



Mrs J. Smith
94 Maison Dieu Road
Dover, Kent
CT16 1RU
Tel. 01304 203191

INFORMATION/REGISTRATION FORM

Maison Dieu Nursery is registered to accept children who are aged between two and five years of age. The nursery is open from Monday to Friday 8.30am to 5.30pm, 47 weeks per academic year. The last week of the year is a flexi week which can be accessed by non-funded pupils and replacement days (e.g. bank holiday Mondays for funded pupils and any pupils wishing to book extra fee-paying sessions). The nursery is closed for one week at Easter, Bank holidays, two weeks at the end of August and up to two weeks at Christmas. The nursery is in receipt of funding for the provision of free early year education to children aged two, three and four years. Please see below for further information:

FREE EARLY YEARS EDUCATION – FUNDED HOURS

Free Early Education for 2 Year Olds

In Kent this is known as the Free for 2 Scheme.

This is NOT a universal offer, families will need to meet an eligibility criterion.

Families can check to see if they are eligible by applying online at: kent.gov.uk/freefor2

Free Early Education for 3 & 4 Year Olds

This is a universal offer.

Effective from the beginning of the term following the child's third birthday.

Free Early Education for 3 & 4 Year Olds of Working Parents – Extended Entitlement

This is NOT a universal offer.

Effective from the beginning of the term following the child's third birthday.

Parents must be working and will need to meet an eligibility criterion.

Families can check to see if they are eligible by applying online through the governments Childcare Choices website (www.childcarechoices.gov.uk) If eligible a code will be allocated which must be given to nursery.

HOW MAISON DIEU NURSERY OFFERS THE FREE EARLY YEARS EDUCATION

Maison Dieu Nursery offers the following stretched patterns of delivery for the free early education hours:

- 2, 3 & 4 year old's in receipt of free early education will be offered a maximum of 12.5 hours per week for a stretched period of 46 weeks per year. If the full amount of hours is taken families will have accessed an extra 5 hours over the year, which they can take off in their child's last funded week or pay for the additional 5 hours.
- Eligible 3 & 4 year old's of parents receiving the extended entitlement will be offered a maximum (depending on availability) of 24 hours over a stretched period of 46 weeks per year.
- We have very limited spaces for the 38 week (term time) pattern of delivery. Families must meet the criteria of having older siblings at school or will be working the school term time only to request this. Universal offer is up to 15 hours, extended is up to 30 hours over 38 weeks per academic year.
- Families may access as little or as much Free Early Education as they wish, although please be aware that the sessions per week, requested at Maison Dieu Nursery, will be subject to availability.
- Free Early Education can be used at a maximum of two nurseries, but families must not exceed the 12.5 hours per week if receiving the stretched pattern of delivery or 15 hours per week if term time.

SESSIONS AND PRICES

SESSION	TIME	FEE
MORNING SESSION	8.30 – 12.00 NOON	£ 18.20
AFTERNOON SESSION	1.00 PM – 4.30 PM	£ 18.20
SHORT DAY (pre-booked)	8.30 AM – 4.30 PM	£ 41.60
LONG DAY (pre-booked)	8.30 AM – 5.30 PM	£ 46.80
LUNCH HOUR	12.00 NOON – 1.00 PM	£5.20
ADDITIONAL HOURS	PER HOUR	£5.20

Fees will be increasing slightly from September 2021

CONDITIONS OF PAYMENT:

- Fees are payable in advance, either weekly, monthly or 'in full' at the beginning of the term.
- Fees can be paid by cash or cheque payable to Maison Dieu Nursery. Please note cheques are cashed termly and if for any reason a cheque is returned by your bank an additional £10 fee will be charged.
- **ALL PRE-BOOKED SESSIONS REMAIN PAYABLE, EVEN IF UNATTENDED**
- Extra hours/sessions are payable on the day attending.
- Fees are to be paid within 2 weeks of the payment due date. If without negotiation, fees are not settled, we are left with no alternative but to withdraw your child's place and if necessary take legal action to recover the amount owed.
- Children in receipt of the Free Early Education will be unable to access any additional fee-paying hours until outstanding fees are settled.

MAISON DIEU NURSERY TERMS AND CONDITIONS

- Upon starting at Maison Dieu Nursery your child is expected to attend all pre-booked sessions throughout each term. Should your child miss a session for whatever reason (illness, holiday etc) the full fee is still payable.
- A copy of child's birth certificate will be required as proof of age.
- There are no holiday allowances given as Maison Dieu Nursery closes for up to five weeks per annum with the additional bank holidays.
- Fees and term dates are revised annually and may be subject to change.
- If without negotiation, fees are not settled within a period of 4 weeks after the due date, Maison Dieu Nursery will withdraw your child's place and if necessary take legal action to recover outstanding fees. Children in receipt of Free Early Education (funding) will be unable to access any additional chargeable hours until outstanding fees are settled.
- If you wish to terminate this contract by withdrawing your child from the nursery prior to the primary school age 4 weeks notice must be given in writing, for fee paying places, otherwise the four weeks will be charged. No notice is required for non-fee-paying place.
- A non-returnable administration fee of £5 is required together with this completed form to register your child on the waiting list for a fee-paying place.

Maison Dieu nursery has responsibilities under the General Data Protection Regulation (GDPR) and will provide parent/carers, upon acceptance of a place, with a copy of our Privacy Notice. This will detail how the information you give us will be used.

REGISTRATION FORM

SECTION 1 – PARENT AND CHILD DETAILS

NAME OF PARENT/CARER (1)		RELATIONSHIP TO CHILD	
NAME OF PARENT/CARER (2)		RELATIONSHIP TO CHILD	
NAME OF CHILD		DATE OF BIRTH	
		GENDER	
		NATIONALITY	
CHILD'S SIBLINGS IF APPLICABLE (NAMES AND AGES)		CHILD'S FIRST LANGUAGE	
		RELIGION	
ADDRESS OF PARENT/CARER (1)		TEL (DAY)	
		TEL (EVE)	
		EMAIL	
ADDRESS OF PARENT/CARER (2)		TEL (DAY)	
		TEL (EVE)	
		EMAIL	
PLEASE STATE IF APPLICABLE WHO HAS PARENTAL RESPONSIBILITY		PLEASE STATE NAME OF ANY PERSON NOT PERMITTED TO COLLECT YOUR CHILD	
NAME AND ADDRESS OF AUTHORISED PERSON TO CONTACT IN EMERGENCY (1)		TEL	
		MOBILE	
		RELATIONSHIP TO CHILD	
NAME AND ADDRESS OF AUTHORISED PERSON TO CONTACT IN EMERGENCY (2)		TEL	
		MOBILE	
		RELATIONSHIP TO CHILD	
ANY OTHER INFORMATION ABOUT YOU OR YOUR CHILD			

SECTION 2 – SESSIONS REQUIRED

Please indicate the sessions you require in the following table. Sessions must remain the same each week and you may gradually wish to increase your child's sessions over time as your child settles this will be given subject to availability. If you require the lunch hour please provide your child with a packed lunch.

PLEASE CHOOSE FROM THE FOLLOWING TWO OPTIONS

OPTION ONE

Sessions offered over 47 weeks of the academic year

DAY	MORNING 8.30 – 12 PM	LUNCH 12 – 1 PM	AFTERNOON 1 – 4.30 PM	FULL DAY 8.30 – 4.30 PM	LONG DAY 8.30 – 5.30 PM
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

OPTION TWO – LIMITED PLACES

Sessions offered over 38 weeks of the academic year (TERM TIME ONLY)

These places are very limited priority will be given to families that have older siblings or work term time

DAY	MORNING 8.30 – 12 PM	LUNCH 12 – 1 PM	AFTERNOON 1 – 4.30 PM	FULL DAY 8.30 – 4.30 PM	LONG DAY 8.30 – 5.30 PM
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

SECTION 3 – TERM START DATE REQUEST

PLEASE PROVIDE A PREFERRED TERM START DATE	SEPTEMBER INTAKE		JANUARY INTAKE		MAY INTAKE	
A DRINK IS PROVIDED FOR ALL CHILDREN PLEASE TICK WHICH YOU WOULD PREFER FOR YOUR CHILD	FREE CHOICE		MILK		WATER	

SECTION 4 – MEDICAL INFORMATION

NAME AND ADDRESS OF CHILD’S DOCTOR		TEL	
NAME OF CHILD’S HEALTH VISITOR		TEL	
PLEASE GIVE DETAILS OF IMMUNISATIONS/ INJECTIONS			
DOES YOUR CHILD HAVE ANY ALLERGIES? IF YES PLEASE GIVE DETAILS:			
PLEASE LIST SIGNS AND SYMPTOMS OF ALLERGIES:			
DOES YOUR CHILD HAVE ANY HEALTH PROBLEMS (SUCH AS ASTHMA) OR ANY SPECIAL NEEDS? IF YES PLEASE GIVE DETAILS:			
NAME OF YOUR CHILDS SOCIAL OR EARLY HELP WORKER:			
PLEASE NOTE THAT ADMINISTRATION OF ANY MEDICATION CAN TAKE PLACE ONLY AFTER WRITTEN NOTICE FROM PARENTS/CARERS – A SIGNATURE FROM PARENTS/CARERS WILL BE REQUIRED AT THE END OF YOUR CHILDS SESSION IF MEDICATION HAS BEEN GIVEN BY STAFF AS INSTRUCTED.			

ACCEPTANCE

I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS AND WISH MY CHILD TO ATTEND MAISON DIEU NURSERY				
PARENT SIGNATURE:		PARENT PRINTED NAME		DATE: