Building Blocks
Preschool and Nurseries

Preparing your children for school and life

HARTSPRING LANE BUILDING BLOCKS PRESCHOOL AND NURSERIES

NEW REGISTRATION FORM

Please fill in the details on this form in block capitals and return to:
Hartspring Lane Community Centre, 336 Park Avenue, WD23 2BJ or buildingblockswatford@outlook.com Telephone: 07745 676 022

Your registration must be returned along with a copy of your child's birth certificate and passport, Parents photo ID, £30.00 for your one-time payment towards snack and a house hold bill as proof of address within the last 3 months





1 YOUR CHILD

First Name _____ Middle Name _____

Last Name _____ Gender ☐ Male ☐ Female

Date of birth ___/___/___ Desired Date of Entry ___/___/___

Child's Religion _____ Child's Ethnic Origin _____

First Language _____ Second Languages _____

Home Address _____

_____

Post Code _____

Main Carer _____ NHS Number _____

2 MAIN CARERS

Parent 1 First Name _____

Parent 1 Last Name _____

Date Of Birth _____

National Insurance Number _____

Place of Work _____

Home Address _____

Email Address _____

Mobile Telephone Number _____

Work Telephone Number _____

Home Telephone Number _____

Parent 2 First Name _____

Parent 2 Last Name _____

Date Of Birth _____

National Insurance Number _____

Place of Work _____

Home Address _____

Email Address _____

Mobile Telephone Number _____

Work Telephone Number _____

Home Telephone Number _____

Who has Parental Responsibility
(please state - cross out who is not relevant) Parent 1 / Parent 2 / Both

Parents / Other

is there any names adult who has no legal access to your child _____

Number of people in household _____

Child's position in family _____

Sibling's names and ages _____

Relatives that have attended Building Blocks Preschool & Nurseries _____

3 DAILY CARE

Emergency treatments and daily care

Request	Sign
In the event of an emergency and the nursery is unable to contact you or any of your representatives we request that you sign to indicate that the nursery may authorize emergency treatment from medical specialists. (e.g., a Doctor, Surgeon, Nurse, or Paramedic).	
I/We give permission for treatment in the event of minor injury and application of hypoallergenic plaster.	
I/ We give permission for my child to attend pre-planned school outings.	
I/We give permission for Building Blocks Preschool and Nurseries to share information with Westfeild Children's Community Centre.	
I/We give permission to staff to change my child when necessary	
I/We agree to allow sun protection cream to be applied to my child's skin, but I understand that I must supply that I know to be suitable for my child's skin. Yes/No	
I/We agree for my child to be photographed whilst at nursery and for observational records and pictures to be displayed within the nursery. Yes/No	
I/We understand that Building Blocks Preschools Nurseries limited have Policies and Procedures that are avaliable upon request.	
In the interests of security of the children in our care, we will not, under any circumstances, allow your child to be picked up by anyone other than the person/s signing this form. If you envisage the need to have someone else collect your child you must send us written authorization. Please sign your understanding.	

4 EMERGENCY CONTACT

Some you trust to collect or give consent for your child who is NOT parents and are over 16

Full Name _____

Address _____

Contact Numbers _____

Relationship to Child _____

Full Name _____

Address _____

Contact Numbers _____

Relationship to Child _____

5 CHILD'S HEALTH AND WELFARE

Doctor's Name _____

Doctor's Address _____

Doctor's Contact Number _____

Has your child been immunized for any of the following?

	Yes/No		**Yes/No**
Measles		Mumps & Rubella	
Tetanus		Poliomyelitis	
Diphtheria		Whooping Cough	

Has your child had the following illnesses?

	Yes/No		Yes/No
Measles		Chickenpox	
Mumps		Whooping Cough	
Rubella			

Does your child have:	Yes/No	If yes, please give details
Additional Needs?		
Regular Medical Attention Needs?		
Allergies?		
Intolerances?		
Dietary Requirements?		
Religious/Cultural Requirements?		

Name and Contact Number of Social Worker _____

Name and Contact Number of Health Visitor _____

Name and Contact Number of Speech Therapist _____

Name and Contact Number of Family Support Worker _____

Nursery Previously Attended _____

Do you have any concerns regarding your child's development _____
If yes, please give details _____

If you have any reports or assessments from a previous nursery or any professionals please attach copies.

6 SESSIONS

Are you requiring payment of session by?

Paying Privately	
Fee 3 and 4 (Accessed the term after your child turns 3 years)	
Fee 2 (Assessed on income from your child's 2nd birthday)	
Childcare Vouchers (through your employer)	
Other (please state)	

Do you have a Fee 2 confirmation letter? If yes, it must be attached.

Please select your first choice of sessions.
We require you to book a minimum of 15 hours per week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8:30 – 11:30					
*Fee 2,3 & 4 8:30 – 11:30					
Afternoon 12:30 – 3:30					
*Fee 2,3 & 4 12:30 – 3:30					
Full Day 8:30 – 3:30					

***For parents wishing to only access the Fee funded hours**
Please note any changes you may wish to change in the future

7 FEES

Building Blocks Preschool and Nurseries operates for approximately 43 weeks of the school year, except operating during the half terms.

Our session fees are as follows

1 session = 3 hours	
Two years	£23.00
Three and over	£22.00

5 session = 5 mornings/afternoons	
Two years	£115.00
Three and over	£110.00

1 full day = 7 hours	
Two years (Please Note Lunchtime Fee's included is this rate)	£54.00
Three and over	£52.00

1 full week = 31 hours	
Two years (Please Note Lunchtime Fee's included is this rate)	£239.00
Three and over	£230.00

Additional hours (including emergency or adding extra hours to our set session times) will be charged at a set rate of £8.

We ask that you book a minimum of 15 hours per week, these sessions will be held for you until we receive a terms written notice of cancellation of your child's place. You may increase your child's sessions at any time, you are requested to confirm this in writing, and your sessions will be increased once available.Emergency sessions are available at the manager's discretion. Fees include a fruit snack and weekly activities such as cooking, discovery, and music. Decreasing your child's sessions requires 3 months' notice. You will be charged for the previous higher rate for 3 months.

Unfortunately, sessions cannot be changed weekly due to ratios.

We regret we cannot make reductions in fees due to family holidays during term time or days off due to illness. We do not charge for school holidays. We do charge for staff training days, Bank holidays, and emergency closing such as extreme weather or emergencies with the building such as power cuts. If your child's session falls on any of the above, we do not swap sessions.

If for any reason you wish to withdraw your child/rens space, Building Blocks Preschool Nurseries Limited will require a full terms notice period given in writing. Failure to comply will result in you having to pay the associated costs for your child's space over the period of time, calculated on the hourly rate applicable at the time of your child's space at the setting.

Fees are invoiced in 11 equal monthly payments running from September until July. You are requested to pay on the 1st of each month, directly into the nursery bank account. If you join the nursery midterm your fees are calculated from your child's first day. You will be invoiced at the beginning of the school year or your child's first day.

Any fees not paid on the first of each month will attract interest at the Judgement Act Rate. If any fees have not been paid in full by the first day of the month we will require the whole term's fees in advance and we reserve the right to take legal action for the recovery of the fees and in any event to exclude the child from the nursery until all outstanding fees have been paid in full.

We will use parents' National Insurance Numbers to check your child's eligibility for the Early Years Pupil Premium. The Early Years Pupil Premium (EYPP) is additio-additnal funding for early years settings to improve the education they provide for disadvantaged 3 and 4-year-olds.

You are asked to return this with your registration and household bill stating your current address. This bill must be dated within the last 3 months and must be in the name of the person responsible for the fees and who signs this form.

8 CONTRACT

I/We agree to give a term's notice (3 months) of leaving in writing or a term's fees.

All fees are invoiced monthly and are payable monthly in advance. By signing this form you have agreed to the Building Blocks Preschool and Nurseries contract.

You are not charged for school holidays with the exception being school training days and bank holidays.

Signed	_____	Signed	_____
Print	_____	Print	_____
Date	_____	Date	_____

(Only 1 signature is needed for the contract to be binding)