



Registration Form

Personal details

Name of child			
Date of birth			
Home address			
Postcode			
Boy		Girl	
Religion			
Ethnic origin			
Nationality			
Language(s) spoken at home			
How did you hear about: Little Leaf Nursery?			
Birth Certificate seen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name of previous nursery / playgroup attended or other please specify			
Any other information you wish to share with us?			
Preferred password to be used by others authorised to pick up your child			
Preferred start date			

Normal Sessions (Please tick preferred days & sessions)

Term-time only (38weeks) or Fulltime (51weeks): (delete if applicable)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
7.30am - 6pm					
7.30am -12.45pm					
12.45pm - 6pm					

2-year-old funding only (38 weeks)

Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8am-6pm					
8am-1pm					
1pm-6pm					
8.30am – 11.30am					
12.00pm – 3pm					

3-year-old funding only (38 weeks)

Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8am-6pm					
8am-1pm					
1pm-6pm					
8.30am – 11.30am					
12.00pm – 3pm					

For office use only

Registration fee paid	
Date	
Deposit paid	
Date	

2 year old funding only (No registration or deposit required)	
3 year old funding only (No registration or deposit required)	

About your family

Mother/Carer	
Title	
First name	
Surname	
Home address	
Postcode	
Home telephone number	
Mobile	
Email	

Work address	
Postcode	
Work telephone number	
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Payment of fees <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Emergency Contact <input type="checkbox"/>

Father/Carer	
Title	
First name	
Surname	
Home address	
Postcode	
Home telephone number	
Mobile	
Email	
Work address	
Postcode	
Work telephone number	
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Payment of fees <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Contact in emergency <input type="checkbox"/>

Emergency contact other than parents (Must be 16years or over)

Contact one			
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"/>
Contact two			
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"/>

Medical details

Does your child have any allergies?			
If yes, please give details of the cause and reaction. We also need to have a copy of any medical records.			
Does your child have any special dietary requirements?			
If yes, please give details:			
Has your child had any of the following immunisations?	Immunisation	Age Due	Date
	DTaP/IPV/Hib and PCV	8weeks	
	DTap/IPV/Hib and Men C	12weeks	
	DTaP/IPV/Hib, Men C &PCV	16weeks	
	Hib/Men C, MMR(1st) & PCV	Between 12 & 13months	
	DTaP/IPV or dTaP/IPV	3years, 4months	
	MMR(2nd)	3years, 4months	
Name of GP			
Name of surgery			
Address			
Postcode			
Telephone number			
Health visitor details			
Name			

Address	
Postcode	
Telephone number	
Other agency details involved with your child	
Name	
Address	
Postcode	
Telephone number	
Any other details that we should know about?	

What special support will he/she require in our setting?

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Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

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General Parental Permissions

Emergency treatment declaration	
In the event of an accident or emergency involving my child I, understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompany by the setting manager or deputy manager for emergency treatment and that health professionals are responsible for any decisions or medical treatment in my absence.	
Signature	

Date	
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Sun cream

I give permission for staff to administer hypoallergenic sun cream (supplied by me) to my child if needed.	
Signature	
Date	

Short trip-General Outings

(Delete as applicable) I agree / do not agree for my child to take part in general short trips or outings planned by the setting as part of daily activities. I understand that individual risk assessments are carried out for each type of trip or outing, and available for me to see as required.	
Signature	
Date	

Teething gel or Teething granules (children under 2 years)

I give permission for teething gel or teething granules supplied by me to be administered to my child when necessary-in accordance with manufacturer's instructions and staff to record its use.	
Signature	
Date	

Sharing child's information

(Delete as applicable) I agree / do not agree for Little Leaf Nursery to share information regarding my child with other professionals, e.g. Health Visitor or Speech therapist, in regards to their development. I understand that my views will be taken into consideration before any referrals are made.	
Signature	
Date	

1) Photographs

(Delete as applicable) I agree / do not agree for my child's photograph to be used in-house only, e.g. photo observations for child's folder, displays within the nursery.	
Signature	
Date	

2) Photographs

(Delete as applicable) I agree / do not agree for my child's photography to be used in nursery publicity material, including on the internet (children's names will NOT be used on any website or in any publicity)	
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Signature	
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Date	
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(Delete as applicable) I agree / do not agree for nursery staff to apply plaster on my child if needed.	
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Signature	
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Date	
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Key-persons- Information for parents

Each child joining the setting will have a key-person appointed to them. It will be the key person's responsibility to ensure that your child receives the best possible attention whilst in our care and ensure that their records are kept up-to-date. You child's key-person is your first point of contact for anything you wish to discuss about your child. You will be introduced to your child's key person during their settling in sessions.

Policies and Procedures

All policies and procedures can be found at the nursery reception area in the Operational plan folder and other information, which you can access at all times.

Communication Plan

Please tick method of communications regarding sharing information about your child both from nursery to home and home to nursery. Please tick all that apply with your preferred method at the bottom:

Face to face

Via paper documentation, e.g. daily diary, observation sheets

Email

Telephone

The preferred method is _____

Ethnic origin (Tick if applicable)	
White	
British	
Irish	
Scottish	
Welsh	
Mixed	
White and black Caribbean	
White and black African	
White and Asian	
Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
White and Chinese	
Hong Kong Chinese	
White European	
White Eastern European	
White Western European	
Italian	
Turkish	
Turkish Cypriot	
Kurdish	
Sri Lankan Tamil	
Somali	
Greek/Greek Cypriot	
Portuguese	
Japanese	
Korean	
Philipino	
Iranian	
Lebanese	
Croatian	
Nigerian	
Ghanaian	
Other please specify:	

Terms and Conditions

Agreement for payment of fees

Child's name.....

Person responsible for payment of fees

Name.....

Address.....

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.....postcode.....

Telephone:

Day.....

Evening

Mobile

I hereby agree to pay the fees for the above child on the date they fall due

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

Preferred payment method (*circle*):

Standing Order

Cheque

Other - specify

Childcare vouchers

Cash

PART B – TERMS AND CONDITIONS

1) REGISTRATION

All Registration forms must be completed & returned before a child can be admitted into Little Leaf Nurseries, along with other forms. Part time sessions must fit into normal session times, e.g. 7.30am – 12.45pm or 12.45pm – 6.00pm.

£50.00 registration non-refundable and £60.00 deposit is required to secure a place for your child.

2) CLOSURES

Little Leaf Nurseries will close on ALL statutory holidays as well as the maximum of one staff training day per year. Normal charges will apply for these days.

3) FAMILY DISCOUNTS

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

4) FEES

Prior to the start date, you shall arrange for the payment of deposit & registration fee. The first month's fees are due prior to the start date, are then payable monthly, in advance, and must be clear by the 28th of each month. For example January fees needs to be paid by the 28th of December. Little Leaf Nurseries shall not be liable to admit your child upon failure by you to pay the deposit and/or fees by the start date or on any

subsequent payment date and this may result in termination of the child's place. All absences (sickness and holidays) are charged at the normal rate.

Standard session will be charged at a fixed monthly rate based on the regular attendance of the child, i.e. weekly session x 51 weeks / 12 = monthly fee.

If your child receives Nursery Education Funding as well as additional hours, please note that monthly fees may vary.

5) LATE COLLECTION

Please ensure you arrive at least ten minutes before your child's session finishes. Parents are required to inform the manager if they are going to be late collecting their child. If children are not collected by the finish time of the session, it will be necessary to make an extra charge of £10.00 per 15 minutes or part thereof. This is payable at the time and is at the discretion of the nursery manager.

6) TERMINATION / CANCELLATION / CHANGE

Should you cancel the nursery place before the child starts a month's written notice is required. A month's written notice is also required to terminate the place or change sessions. This must be addressed to the nursery manager. On giving a month's notice, the deposit shall be refunded in the last month's fees. Failure to give a month's notice will result in a forfeit of the deposit and one month's fee is payable.

7) LIABILITY

Little Leaf Nurseries accepts no responsibility for any loss suffered by you arising directly or indirectly as a result of the nursery being temporarily closed or the non-admittance of the child to the nursery for any reason. Little Leaf Nurseries accepts no responsibility for your child whilst in your care on the nursery premises, e.g. at arrival and pick up times.

8) PROPERTY & BELONGINGS

Little Leaf Nurseries cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made to ensure children's belongings are not lost or damaged. Please do ensure all your child's belongings have their name on it.

9) ACCIDENT / ILLNESS

Little Leaf Nurseries reserves the right to administer basic first aid treatment when necessary. Parents will be informed of all accidents and are required to sign their child's accident form. For serious accidents requiring hospital treatment, every effort will be made to contact the parent but failing this Little Leaf Nurseries is hereby authorised to act on behalf of the parents and authorise necessary treatment. Little Leaf Nurseries will only administer medication if a medicine consent form has been completed and the medicine has been prescribed by a GP. Little Leaf Nurseries may require you to take your child home from the nursery in the event that a child requires special medical attention or if it is considered the child is not well enough to attend. You may also be required to keep your child away from nursery if she/he is suffering from a contagious disease. Little Leaf Nurseries has a realistic attitude towards working parents but we reserve the right to contact parents if a child becomes ill during nursery hours. We also require that parents inform the nursery if the child contracts any ailments or illnesses.

10) BEHAVIOUR MANAGEMENT

Little Leaf Nurseries may require you to withdraw your child from the nursery in the event that the nursery manager considers the child to be displaying disruptive or inappropriate behaviour.

11) SECURITY

Under no circumstances will any child be allowed to leave the nursery with anyone unknown to the nursery staff unless previously arranged with the manager. If parents make arrangements by phone, the nursery will require the name and a brief description of the person and including the password on their arrival.

12) INFORMATION

Parents are requested to keep Little Leaf Nurseries up to date of any changes to information kept at the nursery, e.g. address, contact numbers, marital status etc.

13) POLICIES AND PROCEDURES

Little Leaf Nurseries policies and procedures are available for parents to read along with our health and safety manual at the nursery reception area.

14) STATEMENT OF INTENT FOR EQUAL OPPORTUNITIES

Little Leaf Nurseries takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they be an adult or child. Discrimination on the grounds of sex, race, religion, colour, ability, marital status, ethnic or national origin, or political belief, has no place within this nursery.

15) HOLIDAYS

No discount applies to holiday for only a week. Any holidays over a week, only the 2nd week & 3rd week will be half price. This calculation is done based on the daily rate. This condition does not apply to a child that attends funded hours only.

16) TOYS FROM HOME

For Health and Safety reasons can we ensure that we do not bring toys from home.

17) FOOD

Food of any kind is not allowed in the nursery from home due to allergies.

Please note Little Leaf Nurseries reserves the right to update or amend these terms & conditions at any time.

I have read, understood and accept the above terms & conditions.

Signed.....

Print Name..... Date.....