



Children's registration form

Child personal details:

Child's Name:	
Date of birth:	
Home address:	
Post code:	
Position in family:	
Who does the child live with	
Hair colour:	
Eye colour:	
Religion:	
Ethnic origin:	
Nationality	
Language(s) spoken at home:	
Details of any disabilities/special needs	
How did you hear about <i>us</i>	
Preferred start date	

**NOTE: £100 DEPOSIT IS REFUNDABLE IF ONE MONTH NOTICE IS GIVEN.
£50 REGISTRATION FEE IS NOT REFUNDABLE!**

PLEASE NOTE THAT NURSERY FEES STILL REMAIN PAYABLE EITHER YOUR CHILD ATTEND THEIR NURSERY SESSION OR NOT AFTER THEY STARTED INCLUDING ANY BANK HOLIDAYS

About your family

Mother/carer		
Title:		
First name:		
Surname:		
NI Number:		(For govt funded 15 hours purposes only) <u>Funding time table:</u> December to start January, March to start April, August to start September
Parent-DOB:		
Password:		
Home address:		
Postcode:		
Home telephone number		
Mobile		
Home email		
Work telephone number		
Work email:		
Responsibilities: (Tick all that apply)	Parental responsibility/legal access <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Payment of fees <input type="checkbox"/> Contact in emergency <input type="checkbox"/>	

Father/carer		
Title:		
First name:		
Surname:		
Password:		
Home address		
Postcode		
Home telephone number		

Mobile	
Home email	
Work telephone number	
Work email	
Hours worked	
Responsibilities (Tick all that apply)	Parental responsibility/legal access <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Payment of fees <input type="checkbox"/> Contact in emergency <input type="checkbox"/>

Emergency contacts

Contact one	
Name:	
Relationship to child:	
Password:	
Address Postcode:	
Telephone number:	
Mobile	
Responsibilities (Tick all that apply)	collect child from nursery <input type="checkbox"/> Contact in emergency <input type="checkbox"/>

Contact two	
Name	
Relationship to the child	
Password	
Address Postcode	
Telephone number	
Mobile	
Responsibilities	collect child from nursery <input type="checkbox"/>

(Tick all that apply)

Contact in emergency

Medical details

Allergies	
Does your child have any allergies?	Yes/No (please circle) If yes, please give details of the cause and reaction
Dietary needs (please give details)	
Child protection (registration/category)	
Disability in the family? (please give details)	
Is an interpreter or signer required	
Does your child have difficulties with hearing?	

Professionals known to be involved with the family

Designation	Name	Address and Telephone No
Registered Gp		
Health visitor		
Speech Therapist		
Portage worker		

Additional information

My child has been immunised against:

(please tick and include dates)

- Diphtheria/tetanus/whooping cough date:.....
- Measles, mumps, rubella (MMR) Date:.....
- Polio Date:.....

Has your child had any infectious diseases or medical condition that you would like to discuss with staff?

Any other additional information:

Sessions

Please indicate your preferred sessions.

Session	Mon	Tues	Wed	Thurs	Fri
Full day					
Part time (Morning)					
Part time (Afternoon)					

Signed Date

Terms and Conditions

❖ Heritage Day Nursery shall

- ✓ Open Monday to Friday from 7.00a.m - 6.00pm except in unforeseen circumstances beyond our control, and the annual staff training day.
- ✓ Any parent/guardian, who have two verbal warnings in a row within a month or written warning letters about late collection, the matter will be reported. In all instances the Nursery should be notified that you will be late to collect your child and late fees still applies. **£2.00 per minute. Payable on the spot in cash.**
- ✓ The Nursery will be closed on all Bank Holidays (lists of these dates is visibly displayed on the parent notice board)

❖ You as the parent/guarding must:

Sign any agreements as appropriate. Answer fully and frankly all questions set out in our registration and operational documents and keep the nursery updated with any changes.

Inform Heritage Day Nursery in writing of any food, medicine or other substance or occurrence which, if undertaken would cause distress or harm to your child

❖ Fee and charges

- ✓ Nursery fee is payable week beginning every Monday or every month in advance if paying monthly. On taking up a place in the Nursery you will be asked to pay your child's nursery fees in advance.
- ✓ The nursery charges £15 for late payment of overdue nursery fees. This means fees need to be paid in advance and on time (within the first week of the month) £2.00 per minutes for your child late collection. Payable on the spot in cash.
- ✓ When you_book a place with us a refundable deposit of £100 for both part time and full time place is payable and £50 non-refundable registration/Admin fee.
- ✓ The fees must be paid irrespective of whether your child is present or not, even when the nursery is close for reason beyond their control.
- ✓ Fee increases will be made on an annual basis on notice from the Manager.
- ✓ Should your child have to give up their place in the Nursery, a notice period of 4 weeks is required.

- ✓ Please note that nursery fees applies to all public/Bank holiday as well.
- ✓ Should the fees for your child's place be in arrears of more than 2 weeks, the Manager has the right to terminate that place (Arrangements should be made to pay back any arrears owing?)
- ❖ **Lateness Fees:**
 - ✓ There will be a charge of £2 per minute for coming to pick your child/Children late and is payable on the spot.
 - ✓ Parents must supply the Nursery with emergency contact telephone numbers and these must always be up-to-date.
 - ✓ The parent/guardian has a responsibility to notify any change of work place number, home address or contact person.
- ❖ **If you change your mind**
 - ✓ If you decide you do not require the space or you wish to leave, you agree to give one month written notice, or pay 1 month fee in lieu of the notice. If you want to increase, decrease or change the days your child attend you need to notify the nursery and we will do our best to make the changes as soon as possible. We will require a month notice for decrease of your child attendance.
- ❖ **Meals and allergies**
 - ✓ Hot food, snacks and drinks will be made available to the child throughout the day and **it is the responsibility of the parent/Carer to notify the staff of any allergies the child suffers.**
- ❖ **Illness**
 - ✓ Any child who has been sent home from the Nursery because of ill health will not be re-admitted for at least 48 hours. If a child is prescribed antibiotics they will not be allowed to return to the nursery for 48 hours. Should a child be on prescribed medication, it is the responsibility of the parent/guardian to notify the manager or key-worker and to sign the necessary form consenting to administering of such medication.
- ❖ **Settling in**
 - ✓ Parents/guardian may stall for few minutes during settling in. This is to enable both you and your child feel comfortable and secure in the Nursery setting.
- ❖ **Personal items**
 - ✓ Please clearly label your child's clothing. The nursery staff cannot be held responsible for lost or mislaid clothes, if they are not labeled correctly.
 - ✓ Please ensure your child does not wear jewelry at nursery as we cannot be held responsible for lost or broken jewelry
 - ✓
- ❖ **Transportation**

Please bear in mind that children picked up from school are walk down to the nursery, except in adverse weather condition will they be transported in a vehicle provided a vehicle is available.

Agreement

- ❖ You have registered your child for Day Nursery Part Time or Full time
- ❖ Number of Days..... forAM or PM.....
- ❖ Your child will be coming on the following days: **Monday Tuesday Wednesday, Thursday, Friday**
 - ❖ (Please circle applicable days)
- ❖ Nursery fees must be paid at the beginning of every week except otherwise agreed.
- ❖ Nursery fees is payable either your child attend their session or not
- ❖ £15. 00 late fees applicable per week if your fees are paid late.
- ❖ £2.00 per minute if you fail to pick up your child on the agreed time. And must be paid on the spot at the point of collection to the available staff.
- ❖ £100 deposit fee is refundable if one month notice is given to the Nursery if you decide to withdraw your child from the nursery.
- ❖ The admin charge of £50.00 is not refundable
- ❖ Nursery uniform is available for you to purchase for your child.
- ❖ The nursery closes one day in the year for staff training and fees still remain payable
- ❖ Any questions or complain should be directed to the Manager.
- ❖ The nursery must be informed on time if parent is running late to pick up their child. Late fee still applies.
- ❖ Any concern should be brought to the attention of a member of staff or the manager as soon as possible.
- ❖ Disrespect or any form of abuse to any member of our staff will not be tolerated.
- ❖ The Nursery should be informed on time if a family member is coming to pick up a child with name and password.
- ❖ PLEASE NOTE THAT BREAKFAST/AFTER SCHOOL CLUB FEES STILL AND REMAIN PAYABLE EITHER YOUR CHILD ATTEND THEIR SESSION OR NOT AFTER THEY STARTED

I agree to abide by the terms and conditions and policies and procedures of Heritage Day *Nursery* which I have read and fully understand.

Signed DatePrint name

Relationship to child Signed.....Date.....

Print nameRelationship to child

Record of Parent Permission

Name of Child

Parent Name

Date of birth.....

I do/do not give permission for nursery staff and childcare students to administer prescribed medication to my child.

I do/do not give permission for nursery staff and childcare students to take my child to hospital for emergency treatment where necessary.

***I do/do not** give permission for photographs of my child to be displayed in the nursery

***I do/do not** give permission for photographs of my child to be used in nursery publicity material, e.g. brochure, posters, flyers

***I do/do not** give permission for photographs of my child to be used on the nursery website for promotional reasons only

***I agree/do not agree** for the nursery to take my child on outing

I agree/do not agree for the nursery to take my child on nursery trips

I agree/do not agree for the nursery to take my child on public transport

***I do/do not** give permission for my child to take part in trips off the nursery premises

Signed

Relationship to Child

Permission slip

I give my permission for the staff from heritage Day Nursery to apply for and /or discuss any relevant information with other professionals regarding my son/daughter.

I understand that this may include medical information.

Child's Name:

Date of Birth:

Signature of parent/ Guardian: Date:

Parent/ Guardian Name:

Address

.....
.....

Telephone No.....

I give my permission for the member of the Early Years Advisory Team in the council to observe my child in the nursery

Signed parent/Guardian..... Date.....

Parent/ Guardian Name:



Welcome letter

Date: 25/03/2021

Dear Parent/Guardian,

Thanks for registering your child with us at the above settings. We use this opportunity to welcome you and your child to the setting. *"A place where every child learn at their own pace"*

All our staffs are CRB checked and qualified practitioners. A key worker will be allocated to your child as soon as the child start and throughout his/her stay with us. A get to you will be arranged for you and your child to meet their key worker. A date will be communicated to you soon.

As a reminder and summery of the contract and the following policy applies and agreed:

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Thank you once again for your interest in HDN.

Yours truly,

Manager