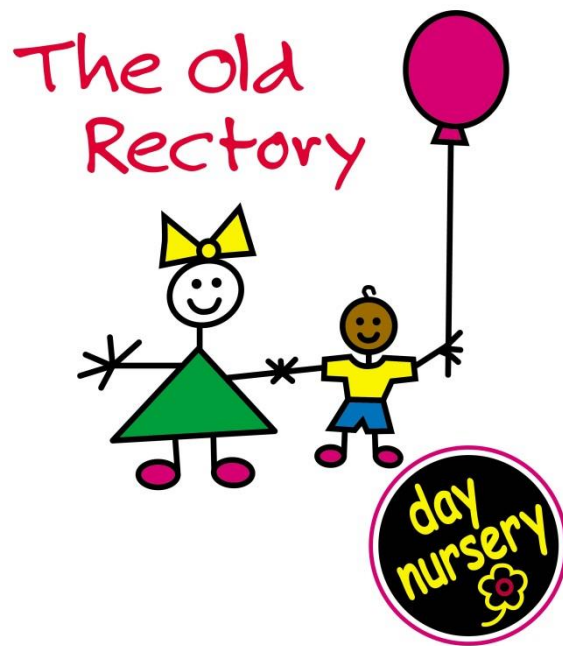


Registration Form & Contract with Parents



Child's Details

First Name		Other Names	
Last Name			
Name known as		Gender: Male/Female	
Date of Birth			

Parents/Main Carers

1	Name	Relationship	
---	------	--------------	--

Does this person have parental responsibility? Yes/No (delete)

Employers name	
Work Tel:	Mobile:

2	Name	Relationship	
---	------	--------------	--

Does this person have parental responsibility? Yes/No (delete)

Employers name	
Work Tel:	

Home Address		
		Postcode

Home Telephone	
Email	

Any Other Emergency Contact Numbers

Name			
Relationship to child			
Home		Mobile	

Is this person authorised to collect child? Yes/No (please delete)

Name			
Relationship to child			
Home		Mobile	

Is this person authorised to collect child? Yes/No (please delete)

Personal details of child

What is your child's ethnic origin?	
What is your child's nationality?	
What language (s) are spoken at home	

Does your child have any special dietary needs? Yes/No (delete)

If yes, please give details:

Does your child have any medical conditions?

If yes, please give details (including any medication)

Does your child have any special needs or disability? Yes/No (delete)

Details:	
----------	--

What other information is it important for us to know about your child? For example, what they like, or what fears they may have, any special words they use, or what comforter they may need and when.

Sessions Required (Please tick appropriate box - minimum of 2 sessions)

MONDAY	AM <input type="checkbox"/>	PM <input type="checkbox"/>	All Day <input type="checkbox"/>
TUESDAY	AM <input type="checkbox"/>	PM <input type="checkbox"/>	All Day <input type="checkbox"/>
WEDNESDAY	AM <input type="checkbox"/>	PM <input type="checkbox"/>	All Day <input type="checkbox"/>
THURSDAY	AM <input type="checkbox"/>	PM <input type="checkbox"/>	All Day <input type="checkbox"/>
FRIDAY	AM <input type="checkbox"/>	PM <input type="checkbox"/>	All Day <input type="checkbox"/>

EARLIEST ANTICIPATED START DATE	
---------------------------------	--

Consents

Nursery Outings

From time to time the nursery will organise outings to visit shops, the library and other local locations and attractions. Strict supervision and staff ratios will be maintained at all times. We have our own appropriately equipped minibus which we sometimes use for such outings or trips. All staff that drive the vehicle have undergone specialist training and hold the appropriate licence.

Do you give permission for your child to participate in activities or outings away from the nursery premises and to travel in the minibus?

Yes ☐

No ☐

Signature

Date

Photographs

We often take photographs of the children to be used in displays around the nursery, and also to support and provide evidence of the work the children have done in accordance with the curriculum. These photos are then inserted in the child's learning journey book. Sometimes we display these photographs on Facebook, Twitter and the nursery website. We occasionally use video which we also put on Facebook & Twitter which is automatically uploaded to our website. These recordings and images are sometimes used on parent's evenings.

I hereby give consent for photographs and any video footage your child appears in to be used.

Signature

Date

Record Keeping

It is a legal requirement that the nursery keeps a variety of administrative, development and other records both on paper and electronically. We have strict procedures and policies in place to prevent or limit access to this information to the relevant nursery staff or governing body.

Yes ☐

No ☐

Signature

Date

Emergency Medical Treatment

I hereby give my permission for medical personnel to carry out emergency treatment on my child in the event that nursery staff or medical professionals have deemed necessary. It will be impractical due to the obvious urgency, for written consent to be obtained at the time. This consent form will therefore be kept on file and serve as your authority on each occasion should it arise.

Parent's Name

Signature

Date

CONTRACT WITH PARENTS

Terms & Conditions of Entry

All registrations are accepted purely on the basis of compliance to these terms and conditions and in accordance with our Policy and Procedure Statements, a copy of which is available on request.

A fee is payable every week. On taking up a place in the nursery you will not be asked to pay fees in advance but fees are due by Friday of each week. The weekly fee must be paid irrespective of whether your child is present or not. Late payment charges of £1 per session are applied if fees are not paid within the week they become due.

Fee increases will normally be made on an annual basis on notice from the management. Should you need to give up your child's place; a notice period of 2 weeks will be required.

If the fees for your child's place are in arrears of more than two weeks, the management has the right to terminate that place. (Arrangements should be made to pay back any arrears owing).

The nursery opens Monday to Friday 7:45AM until 6:00PM. Morning sessions commence at 7:45AM and finish at 12:45PM and afternoon sessions commence at 1:00PM and finish at 6:00PM. Children must not be delivered early, and must be collected no later than the time specified at the end of the session. All late collections, for both morning and afternoon sessions, will be charged at £2.00 per 5 minutes late. In all instances nursery must be notified that you will be late. Access to the nursery is by way of biometric finger recognition.

We are able to offer the Early Years Grant for three year olds with an entitlement of up to fifteen hours per week. We have opted to spread the grant over 52 weeks rather than 38 week's term time only, a difference in cost will therefore be payable. Accordingly, the entitlement will therefore be 11 hours over 52 weeks. We can still provide flexible delivery of the free entitlement but we are only able to offer sessions of five hour's duration, that is, a complete morning or afternoon session and not any part thereof. Unfortunately, we are unable to offer just one session per week there is a minimum requirement of two sessions. When the free entitlement is taken up in the event part of the child's normal attendance pattern falls on a bank holiday, when the setting is not open, the lost session can be taken on a different day and time providing it is within the same week as the lost session and has been agreed and confirmed with the management. Sessions cannot be carried over beyond this time scale and there is no refund available if your child leaves before the end of the grant period.

Cars must be parked in the spaces provided at the bottom of the driveway, when either collecting or dropping off your child. No cars, other than staff, are allowed onto the premises. The parking of cars on the roadside is also a hazardous and potentially dangerous practice, and is not recommended. It is in public, parents/carers and of course the children's safety that we expect your compliance on this matter. Please also consider our neighbours and other road users when parking as parking indiscriminately causes problems for other parents and residents of Church Lane.

The nursery will be closed on Bank Holidays, a list of these dates are displayed on the notice board in the entrance. These days are not chargeable; however, the daily rate applies when the nursery is not open for a full week, for example the full daily rate will be applicable not the full week rate divided by five.

CONTRACT WITH PARENTS (Cont.)

Parents must supply the nursery with emergency contact telephone numbers and must always be up-to-date. The parent/carer has a responsibility to notify any change of workplace, home address or contact person.

Parents of children who are not potty or toilet trained will provide disposable nappies, wet wipes, and a complete change of clothes in a drawstring bag (not plastic), although the staff team will give every support to toilet train the child.

Dogs, however friendly you believe they are, are strictly prohibited on our premises. If you or any of your other nominated persons responsible for collecting or dropping off your child arrives with a dog, they will be asked to leave and return without it. The nursery is an animal free zone.

Drinks will be made available to the child throughout the day and it is the responsibility of the parent/carer to notify staff of any allergies the child suffers. A hot midday meal is provided for the children who attend morning sessions and the menu is displayed for inspection. Notification, on a weekly basis, of any special type of meal or food must be made to the management.

Any child who has been sent home from nursery because of ill health will not normally be re-admitted for 24 hours. If a child is prescribed antibiotics they will not be allowed to return to nursery for 24 hours. Should a child be on prescribed medication, it is the responsibility of the parent/carer to notify the staff and sign the necessary form consenting to administering of such. Parents/carers are asked to refer to the Illness/Communicable Disease List, a copy of which is available upon request, for your information on minimum periods of exclusion from nursery. Please also be aware that we can only administer prescribed medications.

Parents/carers may during the settling in process stay until both you and or your child feel comfortable and secure in the nursery setting.

Nursery does not in any way, accept liability or responsibility for the loss or damage, of any items of clothing, footwear, toys, videos, tapes & games, either brought into or left in the nursery. It is highly recommended, and strongly advised children do not bring toys, games or cuddly toys to nursery. All clothing ought to be clearly named. Clothing must not be left overnight and medications they should be taken home after each session your child attends. Any such items as detailed above are brought in and left entirely at your own risk.

ACCEPTANCE

Signed _____ **Name** _____ **Date** _____

Places are only accepted, allocated and confirmed in accordance with these terms and conditions, and they are non-negotiable. The signing this form means you are accepting our terms and conditions of entry which then form the contract.

Should you have any problems, questions, queries or complaints, with regard to any aspect of your child's care, it is imperative that you ask or inform us immediately, thereby giving us the opportunity to deal with the matter quickly and effectively.