



Child Registration Forms

Personal details

Full name of child		Date of birth	
Home address			
Postcode			
Religion		Nationality	
Language(s) spoken at home			
Intended medium of education, e.g. English, Welsh			

About your family

Parent 1/Carer		Title		
In an emergency contact this person (please circle):			1st	2nd
First name		Surname		
Home address				
Postcode				
Home tel numbers		Mobile number		
Preferred email				
Work tel numbers				
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Collect child from nursery <input type="checkbox"/>	Payment of fees <input type="checkbox"/> Contact in emergency <input type="checkbox"/>		

Parent 2/Carer		Title		
In an emergency contact this person (please circle):			1st	2nd
First name		Surname		
Home address				
Postcode				
Home tel numbers		Mobile number		
Preferred email				
Work tel numbers				
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Collect child from nursery <input type="checkbox"/>	Payment of fees <input type="checkbox"/> Contact in emergency <input type="checkbox"/>		

ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENTS ORDER

If your child has left care through adoption, special guardianship or a child arrangement order and you would like your child to attract the early years pupil premium, you should complete the following section and attach a copy of the relevant court order:

Has your child been adopted from care?

Yes No

If you have ticked yes in the previous question, have you yet been granted an adoption order by the courts?

Yes No

Did your child leave the local authority's care under a special guardianship order or a child arrangements order (formally known as a residence order)?

Yes No

Other contacts

Please include details of the people you would like us to contact in an emergency if we cannot get hold of contact 1 or 2. It is important you only include contacts that can attend in an emergency.

Emergency Contact one			
In an emergency contact this person (please circle):		3rd	4th
Title			
First name			
Surname			
Relationship to the child			
Address Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from nursery <input type="checkbox"/>	Contact in emergency	<input type="checkbox"/>
Emergency Contact two			
In an emergency contact this person (please circle):		3rd	4th
Title			
First name			
Surname			
Relationship to the child			
Address Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from nursery <input type="checkbox"/>	Contact in emergency	<input type="checkbox"/>
Password: This password will ensure that anyone new that comes to collect your child can be identified by this secret word/phrase.			

Medical details

Does your child have any allergies?	Yes / No (please circle) If yes, please give details and ask the office for a care plan			
Has your child attended a nursery setting previously? (please state which setting) and do you give us permission to contact this setting for a progress tracker?				
Does your child have any special dietary requirements?	Yes / No (please circle) If yes, please give details and ask the office for a care plan			
Has your child had any of the following immunisations? Please tick and date if known	Immunisation	Date of immunisation	Immunisation	Date of immunisation
	BCG		Meningitis C	
	Diphtheria		Poliomyelitis	
	HIB		Tetanus	
	MMR		Whooping cough	
Name of GP				
Name of surgery				
Address				
Postcode				
Telephone number				
Health visitor details				
Name				
Address				
Postcode				
Telephone number				

Sessions

Please indicate your preferred sessions.

Preferred Start Date:

Session	Mon	Tues	Wed	Thurs	Fri
Early arrival 7:00 – 8:00					
Morning 8.00-1					
Full Day 8.00-6					
Afternoon 1-6					
Additional Hours					

Do you require a place for term-time only?
(please circle) Yes / No

Is your child eligible for 2 year funding Yes / No?

(If you are entitled to 2 year funding please bring your letter of entitlement along with these forms)

All 3 and 4 year olds are entitled to 15 free hours of childcare from the term after their 3rd birthday. Some 3 year olds are entitled to an additional 15 hours, please visit www.childcarechoices.gov.uk to find out if you are eligible. If you are eligible please contact the office with your unique code.

Do we have permission to:	Yes	No
Use your child's photo in advertising via social media, our website and in local newspapers?		
Use your child's photo on displays within nursery?		
Upload your child's photo to Family, accessible by relevant staff and parents?		
Apply sun cream, supplied by yourselves, to your child when appropriate?		
Apply Sudocrem or Metanium to your child if deemed necessary?		
Administer prescribed medication from the doctor?		
Administer plasters supplied by nursery where necessary?		
Administer non prescribed medication provided by the nursery such as; Calpol, Ibuprofen & Piriton (for temperature over 38 degrees, allergic reaction etc) Only one dose will be given specific for your child's age and should the symptoms not improve we will suggest you seek medical attention.		
Administer medication on the advice of NHS Direct Parents will be informed as soon as possible as to the reason why medical advice was sought.		
Take your child off-site either on the mini-bus or walking? Strict adult: child ratios will be adhered to.		
Allow your child to use nursery computers and iPads, including internet facilities, under supervision from nursery staff?		
Share information given in this form, as well as developmental data, with relevant agencies where additional interventions are sought? (i.e. health visitors, speech and language therapists, area SENCO)		
Share information given in this form, as well as developmental data, with other settings that your child may attend or the Primary school that they have been accepted to.		
Do you understand that:		
If we feel a child is suffering, or at risk of suffering from significant harm. Parental permission will not be sought before contacting and sharing information with the relevant agencies (i.e. Police, Social Workers)		
You must sign your child in and out of nursery at reception?		
Procedures in which to make a complaint to nursery or Ofsted are displayed in the main corridor?		
If necessary, you must have completed a care plan before your child starts nursery? Care plans are needed to effectively deal with any allergies, conditions or intolerances.		
I know it is my responsibility to keep nursery's information up to date, particularly my child's address		
Our authorities state that information collected from these forms will be stored until 3 years after the child has left the setting. Parents have the right to request that this information be destroyed before 3 years, although in certain circumstances, we have the right to refuse.		
Accident, child protection and incident forms will be stored until the child turns 24 years old. These can all be accessed by a relevant parent at any time within this period. It is a legal requirement (Childcare Act 2006) that we must store this information, even if a request to destroy is made by a parent.		
I give explicit consent for information collected via this form to be used in the following ways: <ul style="list-style-type: none"> Information provided to enrol your child into our setting will be stored in a locked cabinet within nursery and will be accessible to nursery staff only. An electronic copy will also be kept on a secure computer. Emergency names and telephone numbers from this form will be duplicated onto an 		

<p>'emergency contacts' document. Each room has a separate document that is kept in a 'grab bag' for use on outings or emergency evacuations. Grab bags are locked in a cabinet whenever nursery is closed.</p> <ul style="list-style-type: none"> • Children's names and birthdays are inputted onto class registers which are accessed by staff to keep a record of who is in the building for safety reasons. • We give out termly 'Parental Agreement' forms to collect Parents name, DOB and NI numbers. These are sent to Lancashire County Council to regulate 2, 3 and 4 year funding. Forms are kept in a locked cabinet for one term and then destroyed and replaced. • Names, birthdays and addresses of children, as well as the names and e-mail addresses of parents will be inputted, with prior consent, to our online 'Family' account. This is for the purposes of informing parents about children's daily care and for sharing and tracking information about their development. Please ask if you would like to see Tapestry's Privacy Policy. • All About Me forms are kept in your child's room, accessible to staff, and don't include any sensitive or personal data. • It is essential that we take photos of children completing tasks and learning new skills to keep an accurate record of their development. All tablets and devices used to take photographs of children are password protected and locked away when nursery is closed. <p>The information I have given on this form is complete and accurate:</p>		
Signed by Parent 1/Carer:	Date:	
Signed by Parent 2/Carer:	Date:	

Thank you, we look forward to seeing you in nursery.

Terms and conditions	
Fees are payable in advance at all times preferably by standing order (card or cash can be accepted), please discuss which method you prefer with management. Fees are due on the first day your start and then at the beginning of after week/month after. If fees are not received within a month of due date the nursery reserves the right to refuse access to the nursery. Extra sessions may be refused if your account is in arrears	
A deposit of £50 will secure your child's place and is non-refundable. The deposit will then be deducted from the first month's fee's.	
Parents are requested to pay their nursery fees either monthly or weekly but this must always be paid in advance by the 8 th of the month.	
For parents looking to arrange a direct debit payment or standing order please use the detail below: Bank Account name: Little People at the limes LTD Sort Code: 30-96-85 Account Number: 33959568	
If bills are not settled within an agreed time frame, a 10% increase will be added. Should there be a problem with you invoice please speak with Jane to discuss future payments.	
The nursery is closed on all bank holidays and generally a week around Christmas time which parents will be informed of in advance so they can arrange work around these times. The nursery will close around the 23 rd Dec or date planned in advance to this and return back the day after new years day or day nearest to this, planned in advance.	
Fees are calculated on a monthly basis. Fees are not refundable for any periods of absences. Parents are subject to a 2 week holiday period over 12months at a 50% rate(subject to availability)	
Education grants will be deducted from your bill specific to the period that they relate to as per local authority guidelines. Hours are not transferable due to holidays etc.	
Late collections will be charged at an hourly rate unless outside our operating hours. This will be payable on collection	
Extra sessions will be charged at the normal rate and must be paid upon booking or within normal weekly fees. Once a session is booked you will still be charged if unused.	
Four weeks' notice in writing is required to cancel your child's place or change a booking, if full written notice is not given you will be charged for the period.	
The nursery will provide at least one month's written notice should fees increase.	
This agreement is subject to change in whole or part by the company with one months' notice. The notice is deemed to have been given provided that the changes are handed to all parents. This information will also be displayed in newsletters and sent via the app. The company will not be held responsible if notice goes missing.	
If your child is suffering from a communicable illness, he/she should not be brought to the nursery until such time as the infection has cleared. A full copy of our infection control policy is available from the nursery manager. Please refer to the illness/communicable disease list, supplied in your information, on minimum periods of exclusion from the nursery	
I agree to the terms and conditions listed above and confirm that the information I have given to you relating to my child's details is correct. I agree that I will advise the nursery of any changes in any information held on this form. Signatory's on this form will be liable in the event of unpaid fees.	
Once your place is confirmed after deposit has been taken, you are guaranteed your chosen start date. If your place is deferred, we will allow for one month's grace as a gesture of goodwill. For anything above one month, you are at risk of losing the place or have to pay a retainer fee of half price for the sessions booked up until the start date.	
Signed parent 1:	date:
Signed parent 2:	date:
For Office use only	
Requested start date:	Actual Start date:
Birth certificate seen:	Signed by manager: Date:
<i>Birth certificate must be seen prior to start date</i>	
Settling session 1:	Settling session 2:

