



Orchard Early Years

Registration Form



Please fill in this form with as much detail as possible to enroll your child at Orchard Early Years.

Child's Details:

Full Name:

Date of Birth:

Gender:

Address:

Postcode:

Nationality:

Home language(s) (if not English): GP's

Address and Telephone Number:

Parent/Carer's Details

Please inform the office at the earliest opportunity of any change to the informal listed below.

Parent/Carer 1:

Relationship to child:

Full Name:

Date of Birth:

Gender:

Address: (if different from above)

Postcode: Nationality:

Occupation:

Email:

Contact number:

Work contact number:

Parent/Carer 2:

Relationship to child:

Full Name:

Date of Birth:

Gender:

Address: (if different from above)

Postcode: Nationality:

Occupation:

Email:

Contact number:

Work contact number:

Emergency Contacts

Please provide 2 additional emergency contacts to be used if parents/carers 1 and 2 cannot be contacted.

Emergency Contact 1:

Emergency Contact 2:

Relationship to child:

Relationship to child:

Full Name:

Full Name:

Gender:

Gender:

Email:

Email:

Contact number:

Contact number:

2nd contact number:

2nd contact number:

Password (to be used at pick-ups):

Password (to be used at pick-ups):

Required Sessions

Preferred Start Date:

Please note that you will be invoiced from this start date.

Please tick:

	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day (7:30am-6:00pm)					
Morning (7:30am-12:30pm)					
Afternoon (1:00pm-6:00pm)					

Please tick:

- Term Time Only (38 Weeks of the Year)
- Full Time (52 Weeks of the Year)
- Working Family Funding (3015 hours spread Across the year)
- 24u Funding (15 hours spread Across the year)

Medical History

Please let us know your child's vaccination status:

- MMR
- Meningitis C
- Tetanus
- Diphtheria
- HIB
- Whooping Cough
- Polio

Please let us know of any illness your child has had:

- Chicken pox
- Croup
- Measles
- Mumps
- Meningitis
- Scarlet fever

Does your child have any specific medical needs?

- Yes
- No

If 'yes', please provide details:

Dietary Requirements

Does your child have any allergies?

- Yes
- No

If yes please provide full details including any treatments (EpiPen, Piriton etc...):

Does your child have any specific dietary requirements?

- Yes
- No

If 'yes', please provide details:

Permissions

Please tick to give your permission for your child to:

- To be given liquid infant paracetamol (Calpol) should your child have a temperature of 38° or above.
- Go on walks in the local area.
- Have their photograph taken to be used on their Tapestry online assessment tool.
- Have their photograph used on our social media sites.
- Have their photo used for promotional use. (Such as on our leaflets and in the newspaper).
- For the nursery to use factor 30 sun cream on your child in hot weather. (If not, you must provide your own).
- To seek and provide any necessary emergency medical advice or first aid treatment
- Give permission for staff to do observations on your child to support learning and development in line with the statutory guidelines within the early year foundation stage.
- For observations to be carried out using our Tapestry tracker app to be used in their learning journeys.
- For your child to be rocked to sleep in a pushchair if that is your preference. Please see the Safer Sleeping guidance for babies and young children sleeping in buggies at www.lullabytrust.org.uk

Agreement

Please sign and date this document to agree to Orchard Early Years providing Early Years Education and Childcare to your child. By signing you are indicating your agreement and understanding of the following:

- I have read the terms and conditions of Orchard Early Years (attached) and agree to abide by them.
- I have been made aware of the nursery's policies.
- I understand that I must give 6 weeks written notice should I wish my child to leave.
I understand and agree to pay fees in advance as directed by bank transfer or childcare voucher by the 10th of each calendar month and that any fees not paid by that date will incur a £25 late payment fee.
I understand that a £100 deposit is required to reserve the sessions requested.
- I agree that fees shall be payable from the agreed start date on this form. Should a later start date be needed, fees will still need to be paid from the initially agreed start date.
- I understand that the Nursery should be closed for a period of longer than 1 calendar month through reasons out of the control of the setting (Flooding – pandemic etc.) I will be required to pay a 30% retainer fee for each week it remains shut to keep my child(ren)'s place.
- I understand all the information contained within this form to be correct to the best of my knowledge and agree to update all details if circumstances should change.

Sign:

Print:

Date:



Orchard Early Years

Terms and Conditions

1. Introduction

These Terms and Conditions form the agreement between Orchard Early Years ("we", "us", "our") and the parent(s)/guardian(s) ("you", "your").

We operate in full accordance with the **Early Years Foundation Stage (EYFS)** statutory framework and are inspected by **Ofsted** under the Education Inspection Framework (EIF).

Our provision reflects Ofsted's four key judgements:

- **Quality of Education**
- **Behaviour and Attitudes**
- **Personal Development**
- **Leadership and Management**

2. Curriculum Intent, Implementation and Impact

- **Intent:** We provide a sequenced, ambitious curriculum that supports all children to develop knowledge, skills and language over time.
- **Implementation:** Learning is delivered through high-quality interactions, a balance of adult-led and child-initiated experiences, and effective use of assessment.
- **Impact:** Children make good progress from their starting points and are prepared for the next stage of education.

3. Admissions and Inclusion

- Places are subject to availability and completion of required documentation.
- We promote **equality, diversity and inclusion** in line with the Equality Act 2010.
- We are committed to removing barriers to learning and supporting all children, including those with **SEND**.

4. Fees and Sustainability

- Fees are payable monthly in advance and are non-refundable for absence.
- Sustainable fee income supports:
 - Appropriate **staffing ratios**
 - Qualified and experienced practitioners

- High-quality resources and environments

5. Government Funding

- Funded places are delivered in line with **local authority agreements**.
- Funding supports children's learning and development outcomes.
- Additional charges are clearly communicated on invoices.

6. Key Person Approach

- Each child is assigned a **key person** to support attachment, wellbeing and progress.
- The key person works closely with parents to ensure continuity of care and learning.

7. Behaviour and Attitudes

- We promote **positive behaviour, self-regulation and respect**.
- Children are supported to understand boundaries and develop independence.
- Persistent unsafe behaviour may lead to a review of placement.

8. Personal Development

- We support children's **confidence, resilience and character**.
- We promote:
 - Healthy lifestyles
 - Emotional wellbeing
 - Respect for others
- We actively promote **British Values**: democracy, rule of law, individual liberty, mutual respect and tolerance.

9. Safeguarding Culture

- Safeguarding is **effective and embedded in all practice**.
- We follow **KCSIE**, EYFS safeguarding requirements, and local safeguarding procedures.
- We maintain a strong safeguarding culture including:
 - Designated Safeguarding Lead (DSL)
 - Staff training and vigilance
 - Safer recruitment practices
- Concerns are reported without delay.
- We comply with the **Prevent Duty**.
- A **whistleblowing policy** is in place.

10. Health and Safety

- We maintain a safe, secure and hygienic environment.
- We follow **UKHSA guidance** on illness and exclusion.
- Risk assessments are regularly reviewed.

11. SEND and Early Intervention

- We follow the **SEND Code of Practice**.
- Early identification and intervention are prioritised.
- We work in partnership with external professionals where required.

12. Staffing and Professional Development

- Staff meet EYFS qualification and ratio requirements.
- Staff receive **ongoing supervision, coaching and training**.
- Leadership ensures continuous improvement in practice.

13. Partnership with Parents

- We build **strong, respectful partnerships** with parents.
- Information about children's learning and development is shared regularly.
- Parents are encouraged to contribute to their child's learning journey.

14. Attendance and Safeguarding Procedures

- Regular attendance supports learning and development.
- Children must be signed in and out daily.
- Uncollected children procedures are in place.

15. Data Protection

- We comply with **UK GDPR** and the **Data Protection Act 2018**.
- Data is processed lawfully, fairly and securely.

16. Complaints and Accountability

- We operate an **Ofsted-compliant complaints procedure**.
- Complaints are recorded, investigated and used to improve provision.
- Parents may contact Ofsted if concerns are not resolved.

17. Leadership and Management

- Leaders ensure high expectations for all staff and children.
- Continuous improvement is driven through:
 - Self-evaluation
 - Monitoring of teaching and learning
 - Staff development
- Leaders ensure compliance with all statutory requirements.

18. Termination

- Either party may terminate with **4 weeks' written notice**.
- Immediate termination may occur in cases of safeguarding risk, serious breach, or non-payment.

19. Changes to Terms

- Terms may be updated to reflect regulatory or operational changes.

20. Governing Law

- These terms are governed by the laws of **England and Wales**.



Orchard
Early Years