

Nursery registration form

Childs Details

Full name:

Nick name if applicable:

Gender:

Date of birth or due date:

Main language spoken at home:

Religion:

Dietary requirements:

Additional or special needs, or any other agencies/professionals involved with your child:

Any medical conditions or Allergies:

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 care:

<u>Please tick sessions required</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Full day 8am-6pm</u>					
<u>Morning 8am-1pm</u>					
<u>Afternoon 1pm-6pm</u>					
<u>Early Start 7.30am- 8am</u>					

Commencement Date:

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Parents Details

Parent 1

Name:

Address:

Email Address:

Contact number:

Mobile number

Place of work:

Parent 2

Name:

Address:

Email Address:

Contact number:

Mobile number:

Place of work:

Please state if the child resides with both parents, if not which one:

Emergency Contact Details

In the event of an emergency please supply the details of a third person we can contact if we are not able to get through to either parent

Name:

Relationship to child:

Contact number:

Password

We will NEVER release your child to another party without prior consent from either parent that they are being collected by another person. So that we can maintain security at the nursery please provide us with a password that will need to be given when your child is collected

Password:

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Consents

Please delete any of the following that you DO NOT consent to

Travel in nursery minibus / local walks

Use of Face paints / Calpol (only given once parents have been phoned to collect child or where we are unable to obtain contact)

Use of photos of your child: Closed facebook group / nursery website / display boards / internal publications.

Name:

Signed: _____

Doctors Information

Doctors Name:

Address:

Telephone no:

Information Sharing

In order to provide a smooth transition and provide the best possible learning environment for your child we may wish to contact any current or previous childcare settings that your child has been part of. Please state if your child attends any other childcare

Setting/Childminder:

I am happy for you to contact my current/previous childcare setting in order to share information regarding my child's learning and development

Name:

Signed: _____

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Terms and Conditions

- 1. A deposit of £100 is required along with an administration fee of £50 to secure a nursery place once a nursery place has been confirmed. The deposit will be refunded in the last invoice as long as the required notice has been given, the child has attended for a minimum of 12 weeks and fees have been paid on time. No settling sessions can be booked until the registration fee has been paid.**
- 2. Fees are payable by direct debit and childcare vouchers, strictly a month in advance by the 7th of each month, failure to pay within 7 days will result in a 10% surcharge being added to your account. Non-payment of fees after 14 days will result in the nursery place being suspended until full fees have been paid. If fees remain outstanding for a period of 28 days the debt will be assigned to the nurseries contracted debt collectors, where upon the parent/guardian becomes liable for their fees in totality. Where this is the case an additional 15% will be added to the debt.**
- 3. Full fees are still payable regardless of holidays, sickness and bank holidays.**
4. Fees are calculated annually and then split over 12 months resulting in the same amount being payable each month. When a child turns 3 mid-month the reduced fee amount will be reflected in the following months invoice. Please see additional information sheet for details on early years funding.
5. Payment for any extra/ad hoc sessions is required by debit or credit card on the day. No extra sessions or swaps will be permitted if fees are in arrears. Once an extra session is booked it becomes non-cancellable and payment for that session is required. We are happy to swap days free of charge (subject to availability) providing that the swapped day is within the same week.
6. One month's notice is required in writing should you wish to terminate your child's place at the nursery. All communications involving start dates and changes to attendance must be submitted in writing or via email, failure to do so may result in the changes not being actioned.
7. Once a start date has been agreed an invoice will be raised and payment will be required from that date regardless of any changes. One month's notice will be required thereafter to reduce a child's attendance.
8. No child should attend the nursery if they are unwell. Parents will be called to come and collect their child immediately should they become unwell during the day. Where a child has sickness and diarrhoea, they will be unable to attend the nursery for a period of 48 hours after the last episode. In the event of an emergency, if we are unable to contact the parent/carer the child will be taken to hospital.
9. Children should be dropped off no early than 7.30am and collected no later than 6.00pm. After 6.00pm a late fee of £5.00 will be payable for every 5 minutes. This is

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payable in cash the following day directly to the members of staff who were required to stay behind.

10. Parents agree to return any spare clothes that their child has gone home in as well as any learning diaries that have been sent home for completion.

11. Parents are requested to call the nursery if their child will not be attending for the day. Notice of any holidays is also required in writing.

12. Parents are required to bring formula (measured out) for their child if applicable.

13. Medicines will only be administered if prescribed by a GP. Completion of a nursery medicine form will be required.

14. Parents agree to sign an incident form should any child come into nursery with any injuries, bruises, bumps etc.

15. We regret that a child's place will be given to another child if the child is absent from the nursery for 4 weeks with no communication from the parent.

16. A 10% sibling discount will be deducted from the older sibling's fees. This is not applicable when the sibling is claiming any funded hours.

17. Parents should remember that their child may get messy at nursery. Due to this please do not bring your child to nursery in their best clothes. The nursery does not hold any responsibility for any clothes that may get dirty, stained or damaged. Please also supply sun hat/ waterproofs and wellies. Inappropriate clothing will result in your child being unable to go outside.

18. Please be aware that the nursery will take photos of the children which will be used only for their learning diaries, pegs and wall displays and if consent is given they will also be used on our website and facebook page.

19. Due to GDPR we request that parents only send sensitive and personal information through password protected emails or as hardcopies of documents.

20. Any visitors that accompany parents onto the nursery premises should be supervised at all times. No one should be allowed to follow any parent into the nursery who has not rung the intercom. We require notification if any one is collecting a child not known to the nursery as well as a pre-agreed password. Parents/carers may be asked to show ID.

21. If a member of staff, either whilst employed or within six months of leaving the nursery is recruited by a parent of a child who has attended the nursery, the parent will be liable to pay the nursery the equivalent of the last 2 two months' gross salary of the member of staff.



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We have read, understood and agree to the terms and conditions. We consent to receiving details regarding nursery events, information regarding our child and general nursery information by email, SMS and telephone.

Print names:

Parent 1:

Parent 2:

Signatures:

Parent 1:

Parent 2:

Date:

Date:

N.B unfortunately we can only accept completed forms where both parent's signatures have been obtained (this is not required when a child is not in contact with one of their parents)

*** So that we can protect your personal data please return this form via a password protected email or as a hard copy to the office.**