

Contact us:

0121 357 1370/ 0121 553 1331 info@sponlanedaynursery.co.uk



Registration Form

Please ensure childrens birth certificate and red book are available for viewing during trials.

Step 1. Registering your interest

Name of child.....
Date of birth
Male/Female
(Please include preferred name if different).....
Home address.....Postcode.....
Ethnicity..... Religion.....
If the child is yet to be born please provide due date...../...../.....
Does your child have any special conditions, disabilities or allergies? Yes/No
If yes, please describe:
Health Visitor/ Social worker number:/.....
Has your child attended a previous setting Yes/No If yes there name, address and contact number
.....

Details of parents/carers

| | Details of Parent/Carer | Details of Parent/Carer |
|--|-------------------------|-------------------------|
| Full Name | | |
| Relationship to child | | |
| Person with parental responsibility | | |
| Home Address (if different from Child's address above) | | |
| Employer and address | | |
| Home Tel No | | |
| Mobile Tel No | | |
| Work Tel No | | |
| Email Address 1 | | |
| Email Address 2 | | |
| N/I number | | |
| Parents DOB | | |

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| Preferred sessions | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------------------|--------|---------|-----------|----------|--------|
| Full Day 7.30 am-6.30 pm | | | | | |
| Morning 8.00 am- 1.00pm | | | | | |
| Afternoon 1.00pm – 6.00pm | | | | | |
| Funding Sessions 8.30 – 11.30am | | | | | |
| Funding session 12.30 – 3.30pm | | | | | |

Details of Nursery place required

Requested date of admission to nursery.....

In order to register your child at the nursery a non-returnable registration fee of £30 is required to be paid in advance. This can be paid by bank transfer to Lloyds, Account number: 27375268 Sort code: 30 93 64 Account name: Spon Lane Nursery or by cash to the main office.

Please tell us how you heard about Spon Lane Day Nursery

Step 2. Enrolment

Your child's health and safety

Name, address and tel. No. of child's Doctor

.....

Name, address and tel. No. of child's health visitor.....

.....

Name, address and tel. No. of child's social worker.....

.....

Does your child require regular medication or have an allergy? Yes/No

If yes please give details

.....

Does your child have any dietary requirements? Yes/No

If yes please give details.....

Has your child been immunised against:

Diphtheria Yes/No Whooping Cough Yes/No Tetanus Yes/No

Polio Yes/No MMR Yes/No

Does your child have any additional needs needing support within nursery? Yes/No

If yes, please give details.....

Any other information we would need to know about your child, please state below.

.....

.....

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Collection of your child and Emergency contacts

In the interests of safety, children can only be collected by written authorised contacts for whom the nursery has seen photograph identification (such as Drivers Licence or Passport). Please supply these when enrolling your child. In the case of short notice changes, use of a password provided by the parent/carer may be used in place of photo ID and until this can be provided.

Agreed parental password:.....

Please nominate 3 local emergency people to collect your child if you are not able to collect them (in the event of illness they may need to collect your child within one hour) and give their details below.

Please note: we will require a photograph of each emergency contact to ensure we are releasing your child into safe hands. Children will only be released into the care of a responsible adult over 18 years old.

| | | |
|---|---------------------------|------------------------------|
| 1st Emergency Contact | <i>Name and address</i> | <i>Relationship to child</i> |
| | <i>Work Tel Number:</i> | |
| | <i>Mobile Tel Number:</i> | |
| | <i>Home Tel Number:</i> | |
| 2nd Emergency Contact | <i>Name and address</i> | <i>Relationship to child</i> |
| | <i>Work Tel Number:</i> | |
| | <i>Mobile Tel Number:</i> | |
| | <i>Home Tel Number:</i> | |
| 3rd Emergency Contact | <i>Name and address</i> | <i>Relationship to child</i> |
| | <i>Work Tel Number</i> | |
| | <i>Mobile Tel Number</i> | |
| | <i>Home Tel Number</i> | |

Please inform us of any court order which disallows legal parental contact with your child as the nursery does not have the right to refuse collection by a parent without such an order. Please also enclose a copy of the court order.

If this is the case please give us the name of the parent/ carer who is disallowed to have legal contact with your child:

.....

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Spon Lane Day Nursery – Terms and Conditions

1. Child protection

If nursery staff are concerned about a pre-existing injury on a child they have a duty to talk to the parents about it. If there are continuing concerns about a child's welfare the nursery reserves the right to contact the local safeguarding team without permission of the parents in line with our statutory responsibilities to maintain the health and welfare of each child.

We are unable to legally deny access of a child to either parent/carer unless there is an active restraining order notified and on our file.

Sign..... Date.....

2. First aid

Trained first aiders are on site at all times to ensure the safe and appropriate treatment of the inevitable minor cuts and bruises that are part of childhood. Every accident that needs treatment is recorded and staff will ensure you are informed of the circumstances and treatment at the end of the day. If a child has any injury to the head you will be informed immediately as it may be necessary to collect your child early.

Sign..... Date.....

3. Sickness and Medication

Children should not be brought to Nursery whilst they are suffering with sickness, diarrhea or any other infectious illness until their symptoms have been clear for 48 hours. If a child becomes ill whilst at Nursery, a member of our team will contact you by telephone to ask you to collect your child immediately. If we are unable to contact you or other parent/guardian we will call the emergency contacts. If serious and required, we will call the child's doctor.

Although not a requirement, staff are happy to administer medication with written permission but it must be in the original container labelled with your child's name and an appropriate medication form completed each time it is needed.

In addition certain types of non-prescribed medication can be given at nursery, such as to reduce temperature (e.g. Calpol) or offer relief for an allergic reaction or sting (e.g. antihistamine) if necessary. Antihistamine liquid will only be given to children over 1 year of age and only if appropriate.

All medication must be given to the manager or key person and the relevant form completed each day of medication.

A child's attendance at nursery while on medication is solely at the discretion of the manager in keeping with our medication protocol. We ask that on the first day of antibiotics your child is kept at home as some children can become ill in the initial stages of treatment.

For children who have **ongoing medical conditions** (e.g. asthma) the parent will be asked to complete a care plan with the key person to support staff if an emergency situation occurs.

Sign..... Date.....

4. Sun care

The nursery will not supply any sun cream. Parents must provide their own sun cream for their child and provide a labelled bottle of their preferred brand for staff to reapply during the day it must be at least factor 30 and be applied before nursery on sunny days.

Sign..... Date.....

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5. Special requirements

If your child has an ongoing medical condition or allergic reaction to certain textures or food you must inform staff and complete the appropriate nursery medical forms. It is your responsibility to keep staff informed and updated so that relevant and appropriate action can be taken where necessary.

Sign..... Date.....

6. Dressing for Nursery and Lost property

We ask that children wear normal day clothes to attend the Nursery, staff will do their best to keep children clean and dry when taking part in messy activities e.g. painting or water play by wearing an apron, unfortunately some children do still get messy while having fun so we recommend that children bring a change of clothing in a labelled rucksack. To assist our staff team, we ask that all clothes are labelled and in particular outdoor garments for use in the garden such as wellington boots, hats, scarves and gloves. The Nursery does not accept liability for the loss or damage of property. This includes pushchairs all push chairs will be left at parents own risk.

Sign..... Date

7. Fees/Registration/Enrolment

If you would like to register your child please complete our registration form and sign to confirm your agreement to the terms and conditions stated therein. Submitting the registration form does not guarantee you a place at the nursery. Should we be able to mutually agree the sessions (which are subject to availability) this enrolment form is to be fully completed and signed by both parties.

8. Changes to Sessions or cancellation of your nursery place

If you would like to arrange additional sessions at any stage please contact the manager for availability.

We ask for one calendar months' notice in writing (excluding holiday periods,) if your child is changing sessions (subject to the manager's prior agreement), or if they are leaving the nursery, otherwise fees will be charged in full.

Sign..... Date.....

9. Late collection

If your child is still at nursery after the closing time you will be contacted, along with authorised collectors to make emergency arrangements for your child's collection. Staff will remain on site with your child for a reasonable time until collection. However if we cannot contact you or the authorised collectors staff may be required to contact the local Social Care team. We will charge £30 for late collection, if you are more than 10 minutes late collecting your child/children or if you are repeatedly late. This must be paid immediately to management.

Sign..... Date.....

10. Notice of termination

We reserve the right to terminate a child's place with immediate effect if a serious breach of the parental contract has taken place, for example, unacceptable behaviour towards another parent, child or staff member, frequent late collection without permission or non-payment of fees.

Fees are payable monthly in advance on the first day of each month. Invoices shall be provided to parents and it is their responsibility to pay on time each month. Any late payments will incur a charge of £40. If fees remain unpaid, the nursery may charge interest @ 4% above base rate, on the unpaid balance amount and an administration/inconvenience charge per month on any outstanding accounts and all costs associated with collection of fees, including without limitation legal expenses, debt collection agency costs, court fees and associated travel expenses.

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11. Refund for non-attendance

While the management team will at all times seek to keep the nursery open during the year to promote continuity of care for the children we will not refund any fees if a child is absent due to sickness or on holiday. In addition the nursery will not refund fees if the nursery has to close due to “acts of God” infectious diseases, pandemics, environmental factors (such as snow or flooding), emergency repairs or any other situation outside of the nursery control.

Sign..... Date.....

12. Employment of Nursery Staff

The Nursery actively discourages babysitting by members of our staff team to avoid conflicts of interest and maintain the professionalism of our nursery. Any arrangements that are made outside of the nursery must be made on the understanding that the arrangements and payment are between you and the staff member. In the event of a member of our nursery team being employed by you a fee will be payable to the nursery. This fee will be calculated based on the cost for a suitable replacement and these terms will apply for up to three months after a staff member has left the nursery. The above provision applies only where the staff member works or worked at the nursery when attended by any of your children.

Sign..... Date.....

13. Data Protection

The nursery is required to obtain and process personal and sometimes sensitive information about children and families as part of its registration process for childcare services. The information kept is to support development, monitor progress and provide appropriate care for each child in our nursery.

Sign..... Date

14. Jurisdiction

These terms and conditions are governed by English law and are subject to the jurisdiction of the English courts.

15. Documentation

Your Personal Child Health Record (red book) and your child's birth certificate must be seen by management before your child can start attending nursery. Please provide this with these forms, it will be returned to you straight way.

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16. Holiday notice

Nursery will be closed bank holidays and a short period over Christmas depending on how it falls each year. Nursery will ensure parents and careers are aware of these dates beforehand. All parents/careers are expected to continue their payment throughout these days. In the unforeseeable circumstances of nursery having to close e.g. extreme weather, illness, and etc. parents will be expected to pay for a maximum of 2 days closure while nursery tries to rectify any issues.

If you choose to take you child out of nursery for a holiday nursery will not refund any fees, all fees will continue as normal.

Sign..... Date.....

17.Information required

Please provide the following information (to be found on entrance forms) that we require about your child in respect of:-

- Any known medical condition, health problem, allergy, or diagnosed dietary requirement;
- Any prescribed medication;
- Any lack of any vaccination which the Child would ordinarily have by their age;
- Any family circumstances or court orders affecting the Child
- Any concerns about the Child's safety
- Your contact details and those of your authorised persons who may collect the Child

You must ensure that these details are accurate and keep these details up-to-date, by promptly informing us in writing whenever they change.

Before signing this registration form you acknowledge the following:

1. You have read the terms and conditions contained within this form
2. You understand the need for the sharing of information with another setting your child attends if appropriate
3. You give your consent for the nursery to hold and process pertinent information about your child

18. Permissions and consents

The nursery seeks to work closely with parents at all times. There are certain things that the nursery needs to have specific permission for. These are detailed below:

Is your child able to tolerate **plasters** on their skin? Yes/No

Are you happy for your child to have **Micropore** tape used on your child's skin? Yes/No

Are you happy for your child to have **face paints** occasionally on their face? Yes/No).

Spon Lane Day Nursery takes photographs of the children for children's portfolios, displays and training activities. We may display these pictures in the nursery, use them in individual children's progress/development records, email them to you or post them on the nursery website or Facebook /Twitter pages. We will only use them for the above purposes and additional consent will be sought for photos to be used in any other marketing or promotion. Please sign below to confirm your agreement for photo consent for the above purposes:-

Parent/ Carer Signature

Please print:Date

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If you are happy for your child to have medicine administered by a competent staff member if the need arises please sign below:

Signed.....

Wherever possible, to support children's learning and development, the staff may take children on walking trips in the local area (e.g. to the shops or park). If you are happy for your child to accompany staff on these trips on a higher than normal ratios please sign below:

Signed..... (Please feel free to discuss this further with the manager or your child's key person)

I/We agree that we have had the opportunity to read the nursery's policies and procedures:

Signed (Parent/Carer).....

Signatures:

Please sign below to agree to abide by all terms and conditions set out in the registration document.

Signed: (Parent/Carer).....

Date:.....

Signed: (Parent/Carer).....

Date:.....

This form will remain in your child's file in a locked cabinet in the office. If you require a copy please speak to the manager.

18. Complaints and concerns

Please address any complaint or concern to the manager in the first instance. Should your complaint remain unresolved please ask for a copy of our complaints and compliments policy for further information.