



NURSERY SCHOOL

Registration Form

Child's Surname					
Child's First Name(s)					
Known As					
Date Of Birth					
Sex		Boy		Girl	
Religion					
First Language					
Any Other Language spoken					
Fathers Details					
Name					
Address					
Post Code					
Home Tel Number				Mobile No.	
Place of Work					
Job Title				Dept	
Address					
Telephone Number				Ext.	
Able To Collect Child		Yes		No	
Mothers Details					
Name					
Address					
Post Code					
Home Tel Number				Mobile No.	
Place of Work					

Job Title		Dept	
Address			
Telephone Number		Ext.	
Able To Collect Child	Yes	No	

Emergency Contacts Other Than Parents

	Contact No. 1	Contact No. 2
Name		
Relationship To Child		
Address		
Tel. No		
Mobile No.		
Password for Collecting child		

AS SECURITY IS OF THE UTMOST IMPORTANCE WE REQUEST THAT YOU INFORM THE NURSERY OF ANY DELAY OR CHANGES TO COLLECTION ARRANGEMENTS. THE PERSON COLLECTING YOUR CHILD SHOULD BE KNOWN TO THE NURSERY AND BE AWARE OF YOUR CHOSEN PASSWORD.

Sessions Required

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Am Session					
Pm Session					
Full Day					
Additional Requirements					
Start Date					
Home Visit Date agreed					

Medical Details

Doctors Name	
Address	
Tel. No.	

Immunisations – Please Tick If Your Child Has Been Vaccinated Against The Following:

	Yes	No		Yes	No
Diphtheria			Tetanus		
Hib			Mumps		
Measles			Rubella		
Polio			Whooping Cough		
Details Of Other Vaccinations					
Has Your Child Had Any Infectious Diseases?			Yes		No
If Yes Please Give Details					

Individual Requirements and Details

The nursery does not have the facility for food preparation, therefore parents are asked to supply lunches and snacks for their child. We are unable to heat any food brought into the nursery, so if parents want their child to have a hot lunch, we suggest you use a thermos flask to store the food.

The nursery operates a healthy eating policy and we request that parents are mindful of this policy when sending their child's lunches and snacks.

The nursery encourages parents to provide sandwiches with a healthy filling, fruit and milk based desserts. We discourage sweet drinks, crisps, processed food and sweet products such as cakes and biscuits.

Parents providing pasta and rice dishes need to ensure that the contents is kept to a suitable temperature by using a thermos flask for storage.

Has Your Child Any Food Allergies or Special Dietary Requirements?	Yes		No	
Please Give Details				
Are There Any Foods You Do Not Want Your Child To Have?	Yes		No	
Please Give Details				
Has Your Child Any Cultural Or Religious Requirements?	Yes		No	
Please Give Details				
Any Other Details That May Be Useful				

Legal Custody situation of child

CONSENT

<p>Medical Treatment</p> <p>I hereby give consent for the staff of Regent Nursery to administer Emergency First Aid and to seek Emergency medical or dental attention including Hospital treatment if it is deemed necessary.</p> <p>Signature.....Date.....</p>
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<p>Outings</p> <p>I hereby give consent for the staff of Regent Nursery to take my child on visits and outings. To include travelling on Public transport.</p> <p>Signature.....Date.....</p>

Photographs

I hereby give my consent for my child to be photographed and for those photographs to be used in my child's file and displays around the nursery.

Signature.....Date.....

Photographs

I hereby give my consent for my child's photograph to be placed within another child's learning journey file.

Signature.....Date.....

Photographs

I hereby give my consent for my child's photograph to be used for advertising purposes on the nursery website and news letter and any press releases.

Signature.....Date.....

Plasters

I hereby give my consent for Regent nursery staff to apply a Plaster, when necessary, to my child. My child has not shown any allergy to a plaster from previous applications.

Signature.....Date.....

Sun Cream

I hereby give consent for Regent nursery staff to apply Sun Cream Factor 30+ when necessary. I understand that I hold the responsibility for providing Sun Cream, Hat and appropriate clothing for outdoor play throughout the Summer months. I also understand that if my child is not provided with Sun Cream He/She will not be able to participate in Outdoor activities.

Signature.....Date.....

Sharing information

I hereby give consent for Regent nursery staff to share information about my child with other Agencies (e.g. Special Educational Needs Support, Speech & Language Support, Child Development Support)

Signature.....Date.....

Please note staff will share information without consent if they are concerned about the welfare of the child.

Name of Child.....

Registration Fee (Non-refundable)

A Registration Fee of £50 Is Due With This Registration Form.

DEPOSIT (£100.00 deposit is required before starting the nursery, this will be refunded when your child leaves the nursery)

Name Of Person Signing:.....

Signature:..... Date:.....

Office use only

Details of Placement.....

Date Received.....Date Acknowledged.....

Registration Fee.....ChequeCash.....

Staff Name.....Date.....

Regent Nursery

Terms and Conditions

Sessions:

Full Day Session	=	8.00am – 6.00pm
Morning Session	=	8.00am - 1.00pm
Afternoon Session	=	1.00pm – 6.00pm

All session requirements must be confirmed in writing.
A minimum of 2 week's notice for all session changes must be given.
Children must be registered for a minimum of 3 sessions per week.

Shift Patterns

The nursery can accommodate some shift pattern changes subject to availability of places but in order for us to manage this irregular booking pattern, sessions must be confirmed one month in advance in writing.

Late Collection Charges

The nursery closes promptly at 6pm; any parent who is late collecting their child will incur a late collection charge. The charge is £1.00 per minute after 6pm.

Fee Payment:

Fees must be paid one month in advance by the first day of the month.

Payment is required by Direct Debit, Card Payment, Internet/Telephone banking. Details of Regent Nurseries Bank account are available on request for internet and telephone banking payments

A £25.00 administration fee will be charged on a monthly basis for all late payments.

Holidays:

The nursery will be closed for one week at Christmas & all Bank Holidays.

Sickness/ Absence:

Children who have, or develop, an infectious illness must be excluded from nursery for a minimum of 48hours.

This is in the best interest of the child and the other children and complies with regulations set out by the Environmental Health Department. The nursery must be notified of all absences.

Sickness or absence from Nursery does not qualify for a reduction in fees.

Notice:

One month's written notice, by either party is required to terminate a child's place at nursery. One month's fees in lieu of notice will be charged.

Fees are still payable for the months notice even if the child does not attend the nursery.

Family Discounts:

Where two or more children from one family attend the nursery for three days or more per week, the oldest child will be eligible for a 10% discount in their monthly fees.

Clothing and Personal Items:

The Nursery cannot accept responsibility for loss or damage to personal items or clothing.

A nursery uniform is available to purchase. (Kevin's School wear – 104 Marsh Road, Pinner, HA5 5NA)

Parents should supply sufficient clothing for their child's daily needs and a spare set of clothing in case of accidents.

Sun cream and sunhats should be supplied in the warmer months. Suitable footwear and clothing for outdoors must also be provided. All children should have a pair of wellington boots for outdoor play in the Autumn/Winter months.

AGREEMENT

I agree to comply with the terms and conditions set out by Regent Nursery School

Signed.....Date.....

Name.....

NURSERY COPY

Regent Nursery School

Terms and Conditions

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Parents should supply sufficient clothing for their child's daily needs and a spare set of clothing in case of accidents.

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Signed.....Date.....

Name.....

CUSTOMER COPY