



Discoveries, everyday

REGISTRATION PACK

APRIL 2023



Bermuda Park Nursery

The focus of Bermuda Park Nursery is to learn through play. To allow the youngest children to follow their imagination as they navigate their way into the world.

Young children's imaginations are endless and we want to share their early years experience, providing a safe, stimulating environment designed to allow the children to be the very best they can be, whilst preparing them for the next step on their journey.

The daily discoveries your children make with us are precious and we are privileged to be a part of their journey.

“What really makes a nursery are the people and warmth you feel from the moment you walk in the door.”

Amanda Brocklehurst
Bermuda Park Nursery Manager



Fee Structure

RATES

0 – 3 years

3 – 5 years

MORNING SESSION

£36.21

£34.65

7.30am – 1pm
(includes breakfast and lunch)

MORNING SESSION

£26.04

£24.90

9am – 1pm (includes lunch)

AFTERNOON SESSION

£31.25

£29.83

1pm – 6pm (includes tea)

AFTERNOON SESSION

£25.47

£24.34

1pm – 5pm (includes tea)

NURSERY DAY

£37.59

£35.88

9am – 3pm (includes lunch)

FULL DAY

£51.97

£49.66

SPECIAL OFFER

7.30am – 6pm
(includes breakfast, lunch and tea)

£67.45

£64.42

FULL TIME

£239.40

£228.69

SPECIAL OFFER

7.30am – 6pm (Mon-Fri)

£321.20

£306.80

EXTRA HOURS

Per hour

£5.77

£5.49

Per half hour

£2.88

£2.75

Introductory visits

£5.77

£5.49

REGISTRATION FEE - £50

Please note:

Funded hours can be taken flexibly with any of the above booking patterns. If your child is in receipt of funding they are not entitled to the special offer full day rate, any additional non funded hours will be charged at £5.49. Funding does not cover the cost of extra sessions, introductory sessions or meals. Please see the meal prices on the next page.

For more information on your child's funding, please see the Early Education Funding within the Prospectus.

The special offer rate may increase in line with the annual price list increases.

FEE STRUCTURE ADDITIONAL INFORMATION

MEALS

Breakfast is served at 7.30am (£1.50), lunch 12 noon (£2.94), tea 4pm (£2.37) mid-morning and mid-afternoon snacks are also provided.

FREE GYM MEMBERSHIP

**Does your child attend nursery full time?
We offer 2 FREE Premium Gym memberships
at Empire Gym & Studios for the parents,
ask at Nursery Reception for more info.**

NAPPY SERVICE

- Parents must provide nappies and wipes – they are not included in the fees.
- If there is a circumstance when your child has ran out of nappies there will be a charge of 35p per nappy.
- Pull-up nappies must be provided by parents.

REDUCTION

- If you have more than one child at the Nursery then a 10% reduction in fees is available for the second child.
- Childcare vouchers and Tax Free Childcare are accepted.

CHANGES

Four weeks notice, in writing, is required if you wish to cancel your child's place or to change the days/hours your child is booked in for otherwise four weeks fees will be payable.

FURTHER QUESTIONS

Please contact us on -
02476 400 501
02476 400 561

You can email us -
BPN@nbleisuretrust.org

Registration Form

Personal details -

Child's Name: Security Password:.....

Child's Preferred Name: Date of Birth: __ / __ / ____

Gender: Male Female

Please provide evidence of child's name & DOB e.g. Birth Certificate or Passport.

OFFICE USE

Evidence seen: Signed (BPN):.....

Details of parents/carers with whom the child lives -

Parent/Carer 1

Name: Relationship:.....

Address:.....

..... Postcode:

Email:.....

Telephone No:..... Mobile:.....

Workplace:..... Department:.....

Job Title:..... Telephone No:.....

Does this parent/carer have parental responsibility? Yes No

Details of parental responsibility, legal contact and residence arrangements.

This should include both parents/guardians if there is joint responsibility for the care of the child. In cases of shared custody of the children, it is recommended that details of residence or contact arrangements, as well as the address of each parent/guardian and the address at which the child is resident is listed.

Parent/Carer 2

Name: Relationship:.....

Email:.....

Telephone No:..... Mobile:.....

Workplace:..... Department:.....

Job Title:..... Telephone No:.....

Does this parent/carer have parental responsibility? Yes No

Name of parent/carer with whom the child does not live -

Name: Relationship:.....

Does this parent/carer have parental responsibility? Yes No

Address:.....

..... Postcode:

Email:.....

Telephone No:..... Mobile:.....

Workplace:..... Department:.....

Job Title:..... Telephone No:.....

Persons authorised to collect the child (must be over 16 years of age) -

Name:..... Relationship to child:.....
Address:.....
.....
..... Postcode:.....
Telephone No:..... Mobile:.....

Name:..... Relationship to child:.....
Address:.....
.....
..... Postcode:.....
Telephone No:..... Mobile:.....

Name:..... Relationship to child:.....
Address:.....
.....
..... Postcode:.....
Telephone No:..... Mobile:.....

Name:..... Relationship to child:.....
Address:.....
.....
..... Postcode:.....
Telephone No:..... Mobile:.....

Emergency Contact Details – list in order of preference -

Which parent/carer is to be contacted first in an emergency:

In the event that neither parent/carer can be contacted -

Name:..... Relationship to child:.....
Address:.....
Telephone No:..... Mobile:.....

Name:..... Relationship to child:.....
Address:.....
Telephone No:..... Mobile:.....

Name:..... Relationship to child:.....
Address:.....
Telephone No:..... Mobile:.....

Personal details of child -

How would you describe your child's ethnicity or cultural background:.....
.....

What is the main religion in your family:.....
.....

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?
.....
.....

What language(s) are spoken at home?:.....
.....

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes No

If so, discuss and agree with the key person how you will support the child when settling-in:.....
.....
.....

Does your child have any allergies: Yes No

Details:.....
.....
.....

Does your child have any special needs or disabilities: Yes No

Details:.....
.....
.....

Does your child have any special dietary needs: Yes No

Details:.....
.....
.....

Names of professionals involved with the child, including social worker

Name (1):..... Telephone number:.....

Role:..... Agency:.....

Name (2):..... Telephone number:.....

Role:..... Agency:.....

Name (3):..... Telephone number:.....

Role:..... Agency:.....

What is the reason for involvement with social services with your family:
.....
.....

Do you have a health visitor?

Yes No

Name:..... Based at:.....

Medical Details -

Name, Address & Telephone Number of GP:.....

.....
.....
.....
.....
.....

Details of immunisations received and dates:.....

.....
.....
.....
.....

Any other relevant medical information:.....

.....
.....
.....
.....

Emergency Medical Consent -

In the event that my child is involved in a serious incident whilst at the setting, I expect the Manager, or delegated member of staff, to contact me immediately on my emergency contact number.

In the event that my child requires immediate medical treatment before I will be able to get to the hospital, I hereby authorise the Manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf.

I understand that this authorisation will remain valid unless I contact the Manager to withdraw it.

Signature of parent/carer:..... Date: __ / __ / ____

Sun Protection -

In line with our sun protection policy, we ask that you provide and give us permission to apply sun cream to your child when necessary. Please sign below to agree this.

Signature of parent/carer:..... Date: __ / __ / ____

Permission to use large equipment -

In line with the Early Years Foundation Stage, the nursery understands that the physical development of babies and young children must be encouraged through the provision of opportunities for them to be active and interactive and to improve their skills of coordination, control, manipulation and movement.

Your permission is required for supervised access to large physical play equipment in the nursery setting, the Bermuda Adventure Soft Play World, and at any organised visits to local play areas and attractions.

I give permission for my child to play on large play equipment at the nursery and the soft play world, and during organised visits to local play areas and attractions.

Signature of parent/carer:..... Date: __ / __ / ____

Permission to carry out observations -

In order for the nursery to respond to your child's individual needs and plan activities to support individual development it is necessary to carry out and record observations.

Your permission is required to carry out these observations and for them to be shared with other early year's professionals, where necessary, such as Ofsted, the Early Years Advisory Team or the Integrated Disability Team. Please sign below to allow us to observe your child's development.

Signature of parent/carer:..... Date: __ / __ / ____

Photograph Permission -

During your child's life at the nursery we may wish to take photographs of activities that involve your child. The photographs may be used for: displays, publications and on a website by us, the Local Authority (Warwickshire County Council), by students, by local newspapers or occasionally by national Government agencies.

Photography or filming will only take place with the permission of the nursery manager, and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive. The nursery will regularly review and delete unwanted material.

Please read the statements below and tick the box next to those to which you give your consent:

- Staff and students at the setting may take photographs of my child which may feature in setting displays.
- The local media may take images of activities that show the establishment and my child in a positive light.
- Photographers acting on behalf of the nursery or WCC may take images for use in displays, in County publications or on a website.
- Images may occasionally be used for publicity or campaigns by national Government agencies.

Signature of parent/carer:..... Date: __ / __ / ____

CCTV Monitoring -

Bermuda Park Nursery is monitored at all times using close circuit television. We use a private in house system that records at all times. All recordings are deleted after 28 days automatically. The system is not connected to a network. Recordings are not accessible from outside of the setting. Please sign below to confirm you have been notified of this.

Signature of parent/carer:..... Date: __ / __ / ____

CALPOL -

If a child has a high temperature and all other methods to reduce this have failed e.g. removing clothing, cooling with a tepid cloth, we may administer children's paracetamol (Calpol), This will only be applicable in an emergency if the nursery **cannot** contact the parent/carer.

Dosage - 3 - 6 months 2.5ml, 6 months - 4 years 5ml.

I give permission for my child to receive 1 dose of 'Calpol' if necessary.

Signature of parent/carer:..... Date: __ / __ / ____

EQUAL OPPORTUNITIES (OPTIONAL)

Ethnicity -

White -

- British
- Irish
- Traveller of Irish Heritage
- Gypsy / Roma
- Any other white background

Mixed -

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background

Asian or Asian British -

- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background

Black or Black British -

- Caribbean
- African
- Any other Black background

Chinese -

- Chinese

Other -

- Any other ethnic background

Learning difficulties / disabilities -

- No special educational needs
- Early Years Action/School Action
- Early Years Action Plus / School Action Plus
- Statement

The contract is between Bermuda Park Nursery and

Name of child:

Attendance to start from: __ / __ / ____

Please indicate which sessions you would like your child to attend -

	Mon	Tues	Wed	Thurs	Fri	
Morning Session						
Afternoon Session						
Nursery day						
Full day 7.30am - 6pm						

Person responsible for paying the fees -

Name:

Address:
.....
..... Postcode:

Telephone No: Mobile:

I hereby agree to pay the fees for the above child on the date they are due.

Signature: Date: __ / __ / ____

Preferred payment method -

- Direct Debit
- Credit/Debit Card
- Standing Order
- Childcare Vouchers

£50 registration fee paid: Yes No

Charges for late collections -

There is a £10 charge for any child not collected at the end of their booked session plus £10 for every 10 minutes thereafter.

General terms -

Fees are due in advance by the 1st of the month.

One full month's written notice is required to terminate this contract.

One month's written notice is required to reduce the number of sessions your child attends.

The £50 registration fee is non refundable and non transferable.

The registration fee does not apply for children who only access the free funded hours.

Fees include meals and snacks where applicable. Parents must provide formula milk for babies.
Parents/carers must provide nappies, wipes etc. If Nursery nappies are used 35p per nappy will be charged.

Fees are payable during periods of absence from the Nursery, including holidays, sickness or other matters, except when the Nursery is closed e.g. Christmas and bank holidays. This is to retain your child's place.

If a child does not attend for more than 2 consecutive weeks without notification and fees have not been paid, their place will automatically be cancelled.

A full months notice in writing is required to change or terminate the sessions booked. In the event that notice is not given, full fees must be paid for the sessions booked.

If you have more than one child at the Nursery then a 10% reduction in fees is available for the second child.

The Nursery does not accept responsibility for accidental injury or loss of property.

Nursery fees will be reviewed annually.

NBLT reserve the right to close the nursery due to unforeseen circumstances, which pose a risk to children's safety. Fee refunds will only be given at the discretion of NBLT.

Signature of parent/carer:..... Date: __ / __ / ____

ANY OTHER QUESTIONS?

Please contact us on -

02476 400 501

02476 400 561

You can email us -

BPN@nbleisuretrust.org