



## Registration Form

### Child's Details

Child's First Name(s):	Child's Surname:
Gender (male or female):	Date of Birth:
Address of Child:	
	Post Code:
Which of the parents/carers below does the child normally live with?	

\*\* We require a copy of your child's birth certificate with this application \*\*

### To be Completed by the Key Person / Nursery Manager

Key Person:					
Room:	Start Date:				
Sessions Attending:					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
AM					
PM					
Deposit Paid:	Yes / No	Amount:	<small>(Equivalent to 1 month's fees)</small>		
Fob(s) Paid:	Yes / No	Number of Fobs Req'd:	@ £5.00 each		

Date form received and checked:

<p>Key Person:</p>   <p>_____</p> <p><b>Signature</b></p>	<p>_____</p> <p><b>Date</b></p>	<p>_____</p> <p><b>Full Name</b></p>
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## Parent or Carer Details

<b>Parent or Carer (1)</b>	
First Name(s):	Surname:
Relationship to Child:	Occupation:
Home Address (if different from above):	Work Address:
Post Code:	Post Code:
Home Phone Number:	Office Phone Number:
Mobile Phone Number:	Email Address:
Does this person have legal "Parental Responsibility" for the child?	YES / NO
Vehicle Details (incl reg no):	Parking Permit Required: YES / NO

<b>Parent or Carer (2)</b>	
First Name(s):	Surname:
Relationship to Child:	Occupation:
Home Address (if different from above):	Work Address:
Post Code:	Post Code:
Home Phone Number:	Office Phone Number:
Mobile Phone Number:	Email Address:
Does this person have legal "Parental Responsibility" for the child?	YES / NO
Vehicle Details (incl reg no):	Parking Permit Required: YES / NO

Email Address(s) for invoices/newsletters:	
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## Alternative Emergency Contacts

<b>Emergency Contact (1)</b>	
First Name(s):	Surname:
Relationship to Child:	Contact Number:

<b>Emergency Contact (2)</b>	
First Name(s):	Surname:
Relationship to Child:	Contact Number:

Collection password (if child is to be collected by someone new):
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## Additional Information About Your Child

Nationality:	Language(s) spoken:
Ethnic Origin:	
Religion:	

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 at the Pavilion Day Nursery?

Are there any activities you would prefer your child to be withdrawn from?

### Child's Doctor

Surgery:	Address:
Doctors Full Name:	
Contact Number:	
Post Code:	

### Child's Health Visitor

Based at:	Address:
Full Name:	
Contact Number:	
Post Code:	

### Social Worker

In accordance with Child Protection legislation if you or your child is assigned a Social Worker you are required legally to inform the nursery. This information will be for our records only and be kept confidential.

Do you have an assigned Social Worker?	YES / NO
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Full Name:	Address:
Contact Number:	
Post Code:	

### Allergies & Dietary Requirements

Does your child have any allergies?	YES / NO
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If yes, please give details:

Does your child have any special dietary requirements/preferences?	YES / NO
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If yes, please give details:

Does your child Have any pre-existing Medical Condition?	YES / NO
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If yes, please give details:

Are your child's immunisations up to date?	YES / NO
If yes, please give details:	
<b>Other Medical Information</b>	
Please provide any other information about your child that you feel the nursery should be aware of:	
<b>Special Needs / Disability</b>	
Does your child have any special needs or disability?	YES / NO
If yes, please give details:	
Are any of the following in place for your child:	
Early Years Action?	YES / NO
Early Years Action Plus?	YES / NO
Statement of Special Education Need?	YES / NO
What support will he/she require in our setting?	

## Authorisations

### Accident / Emergency

I understand in the event of illness, accident or any form of emergency every effort will be made to contact me as soon as possible. In the event of hospitalisation, I understand the Pavilion Day nursery will be present until such time I can attend.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The Pavilion Day Nursery Staff will not make any decisions regarding emergency treatment / medication if my child is hospitalised.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Calpol / Nurofen

In the event of my child having a high temperature, I consent to my child being given Calpol / Nurofen in the nursery by a qualified member of staff following procedures laid down by the Pavilion Day Nursery. I understand that I will be contacted on each and every occasion to request my permission for this medication to be given. I understand that I shall collect my child within two hours unless advised otherwise by my child's key worker or Room Leader.

YOUR CHILD IS AT RISK, IF PERMISSION TO ADMINISTER CALPOL/NUROFEN IS DECLINED, IF THE NURSERY IS UNABLE TO REDUCE YOUR CHILDS TEMPERATURE.

**In the event that your child's temperature reaches 39 degrees or above, the nursery will administer Calpol / Nurofen immediately. Every effort will be made to contact you in this instance as your child must be collected immediately.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preference (Calpol / Nurofen)

### Piriton

I confirm that any known allergies are listed on this document and that I have discussed with the key worker if Piriton is administered. In the event of my child displaying symptoms of an allergic re-action I consent to my child being given Piriton by a qualified member of staff. I understand that I will be contacted on each and every occasion to request my permission for this medication to be given. Dependant on the severity of the re-action, Piriton may be administered immediately prior to contact. I understand that I shall collect my child within two hours unless advised otherwise by my child's key worker or Room Leader.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Sun Cream

During the hot summer months the Nursery will supply a well-known brand of sun cream for your child. However, if your child has an allergy to sun cream or you need a particular make/brand this must be provided by you with your child's name clearly labelled.

We need your permission in order for us to apply sun cream to your child.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Nursery Outings

During the nursery day we do take the children on local outings, for example the park and the river. For this we need your permission to allow your child to be taken off premises. I can assure you that on all outings; local or otherwise we operate **1:2 ratio**; which is within the legal requirement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Head Lice

Head lice are a very common infection in young children. They are passed through head to head contact. This can infect many children if not properly treated or hair not checked on a regular basis. To prevent head lice spreading throughout the nursery we need your permission below to allow us to check your child's hair.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Photographs

As part of the EYFS, photographs are occasionally taken for which parents/carers should be aware; this will consist of group photographs of all children during activities for their EYFE profiles and special occasions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

We would like permission for photographs of your child, on occasions, to be used in advertising materials such as the Nursery Prospectus and also published on the Nursery Website: [www.paviliondaynursery.co.uk](http://www.paviliondaynursery.co.uk). Photographs, may also, from time to time, appear in other printed and electronic media accessible to the public (eg local newspapers) in connection with Nursery events. We will, however, contact you if your child's photograph is going to be used.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

We would like permission for photographs of your child, on occasions, to be used in the secure area of the Nursery Website: [www.paviliondaynursery.co.uk](http://www.paviliondaynursery.co.uk). These are usually after a Nursery event and can only be accessed by parents of the Nursery, with a password.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Safeguarding Children / Child Protection

The Pavilion Day Nursery has a duty of care to ensure the safety and welfare of all the children in its care. As childcare professionals we abide by the Surrey Safeguard Children Board (SSBC) and EYFS welfare requirements. We will protect all children from harm and any concerns regarding their safety will be appropriately investigated by the Nursery nominated DSL, Sonia David or the Deputy DSL: Sarah Tuman.

Any action taken will remain confidential and details will only be seen by the relevant parties involved. This procedure is standard to all day care settings and is a requirement by OFSTED.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Terms & Conditions

- **Fees are charged monthly in advance** and must be **paid no later than the 14<sup>th</sup>** of each month by internet banking or standing order. We also accept childcare vouchers either Government or company.
- A **deposit of one month's fees** must be paid when your child starts the nursery, along with the first month's fees; this will be adjusted if you increase/decrease your child's sessions.
- **Late payment of fees** will result in an automatic **charge of £50.00**. At the end of the month a polite warning letter will be issued that the nursery placement will be suspended if fees are not paid immediately. If no payment is received the nursery place will be suspended with immediate effect and will not be reinstated until the arrears are paid in full; places will be subject to availability. Further action will be taken to recover any outstanding fees.
- **Fees are payable during periods of absence** from the nursery, including sickness, holidays and public and bank holidays. We do not offer alternatives for sessions that are not attended.
- **In the event of Nursery closure due to unforeseen circumstances, fees will NOT be refunded to your account.**
- You are not permitted to smoke anywhere on the Pavilion Day Nursery or St Paul's Catholic College site including the car park.
- Dogs are not permitted anywhere on the Pavilion Day Nursery or St Paul's Catholic College site including the car park.
- It is imperative that children are collected promptly at the end of each session. Parents/carers who know

they are going to be late **MUST** inform the nursery at the earliest opportunity. Parents/carers who are late will receive a **late charge of £30.00**. If you are 15 minutes late collecting your child there will automatically be a **£45.00 charge**, every 30 minutes thereafter will be charged at £45.00.

- If you directly or indirectly **employ a member of the nursery staff** within six months of the end of their employment with us or permit such person to provide any childcare services to your child except those provided by us, you agree to pay us 20% of that staff member's gross annual salary at the time they left our employment. This figure represents the cost to us of recruiting a suitable replacement.
- **MOBILE PHONES are not permitted to be used in the Nursery building**

**By signing below you are confirming that:**

- 1 This application form has been correctly completed to the best of your knowledge.
- 2 You have read and agree to abide by the Terms and Conditions as set out in the Parent Handbook, some details of which are listed above.
- 3 Free Early Education (FEE) can be claimed the term after your child's 3<sup>rd</sup> birthday. You must complete the FEE application form and supply a copy of your child's birth certificate. If you are currently claiming FEE with another nursery this is not automatically transferred, so full fees will be applicable until the start of the new term. The Free Early Education purely covers childcare. There will be a charge for meals for the Free Early Education sessions. Included in the morning session is breakfast, a mid-morning snack and a cooked lunch; costing £2.50. The afternoon session includes a snack and a cooked tea; costing £2.20. For a full day session the cost of meals is £4.70. These charges are purely for the Free Early Education Sessions ONLY. Unfortunately, due to the high number of children attending the nursery with serious allergies; we cannot offer the option for your child to bring a packed lunch.
- 4 Fees are due monthly in advance; the first month you will also be required to pay a month's deposit which is held on account and will be refunded to you when your child leaves the nursery or can be allocated against your last month's fees. If your child starts mid-month, invoices will be issued at the beginning of the following month which will include: the month's fees in which your child started the nursery, the deposit and the following month's fees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name

Nursery Manager:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name