

Child details

The Secret Garden Children's Day Nursery

Name of child		Date of birth		Gender M/F	
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Name of parent(s) with whom the child lives:

1	Does this parent have parental responsibility? Yes/No
2	Does this parent have parental responsibility? Yes/No

Address

Email

Telephone		Mobile	
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Name of parent with whom the child does not live

Does this parent have parental responsibility? Yes/No	Does this parent have legal access? Yes/No
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Address

Telephone		Mobile	
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Emergency contact details

Parent 1 - Work/daytime contact number

Parent 2 - Work/daytime contact number

Any other emergency contact numbers

Name of Doctor and surgery		Telephone	
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Personal details of child

Is your child up to date with immunisations? Please provide details of immunisations received	Yes/no
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Does your child suffer from any known medical conditions or allergies, or have any special dietary needs or preferences? Yes/No (delete)

Details of condition/ dietary needs or allergy	Action needed if necessary

Do you give permission for your child to have face painted?	Yes / No (delete)
Do you give permission for your child to be given a plaster if necessary?	Yes / No (delete)

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

What is the main religion in your family? (if any)

What language(s) is/ are spoken at home	
Does your child have any special needs or disabilities? Yes/No (delete)	Details:
Are any of the following in place for the child?	
Early Years Action/ Action plus Yes/No (delete)	Statement of special educational need Yes/No
What special support will he/she require in our setting?	

Names of health visitor or other professionals involved with child

Name		Role	
Agency		Telephone	
Does your family have a social care worker for any reason? Yes/No (delete)			
Name:		Based at:	
Tel:			

Daily outings

Your child could be taken out of the setting as part of the daily activities when they reach the age of three. For any major outings, we will inform you and ask for your specific consent.	
Do you give permission for your child to go on outings by foot	Yes / No (delete)

Observation permission:

Staff will make observations for your child which will be used to plan for your child's learning and development. I/We consent to these records being kept.	
Signature	Date

Photography: Photographs and videos may be taken of your child at the setting. This evidence will be kept in your child's learning journal which you can keep when you child has left nursery as a keepsake or used for our displays. Photographs are also occasionally used for promotional purposes in our brochures, in the local newspaper and on our website.

I/We consent to photographs being taken of my child and being used in the setting.	
Signature	Date
I/We consent for my child's photograph to be used on our brochures, website and press release	
Signature	Date

Terms and Conditions

Child Name: _____

Emergencies / sickness

In the event of a medical emergency the child will be taken by staff to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary. The setting will continue to make contact with their parent/career if they had not been able to reach them immediately.

Consent given: YES/NO

Signed.....

Children must not attend the setting when they are unwell or have a contagious illness or infection. In the event of the child becoming ill at the setting, the parent/carer will be contacted to arrange for the child to be taken home. (see sickness policy)

Fees

The Secret Garden Children’s Day Nursery reserves the right to review the fees. In the event of there being a change to the fees, one calendar month’s notice shall be given.

Payment of fees can be made by debit or credit card, cash, cheque, bank transfer or child care vouchers. If cash is given please ask for a receipt immediately when given to a setting manager.

Fees are required to be paid in advance on the 1st of each month.

Refunds for a child’s sessions cannot be given where a child is absent.

One month’s notice is required to cancel your child’s place within our nursery.

Sessions

Changes made to a child’s agreed sessions must be made in writing, one month in advance.

We are happy to offer extra sessions on an ad hoc basis to meet the needs of parents

- Please give as much notice as possible if you require extra sessions so that we can organise staff to accommodate your child.
- Extra sessions will be added onto your next invoice. .
- Extra sessions booked but not take are non-refundable.

The nursery reserves the right to charge parents/carers a late fee when they do not collect their child at the agreed time.

All policies and procedures are available for parents to access at the setting.

As a parent/career I acknowledge that I have read and understood the Terms and Conditions set out above. I declare that all the information I/have provided on the registration form is accurate to the best of my knowledge and that if any information changes, it is my responsibility to inform the nursery in writing immediately.

1. Parent/career name:.....Signature.....Date.....

2. Parent/career name:.....Signature.....Date.....

Persons authorised to collect your child **Name of child:** _____

1. Name		Relationship to child	
Telephone		Mobile	

2. Name		Relationship to child	
Telephone		Mobile	
3. Name		Relationship to child	
Telephone		Mobile	
4. Name		Relationship to child	
Telephone		Mobile	

Password to be used when necessary: _____

Parent/career name:.....Signature.....Date.....

Induction arrangements – to be completed by manager with parent

Admin Checklist – ADMIN USE ONLY

Name of child	Starting in which class?	Date starting
Days and times of attendance	Monday: _____	Tuesday: _____
Wednesday: _____	Thursday: _____	Friday: _____
Hot lunches required: Mon _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____		
Name of Key person		Settling in process

Has the registration form been checked to ensure all parts are complete? _____

Have child's hours and start date been confirmed by the nursery manager? _____

If the child is new, has a confirmation letter been sent to the parents address? _____

Has the child been added to the permission checklist? _____

Nursery: Has a pocket and Peg been made for the child? _____

Nursery: If the child is eligible for funding has a letter and form been issued? _____

Nursery: Has a parent information pack been issued? _____

Has the child's start date been added to the diary? _____

Allergies/ medical conditions/ special needs

Has the child's allergies/medical conditions been added to the list on the computer? _____

If applicable has the allergy and medical list been re-printed/updated by hand? _____

Has the SENCO been informed and the child added to the SEN register? _____

Has a risk assessment, if required, been completed? _____

Has a health care plan and agreement to administer medicine been completed if applicable? _____