more information: <https://help.famly.co/en/collections/2776807-help-centre-for-parents>. E-safety is extremely important to us; therefore, we ask you to fill the form in the end and sign the agreement to show that you have read, understood, and agree with our guidelines.

If you have any further questions, please do not hesitate to contact us.

Kind Regards,

Mini Bees

Agreed guidelines for accessing and using.

As a parent, I will:

- **Not** publish any of my child’s observations or photographs on any social media site.
- Keep the login details within my trusted family.

I accept that my child’s photograph may appear on their friends learning journal account and I may see pictures of my child’s friends on my child’s personal account. I will speak to a member of staff if I experience any difficulties accessing my child’s learning journey.

I agree to the above guidelines and have read accompanying information sheets.

Print name (Parent / Guardian): _____

Name of child: _____

Email: _____

Signature: _____ **Date:** _____

By signing and returning this form and providing us with an e-mail address you agree to Mini Bees creating a Family Parent’s online account for you.

Bank Details

Name: Mini Bees Nursery Limited (Trading as: Mini Bees Childcare)		
Address: Mini Bees Childcare 1 – 9 Sidworth Street, Hackney, E8 3SD	Bank	Barclays Bank Plc
	Bank Sort Code	20-41-50
	Bank Account No	73871010

Nursery Fees

CHILDREN AGED 3 MONTHS TO 2 YEARS

Weekly Sessions	Two Days	Three Days	Four Days	Five Days	Additional Day
Half Day (5 Hours)	£350.00	£515.00	£675.00	£840.00	£45.00
Full Day (10 Hours)	£675.00	£1,005.00	£1,340.00	£1,670.00	£85.00

CHILDREN AGED 2 - 3 Years

Weekly Sessions	Two Days	Three Days	Four Days	Five Days	Additional Day
Half Day (5 Hours)	£340.00	£505.00	£665.00	£810.00	£40.00
Full Day (10 Hours)	£665.00	£975.00	£1,290.00	£1,550.00	£80.00
Fee with 15 Hours Universal Free Entitlement					
3 Hours	N/A	N/A	N/A	£225.00	£25.00
Half Day (5 Hours)	£78.75	£243.75	£403.75	£548.75	£40.00
Full Day (10 Hours)	£403.75	£713.75	£1,028.75	£1,288.75	£80.00

CHILDREN AGED 3 - 5 Years

Weekly Sessions	Two Days	Three Days	Four Days	Five Days	Additional Day
Half Day (5 Hours)	£310.00	£460.00	£610.00	£760.00	£35.00
Full Day (10 Hours)	£610.00	£910.00	£1,210.00	£1,490.00	£70.00
Fee with 15 Hours Universal Free Entitlement					
3 Hours	N/A	N/A	N/A	£215.00	£22.00
Half Day (5 Hours)	£72.50	£222.50	£372.50	£522.50	£35.00
Full Day (10 Hours)	£372.50	£672.50	£972.50	£1,252.50	£70.00
Fee with 30 Hours Universal Free Entitlement					
Half Day (5 Hours)	N/A	N/A	N/A	£285.00	£35.00
Full Day (10 Hours)	£135.00	£435.00	£735.00	£1,015.00	£70.00

Sessions Timings

Early Start/Late Pick up	Full Day	Half Day AM	Half Day PM	3 Hours Short Sessions
7.30am / 6.30pm	8am to 6pm	8am to 1pm	1pm to 6pm	8.30am - 11.30am, 12pm - 3pm, 3pm - 6pm

- ⦿ We exclusively offer 15- and 30-hours childcare spread over a full year and not an academic year.
- ⦿ Cost includes meals, snacks, formula milk, nappies, additional creative & learning sessions & trips.
- ⦿ Accounts must be settled by the first of each month, via BACS or debit/credit card payment.
- ⦿ We offer a 10% discount for siblings.



Annual Calendar

Colour Codes

- Close for all children (funded & private)**
- Closed for Funded Children Only**
- Parent Conference**
- Sessions with Parent's presence**
- Only Children Party**
- Children Annual Photo**

Year	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
2022	August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
	September		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
	October	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
	November		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
	December				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
2023	January	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
	February			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
	March			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
	April	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
	May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
	June				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
	July	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
	August			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		



HELP PAYING FOR CHILDCARE



MONEY TOWARDS CHILDCARE

Any **one** of the following schemes...

Age
0-11
Or 16 if disabled

Get up to
£2000 per child
For working families

TAX-FREE CHILDCARE

Age
0-15

Claim back up
to **85%** of costs
For working families

UNIVERSAL CREDIT

Age
0-15
Or 16 if disabled

Claim back up
to **70%** of costs
For working families

TAX CREDITS

 AVAILABLE IN UK

... **can** be used with

FREE HOURS OF CHILDCARE

Age
2

For families getting
**certain government
support**

15 HOURS FREE CHILDCARE

Age
3&4

For **all** families

15 HOURS FREE CHILDCARE

Age
3&4

For **working** families

30 HOURS FREE CHILDCARE

 AVAILABLE IN ENGLAND
For offers in Wales, Scotland and Northern Ireland check childcarechoices.gov.uk

Speak to your provider about any additional charges that may apply

For full details visit

childcarechoices.gov.uk

Getting childcare vouchers?
Go to GOV.UK to find out more

List of Documents Required for Admission

Child's Birth Certificate

Parent's / Primary Carer's proof of address (Utility Bill / Bank Statement / Council Tax / Tenancy Agreement etc)

Parent's / Primary Carer's Photo ID (Passport / Driving Licence / Biometrics Card / Citizen Card etc)

Red Book (to confirm immunisations are up to date)

Emergency care plan for children with allergies/medical conditions (if applicable)

2 Years Old Free Place Entitlement Letter (if applicable)

30 Hours Code for 3 Years Old (if applicable)



Thank you!