



Application Process

Please return your completed registration form and registration fee (if applicable) to:
Muddy Ducks Nursery, Dinton Pastures Country Park, Davis Street, Hurst, RG10 0TH
Alternatively you can email the registration form to info@muddyducksnursery.co.uk

Registration fees can be paid by cash, cheque made payable to
Muddy Ducks Nursery or bank transfer to Muddy Ducks Nursery, Lloyds,

Account no: 64341068, Sort Code: 30-98-97.

If transferring money please use your child's name as a reference.

When your application has been processed an offer email will be sent out to you. Payment is due one month before your child is due to start nursery. Your invoice will be sent by email.

Registration Form

Childs name:

I would like a grant funded space. I am not specifying my sessions or attending more than the grant funded hours. No registration fee. Please tick 'term time' or 'all year'.

15/30 hours term time. 11/22 hours all year.

I would like to specify the sessions my child will attend: £50 registration fee

I require a nursery place for the full year; 51 weeks

I require a place for Term-Time only; please note these spaces are limited

Please apply any funding I am eligible for

(Please note you will need to apply for working entitlement funding on the government website)

Please enter your working entitlement code below, if you already have it.

Start date required:

(please tick as required)	Full day 8.00–6.00	Morning 8.00-1.00	Afternoon 1.00-6.00
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Important. Are you able to be flexible on days/times? Yes No.

This may speed up your application depending on availability; Please give details.

If you plan on increasing your sessions at a later date, please note here;

Notes:

How did you hear about us? (If recommended, please say who by).

Child's details

Child's given names:		
Child's Surname:		Usually called:
Gender:	Date of birth:	Age at start date:
Home address:		
Postcode:		Home Telephone:

Invoices and updates are sent by email. Please enter your email address below:

Email address:

Parent / Carer Information

Relationship to child:		Does this person have parental responsibility?	
Title:	First name:	Surname:	
National insurance number:			DOB:
Address, if different to child:			
Home telephone:		Mobile:	
Company name:		Occupation:	
Company address:			
Postcode:		Work telephone:	

Relationship to child:		Does this person have parental responsibility?	
Title:	First name:	Surname:	
National insurance number:			DOB:
Address, if different to child:			
Home telephone:		Mobile:	
Company name:		Occupation:	
Company address:			
Postcode:		Work telephone:	

Emergency contact - must be provided

This person will be contacted in an emergency if contact one and two are not contactable.

Please give details of a person not mentioned above

Relationship to child:		Does this person have parental responsibility?	
Title:	First name:	Surname:	
Address, if different to child:			
Home telephone:		Mobile:	
Company name:		Occupation:	
Company address:			
Postcode:		Work telephone:	

Other people authorised to collect your child:

(You will need to provide a labelled photograph of these persons)

Name	Relationship to child	Telephone no

Details of any legal issues, e.g. court injunctions, which nursery staff should be aware of involving parental responsibility for children in nursery:

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Names and ages of siblings

Name:	DOB:
Name:	DOB:
Name:	DOB:
Name:	DOB:

Medical Information

GP Name:	
Surgery Address:	
Postcode:	Telephone Number:

Details of any health problems:

Please tick if your child is in contact with the following:

- | | |
|--|--|
| <input type="checkbox"/> Social Worker | <input type="checkbox"/> Family Worker |
| <input type="checkbox"/> Portage | <input type="checkbox"/> Speech & Language therapist |

Any other information, including contact details of above;
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Health Visitor Name:	
Surgery Address:	
Postcode:	Telephone Number:

Does your child have any allergies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes please give details, including reaction e.g. swelling, rash, vomiting:		

Record of previous immunisation (please tick if immunised):

- | | | |
|---|--|--|
| <input type="checkbox"/> 6 in 1 (8, 12, 16 weeks) | <input type="checkbox"/> Rotavirus (8, 12 weeks) | <input type="checkbox"/> MMR (1 year) |
| <input type="checkbox"/> Pneumococcal (8, 16 wks, 1 yr) | <input type="checkbox"/> MenB (8, 16 wks, 1 yr) | <input type="checkbox"/> Hib/ Men C (1 year) |
| <input type="checkbox"/> 4 in 1 preschool booster (3yr) | <input type="checkbox"/> MMR (3 years) | <input type="checkbox"/> MMR (3 years) |

Any other requirements:

Cultural/Religious/Ethic information

Religion	
Ethnic Origin	
Language(s) spoken at home	

Details of any procedures prohibited for medical, religious or other reasons:

Please note any cultural differences / influences regarding religion, ethnic origin or language that the staff should be aware of:

Dietary information

Please note our kitchens are not allergen free

Please tick if your child **cannot** eat:

- | | | |
|---|---|---|
| <input type="checkbox"/> Pork | <input type="checkbox"/> Beef | <input type="checkbox"/> Lamb |
| <input type="checkbox"/> Chicken/Turkey | <input type="checkbox"/> Fish | <input type="checkbox"/> Gelatine (e.g. jellies, trifles) |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> Milk | <input type="checkbox"/> Nut oils or traces (we do not |
| <input type="checkbox"/> Eggs in food
(e.g. cakes) | <input type="checkbox"/> Milk in food (e.g.
macaroni cheese) | give whole nuts to eat or peanut
butter) |

Any other dietary requirements:

Authorisation for infant paracetamol

I hereby give permission for Muddy Ducks Nursery to administer infant paracetamol for my child, if unwell, suffering from a temperature, and/or in pain from teething or other illness.	
<ul style="list-style-type: none"> • The dosage given will be as indicated by the maker's instructions. • The nursery will make attempts to contact parents before giving infant paracetamol. • Please see our policies for further details. 	
Signed:	Print name:

Authorisation for sun cream

I hereby give permission for Muddy Ducks Nursery to apply a suitable factor 50 sun cream	
Signed:	Print name:
If you wish to use your own cream please provide a named bottle to stay at nursery.	
<input type="checkbox"/> Please tick, if you intend to do so.	

Photographs and video recording

I understand that Muddy Ducks will routinely take photos to build my child's learning journal. Please note your child will also appear in other children's learning journals as part of group activities. If there is a reason you would prefer not to feature in other children's journals please speak to a member of staff.	
Please tick to give permission for the following photograph and video purposes:	
<input type="checkbox"/> Social Media, Instagram, Facebook <input type="checkbox"/> Displays within nursery <input type="checkbox"/> Nursery newsletters	<input type="checkbox"/> DVDs of activities available to parents - such as events, Christmas play etc <input type="checkbox"/> Newspapers + other PR activities <input type="checkbox"/> Brochures + website
Signed:	Print name:

We provide updates most days, on facebook and instagram, of our daily activities. If you do not give permission, for social media, your child's face will be covered in these updates.

Local Outings

Please be aware that all children will take part in outings and activities within the country park as part of our daily activities.

Authorisation for Emergency Treatment

Child's name:	
In the event of a serious accident or the child becoming suddenly unwell, all attempts will be made to contact the parents, but failing this please give permission to act on your behalf and authorise necessary medical attention.	
Please detail any information you feel would be vital in case of a medical emergency, such as allergies, medical problems:	
I hereby give permission for Muddy Ducks Nursery to seek medical attention for my child in the event of an emergency.	
Signed:	Print name:

Medication Authorisation

If your child is receiving on-going **prescribed** medicine for a condition, such as an allergy or asthma, please give details below:

Name of medication:	
Times required:	
Dosage required:	
Please ask your doctor for an additional prescription and provide an inhaler/bottle of medicine to be kept in nursery. Please do not leave medicine in your child's bag.	
I give permission for a member of staff to administer medicine as described above to my child when needed.	
Signed:	Print name:

I certify that the information given in this document is true and correct, and I will inform you of any changes to these details.

Signed:	Print Name:	Date:
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Terms and Conditions

Bookings:

A fully completed application form must be received along with the registration fee (if applicable) before a place will be reserved.

Fees:

Fees are charged calendar monthly in advance. The monthly amount is the weekly amount multiplied by 51 (the number of weeks the nursery is open) and then divided by 12. Fees are charged for all holidays and bank holidays, missed sessions due to illness or in the event of the nursery being closed due to circumstances beyond our control such as adverse weather, power failure or fire.

Accident and illness:

- We reserve the right to administer first aid when necessary. Parents will be informed of all accidents and required to sign an accident form. In the event of a serious accident or a child becoming suddenly unwell all attempts will be made to contact the parents but failing this we are hereby authorised to act on parents' behalf and authorise necessary medical treatment.
- We may require a parent to withdraw their child if they are suffering or believed to be suffering from a disease that may put the other children or staff at risk, or if it is deemed the child is not well enough to be at nursery.
- We accept no responsibility for children contracting contagious diseases/infections; please refer to the communicable diseases policy for details of incubation and exclusion periods.
- We have a realistic attitude to the working needs of the parent, but reserve the right to contact the parent if the child becomes ill during nursery hours.

Car parking:

Parent's are required to park in a marked parking bay within the Dinton car park. Pay and display rules should be followed at drop-off and collection. Staff will be on hand to ensure swift handovers. Season parking permits are available to purchase on the Wokingham council website.

Outdoor kit:

Parents are required to provide the outdoor equipment needed for the season as set out in our kit list – if you need support in providing this please ask: we have some pre-loved equipment available.

Nursery closure:

The nursery will be open Monday – Friday, 51 weeks of the year, closing for the week between Christmas Day and New Year, and closing for all bank holidays.

Personal property and belongings:

The nursery cannot be held responsible for any damage to a child's personal property. Every reasonable effort will be made to ensure property is not lost or damaged. Parents are encouraged

not to let children bring toys to nursery. It is recommended that children wear practical inexpensive clothing to nursery.

Late collection of child:

A charge of £5 will apply for every 5 minutes a child is left uncollected after their collection time. We reserve the right to terminate the booking when a child is continually left after their collection time; a warning will be issued in the first instance and alternative place offered if available.

Liability:

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the nursery being closed or the non-admittance of your child. We accept no responsibility for children in their parents' care on the premises i.e. on arrival or collection.

Force majeure:

We will do everything in our power to operate the service where it is safe to do so. However, severe disruptions may require the closure of the nursery or reduction in service. In such cases, fees remain payable during any period of closure. Examples of force majeure include but are not limited to extreme weather (including snow and ice), other acts of god or third parties outside of the nursery's control including disruptions to utilities and industrial action.

Termination:

We require one months notice in writing prior to the termination or change of the nursery booking. If a parent withdraws their child during this notice period, fees will still be payable. We reserve the right to terminate a nursery place without notice if any fees are not paid by the due date, or in the event of a child, parent or carer becoming abusive, threatening or displaying otherwise inappropriate behaviour.

Late payment of fees:

Invoices are due for payment on the first day of the month and are sent by email approximately one week before the due date. Any amount outstanding on the 7th of the month will attract a late payment charge of 5% or £10, whichever is the greater. We reserve the right to terminate a nursery place without notice if any fees are not paid by the due date.

By accepting a place at Muddy Ducks Nursery you agree to abide by our terms and conditions. We reserve the right to update or change these terms and conditions at any time; one months notice will be given of any changes made.

Privacy Notice:

Muddy Ducks Nursery, Dinton Pastures Country Park, Davis Street, Hurst, RG10 0TH

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations. This privacy notice explains what personal data we collect, why we collect it, how we use and protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include: your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals. We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include: your name, date of birth, national insurance number, home and work address, phone numbers, emergency contact details, and family details. This information will be collected from you directly in the registration form. We may collect additional information if you choose to apply for government funded hours; in this case you will be given a form to complete that is provided by the borough council.

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.