



<h1 style="margin: 0;"><u>KINGSWAY PLAYGROUP AND</u> <u>PRE-SCHOOL CENTRE</u></h1>
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Littledale Avenue  
 Heysham  
 Morecambe  
 LA3 2ER  
 01524 859261

## APPLICATION FORM

Please complete this form and return with a deposit of the first week's fees.

This form must be completed by someone who has parental responsibility.

### 1. Child Details

<b>Legal Family Surname:</b>		<b>Legal Forename(s):</b>	
<b>Name by which the child is known:</b> (if different from above):			
<b>Date of Birth:</b>		<b>Male/Female</b>	
<b>Home Address:</b>		<b>Post Code:</b>	
<b>Documentary proof of DoB seen:</b> e.g. Birth Certificate/Passport		<b>Document recorded by:</b> (name of staff member)	
<b>Date document recorded:</b>		<b>Child ethnicity:</b>	

### 2. Contact Details

<b>Telephone Home</b>	
<b>Parent 1 Mobile</b>	
<b>Parent 2 Mobile</b>	
<b>Work</b>	
<b>Email address</b>	
<b>Password (for collection)</b>	

**3. Other People allowed to collect your child?**

*Must be over 16 years of age*

<b>Names, addresses and relationship to child</b>	

**4. Daytime Emergency Contact Details**

<b>Parent 1</b>			
<b>Name</b>		<b>Telephone</b>	
<b>Parent 2</b>			
<b>Name</b>		<b>Telephone</b>	
<b>1<sup>st</sup> alternative contact (required)</b>			
<b>Name and relationship to child</b>		<b>Telephone</b>	
<b>2<sup>nd</sup> alternative contact (required)</b>			
<b>Name and relationship to child</b>		<b>Telephone</b>	

## 5. Health Information

<b>Doctor's name, address and telephone no:</b>
<b>Health Visitors name and telephone no:</b>
<b>Does your child have any special health requirements?</b>
<b>Any known allergies? (e.g. food, animals, plasters, medication, etc.)</b>
<b>Does your child have any special dietary requirements, preferences or food allergies?</b>
<b>Are all childhood vaccinations up to date?</b>

## 6. Other Information

<b>Other languages used at home:</b>
<b>Ethnic origins:</b>
<b>Festivals celebrated at home:</b>
<b>Details of any other agencies or professionals working with your child and their role:</b>
<b>Any other details or information it may be useful for us to know? <i>E.g. What your child likes, what their fears may be, any special words they use, what comforters they may need and when</i></b>

**7. Consent Information**

<b>Please sign that you are willing to give your consent for:</b>	<b>Signatures:</b>
<b>Use of nappy cream</b>	
<b>Holding personal information (paper and computer based)</b>	
<b>Sharing personal information with other professionals, e.g. Health Visitor or Speech therapist</b>	
<b>Photography to be used in-house only, e.g. wall displays, tapestry. <i>Pictures of your child may appear in other children's folders</i></b>	
<b>Photography to be used in publicity material, including on the internet (children's names will NOT be used on any website or in any publicity)</b>	
<b>My child taking part in outings outside of the setting</b>	
<b>In case of an accident or emergency, if I cannot be contacted, I give permission for the setting's staff to act on my behalf.</b>	
<b>Use of child's own provided sun cream or a named brand supplied by the nursery</b>	
<b>Use of plasters</b>	

**8. Childcare Requirements**

	<b>Please tick for the days and sessions you require below</b>				
	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
<b>Morning session (08:30 - 11:30)</b>					
<b>Lunch (11:30 - 12:30)</b>					
<b>Afternoon session (12:30 - 3:30)</b>					
<b>Required start date:</b>					

**9. Additional details for children claiming the extended 15 hours EEF places or 2-Year old funding:**

<b>30 hours eligibility code:</b> e.g. 12345678912 – 11 digits	
<b>Parent/Carer National Insurance Number:</b>	
<b>2-Year old eligibility reference number or voucher code:</b>	

**10. Early Years Pupil Premium (EYPP) for Three and Four-Year Old Children**

Some three and four-year olds are entitled to EYPP which is paid to the childcare provider to enhance the quality of your child's early years' experience by improving the teaching and learning, facilities and resources, with the aim of impacting positively on your child's progress and development. For more information regarding EYPP speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information for the **main benefit holder** to enable the Local Authority to confirm your eligibility.

	<b>Parent/Carer 1:</b>	<b>Parent/Carer 2: (optional)</b>
<b>Legal Family Surname:</b>		
<b>Legal Forename(s):</b>		
<b>National Insurance Number or NASS Number:</b>		
<b>Date of birth:</b>		

**11. Disability Access Fund (DAF)**

Three and four-year old children who are in receipt of child Disability Living Allowance and taking up their early education funding entitlements are eligible for the Disability Access Fund (DAF). DAF is paid to the childcare provider where the child attends as a fixed annual rate of £615 per eligible child per financial year.

I understand that the funding is a one-off lump sum payment and is not transferable if my child moves to a different provider part way through the financial year. Subsequent providers will not receive any funding if the DAF has already been paid in that financial year.

<b>Is your child eligible and in receipt of Disability Living Allowance (DLA)</b>	<b>YES</b>		<b>NO</b>	
<b>Date copy DLA letter kept on file:</b>				

If your child is splitting their EEF across two or more childcare providers, please nominate the main childcare provider/school where the Local Authority should pay the DAF.

<b>Childcare Provider/School Name:</b>	<b>Ofsted registration/LCC School Number:</b>

## 12. Accessing EEF Entitlement Across Multiple Childcare Providers

A Parental Agreement must be completed at each childcare provider where your child claims their EEF entitlement. Your child can attend a maximum of two childcare sites in a single day. If your child attends more than one childcare provider, the EEF entitlement will be split between the childcare providers in line with the information recorded in each Parental Agreement.

Does your child take up any EEF hours at any other childcare provider?

<b>YES</b>		<b>NO</b>	
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If yes, please complete the following for the other providers that your child is accessing their EEF entitlement hours.

Childcare Provider/School Name:	Universal 15 Hours		Extended 15 Hours	
	Per Week	Per Year	Per Week	Per Year
<b>Total Hours Across All Other Providers</b>				

**Note: the total number of EEF hours cannot exceed a maximum of 570 universal hours and 570 extended hours per year.**

**I understand that, should my pattern of care change at another provider, I must inform Kingsway Playgroup & Pre-School Centre immediately.**

**I also understand that if I chose to move my child during the term, I will not be allowed to access funding at another provider until the start of the following term**

### 13. Declaration

I confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document.

I authorise Kingsway Playgroup & Pre-School Centre to claim Early Education Funding as agreed on behalf of my child.

In addition, I also understand and agree that:

- The information I have provided can be shared with Lancashire County Council (LCC) and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this childcare provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.
- In the event that Ofsted publish an 'inadequate' inspection judgement for the provider, the local authority will withdraw funding eight weeks after the date the inspection judgement is published unless the 'quality of education' is judged to be 'good' or better. Where the 'quality of education' is judged to be 'good' or better, the local authority will continue to fund the provider until they are re-inspected. If the provider remains 'inadequate' at the re-inspection, funding will cease 4 weeks from the date the re-inspection judgement is published
- In such cases outlined above where I choose to secure alternative childcare before the date the local authority would ordinarily cease funding, the local authority will only fund the provider for a period of four weeks after the date the 'inadequate' inspection judgement was published. Any remaining funding after this date will be made available for me to access my child's EEF entitlement with a different provider, which LCC's Family Information Service can assist me in finding, if required.
- If I register my child at a childcare provider for 2-year old funding or the 15 hours extended funding and my child is found not to be eligible, I understand that I will be liable for the full cost of the placement.
- For my child to receive the greatest benefit from the EEF entitlement, it is important my child's attendance is in line with the agreed hours detailed above. Whilst it is appreciated that absences may occur due to unforeseen circumstances, I understand that the childcare provider may report my child's absence, to my local children's centre, in accordance with the childcare provider's safeguarding policy.

<b>Parent/Carer with legal responsibility:</b>	
<b>Signed:</b>	
<b>Print name:</b>	
<b>Address:</b>	
<b>Date:</b>	

## 14. Data privacy

All personal data is held in accordance with our General Data Protection Policy - a copy of which is available on our website or one can be requested from the playgroup.

The information you provide on this form will be destroyed if you are not offered a place or if you do not accept the offer of a place. When a place is accepted, information provided on this form will be kept in line with the retention periods detailed in our General Data Protection Policy.

The General Data Protection Regulations puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Regulations give rights to those (known as data subjects) about whom data is held, such as pupils, their parents and teachers. This includes:

- the right to know the types of data being held
- why it is being held
- and to whom it is being communicated

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers.

The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held;
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact the playgroup or Lancashire County Council.



## Kingsway Playgroup & Pre-School Centre Terms and Conditions

<p><b>Admission</b> A completed application form and deposit are required to secure your child's place.</p> <p><b>Deposit</b> A deposit of the first week's fees is required at time of booking.</p> <p><b>Fees and Invoices</b> Childcare accounts are payable weekly, in advance unless alternative arrangements have been agreed. Accounts are payable by standing order or card. We also accept childcare vouchers and payments from tax free childcare accounts.</p> <p><b>Unless there is a prior arrangement, a charge of £10 will be made for fees outstanding after 2 weeks.</b> Any parent or carer whose fees remain unpaid after two weeks, without prior agreement of the Manager, risks their child's place at the setting being withdrawn.</p> <p>Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or holidays. Bank holidays will not be charged for.</p> <p>If you expect to be late collecting your child, please notify the setting as soon as possible. Late collection will be charged at a rate of £5 per quarter hour to cover emergency staffing and other arrangements.</p> <p>The setting will give parents and carers two months' notice of increase of fees which will normally be changed in September.</p> <p><b>Opening times</b> The setting sessions run from 08:30 to 15:30. The setting is open 38 weeks a year.</p> <p><b>Termination, cancellation and change of sessions</b> 4 weeks notice is required by either party for the termination of the agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable.</p> <p>The setting reserves the right to terminate the agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.</p> <p><b>Personal property and belongings</b> The setting cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by the setting's staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.</p>	<p><b>Liability</b> The setting accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the setting being temporarily closed or the non-admittance of your child to the setting for any reason. We accept no responsibility for children whilst in their parent's care on our premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.</p> <p><b>Insurance</b> The setting has extensive insurance cover for playgroup based activities and outings. Details of the insurance may be requested from the setting manager.</p> <p><b>Accidents and illness</b> The setting 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 record form. If emergency treatment at hospital is required the setting will make all reasonable attempts to contact the parents or carer, but if this is not possible we are authorised to act on behalf of the parents or carers and authorise any necessary emergency treatment.</p> <p>We will administer prescribed medicines only if parents have completed a Medicine Consent form.</p> <p>We may require parents to withdraw their child from the setting 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. We may also ask parents to withdraw their child from the setting 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. Please refer to our Illness Policy regarding exclusion and incubation periods by which we are bound. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the setting. The setting 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 setting is bound.</p> <p><b>Agreement</b> These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the setting. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at anytime. One months' notice will be given of any changes made.</p> <p>The setting is operated by Kingsway Playgroup &amp; Pre-School Centre Ltd.</p>
<b>I have read and understand these Terms and Conditions and agree to be bound by them.</b>	
<b>Signed (parent)</b>	
<b>Print name:</b>	
<b>Date:</b>	