

* Please bring your child's birth certificate and Red Book with you when you register *



Registration Form

OFFICE USE

Date entered on KS:
 Start date:
 Pre-school leave date:
 Welcome letter sent:

Personal details

Child's first name Preferred Name..... Surname.....
 Date of birth Nationality
 Language(s) spoken at home Male or Female? (circle)
 Position in family (e.g. 1st of 3)..... Religion
 Home addressPostcode
 Email
 Collection password Who will normally collect?

Contact details

Priority	Name	Parental Responsibility? (Please tick)	Do they live in your house?	Home Phone	Mobile	Address	Workplace and phone number
1.							
2.							

Does anybody else over 18 years old live in your house that is not listed above? If so please write their name and telephone number here;

Does your child attend any other setting? If yes, which one?

If no, have they ever attended a different setting? If yes, which one?.....

Medical details

Does your child have any;

- **Allergies:** Eggs Nuts Peanuts Penicillin Plasters Sesame Seeds
- **Special dietary requirements:** Lactose Intolerance No meat No pork No milk Vegetarian
- **Special needs:** Behaviour Communication Hearing Learning Physical Visual
- **Social care involvement:** Yes No

If yes to any, please give more details

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Immunisations

Has your child had any of the following immunisations? (Please tick and date)

- BCG Meningitis C Diphtheria
- Polio Hib Tetanus
- MMR Whooping cough Swine Flu

Doctors Details

Name, address and telephone of GP

Health Visitors details

Name Telephone

Medication

We administer **prescribed medicine only** with the exception of;

1. Teething babies. In this instance we allow teething gel and Calpol.
2. A child with a dangerously high temperature where we cannot make contact with the parent. (See our medicine policy for more information)

If a child needs calpol at other times we consider that they should not be in nursery. A medicine form needs to be completed by the parent/carer before we can administer any medicine.

In signing the contract you agree to us administering first aid, calling for an ambulance in the event of an emergency and administering Calpol if we cannot contact you and your child has a dangerously high temperature.

Sun

Please provide a labelled sun hat during the warmer months.

We provide and will apply sun tan lotion to all children unless you choose to bring in a different one. Please label this and speak to your child's room leader if you would prefer this.

Permissions

- Photographs for Learning Journeys and nursery displays Yes / No
- Photographs for advertising and external events Yes / No
- Face Painting Yes / No
- Observations by Key Person for Learning Journey Yes / No
- Short trips and outings (e.g to the park, to the post office) Yes / No

2nd child discount: 5%

**Sessions
required**

	Mon	Tues	Wed	Thurs	Fri
Breakfast 7.45 – 8.30 am (£6)					
Morning Session 8.30 – 11.30 am (£15)					
Lunch 11.30 – 1pm (£10)					
Afternoon Session 1 – 4 pm (£15)					
Tea 4 – 6 pm (£11)					
Whole Day 7.45am—6pm (£45)					
Total £ *					

*** Weekly discount not applicable when you are claiming government grants**

Date I would like to start:

Contract: Term time / Full time

How did you hear about us?

Preferred day and time for settling sessions (Tiny Tots and Toddlers only);

Monday Tuesday Wednesday Thursday Friday

10—11 am or 2—3 pm

(We will contact you to arrange a date a few weeks before you are due to start. Please bring your child's birth certificate and Red Book with you for this. If your child is 2 please also bring in their 2 year Health Visitor check or make an appointment to have it done if not.)

Terms and conditions

This is a contract between you and Roundabout Nursery. Please read carefully before you sign. If you have any queries or need further information, do not hesitate to speak to the Manager.

- **Term time contract:** We will assume that you will not be attending during the school holidays and will not charge you for these. Should you wish to attend you will need to complete and 'additional session' form. You will be charged for any holidays taken during the term time.
- **Regular contract:** You are charged all year but can take 2 weeks off when you like on top of the Christmas closure break.
- Fees must be paid by the 20th of the month in which they are sent, preferably by the standing order payment method.
- All sessions booked must be paid for.
- If a cheque payment fails to clear, we will charge a reasonable administration fee of £10.00 and immediate payment is required.
- If you fail to pay your nursery fees within the set payment terms or have an outstanding balance on your account we may withdraw our services.
- If your childcare is funded through college or childcare vouchers, it is your responsibility to ensure that your provider makes payments to your account by their due date. If your funding provider fails to make a payment to your account on time, fees will become payable by yourselves immediately.
- You will be charged a fee of £50 if you are late collecting your child and a further pound per minute if this goes beyond 6.15pm.
- You must inform us immediately of any change of address, contact numbers and personal circumstances that might have an emotional impact on your child.
- It is your responsibility to ensure that we are aware of who has authorisation to collect your child.
- All absences, **including additional holidays**, will be charged as normal, unless the child is hospitalized, in which case you will need to present to us the Doctors Discharge note.
- You must give at least 4 weeks written notice to withdraw your child.

SAFEGUARDING - I understand that all the information I have provided here will be treated as confidential. I also understand that if a matter of safeguarding arises, the nursery may need to share aspects regarding my child without consent with relevant professionals.

DECLARATION - I HEREBY DECLARE THAT I HAVE COMPLETED THE REGISTRATION FORM, AND HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS SET BY THE NURSERY.

We may change the terms and condition set out in this document but we will always give you one month's written notice of our intention to do so.

Signed **Print Name**

Date