



Child Registration Form

Date Received:

Child Details

Name:	
DOB:	
Gender:	
Ethnicity:	
Nationality:	
Religion:	
Language(s) spoken:	
Hair colour:	
Eye colour:	
Disability (if applicable)	

Sessions Required

<u>Commencement date:</u>			
(please * desired sessions)	Full day	AM only	PM only
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Parent/ Carer Details

Parent/Carer (1)	
Name:	
Home address:	Post code:
Contact telephone number:	Home: Mobile:
Details of occupation:	
Employer name:	
Employer address:	
Work telephone number:	

Parent/Carer (2)	
Name:	
Home address:	Post code:
Email address:	
Contact telephone number:	Home: Mobile:
Details of occupation:	
Employer name:	
Employer address:	
Work telephone number:	

Security

Who has parental responsibility for your child?	
Does the child have specified legal contact with any other named persons?	
Who will usually drop off/ collect your child to/ from nursery?	
Please provide a security password:	
Who will be responsible for payment?	
If the child does not live fulltime with the named persons in parent/carer details, please provide the child's other places of residence, the relation to the child and a brief explanation of current living arrangements	

Alternative Emergency Contact details

Name:	
Address:	
Contact telephone number:	Mobile:
Relationship to child:	

Medical Details

Child's doctor:	
Address:	
Telephone number:	
Please specify any allergies or other medical conditions:	
Please specify any medical requirements:	
Please specify any dietary requirements:	

Declaration

I enclose a registration fee of £30 I also confirm that I have made the first month fee in advance as required.

First month amount £..... Usual monthly fee £.....

I/we confirm that the details provided within this registration form are accurate to the best of my/ our knowledge and agree to notify you immediately should any details change

1) Signed..... Name..... Date.....

2) Signed..... Name..... Date.....

Please see permissions and terms and conditions of Sunbeams Nursery overleaf

Permissions

Medical Attention:	<p>Permission is given for emergency medical treatment to be given in the event that we cannot be contacted. We also give permission for my child to be taken to the nearest hospital in the event of an accident.</p> <p>Signed.....Date...../...../.....</p>
Permissions For Activities:	<p>I give permission for my child to go on outings and participate in activities organised by Sunbeams Nursery.</p> <p>Signed.....Date...../...../.....</p>
Permissions for Photographs:	<p>Sunbeams Nursery often take photographs of the children for visual reference for parents/carers. These photographs will be used for observations, display purposes only within the childcare facility. They may also be used for publicity and event purposes. I do authorise photographs to be used for the above reasons.</p> <p>Signed..... Date...../...../.....</p>
Permissions for Plasters:	<p>In the event of your child needing a plaster, it may need to be applied. I do give permission for a plaster to be applied.</p> <p>Signed..... Date...../...../.....</p>
Permissions for Sun Cream:	<p>In hot weather conditions children need sun protection. Please can you provide sun lotion as it is a safeguarding issue as we have a duty to protect children whilst in our care. In the event of no sun lotion being provided, you child will NOT be permitted to play outdoors in warmer weather.</p> <p>I understand and give permission for provided sun lotion to be applied</p> <p>Signed..... Date...../...../.....</p>
Permission for Observations:	<p>Under the EYFS standards Sunbeams Nursery are required to carry out regular observations on the children and record these in the children's individual learning Journey's. These records and observations are kept in the strictest of confidence and can be seen by you at anytime.</p> <p>I give permission for you to carry out observations on my child.</p> <p>Signed..... Date...../...../.....</p>

Terms and Conditions

GENERAL TERMS AND CONDITIONS OF REGISTRATION

- Sunbeams expect parents/carers to notify the Nursery of any change in registration details, including telephone numbers, and provide necessary information requested concerning their child's care.
- Sunbeams have made me aware of the location, at the entrance, of their Policies and Procedures. I understand I can request a copy at anytime.
- Policies and procedures must be adhered to at all times.
- Parents/Carers are asked to accept that Sunbeams Nursery will **NOT** use physical punishment in the discipline of their child but will follow our policies and procedures.
- Parents/Carers are requested to notify us of any accident or injury suffered by the child since the last attended session this will then be recorded (please see safeguarding policy.)
- Written consent will be required each time prescribed medication is to be administered by staff. Calpol can be administered if parents/ carers have given prior written consent or in emergencies verbal consent over the phone. All medication including calpol must be provided by the parent/carer and have a GP label with their child's details.
- Any parent/carer who is listed on the child's birth certificate will be allowed to collect their child from Sunbeams unless we have confirmation of an injunction by the courts. Regardless of parental responsibility we will need to be informed if someone apart from the main carer is collecting a child. If we do not have confirmation of this we will ask the person collecting to wait in the lobby until we have informed the main carer on our registration form.
- The Registration Form gives Sunbeams Nursery consent, if signed, to take your child on routine outings from the Nursery e.g. Park, Walk in the woods, Library etc. but a specific letter will be sent out to all parents/carers, in advance, to give specific consent for organised trips.
- The Registration Form gives Sunbeams Nursery consent, if signed, for a member of nursery staff to transport your child to hospital or doctors surgery in the case of an emergency.
- The nursery will NOT accept children who are suffering from any contagious disease (see policies) or who have had diarrhoea or vomiting within the previous 48 hours.
- A deposit of one months fee is payable on the day of booking your child a place at Sunbeams. Any discrepancies on invoices may be rectified and charged for at a later date, if noticed by parents/carers please inform management immediately.
- **All fees are invoiced one calendar month in advance, payment to be made by Direct Debit on the 1st of every month**
- Any extra sessions or hours will be added to the next months invoice.
- Siblings will receive a 10% discount.

- A surcharge of £10 will be made for any payments not received by the set day. If payment is still not received within the week following this date then a fine of £5 per day will be made until payment is received or the space at the nursery will be suspended until the account has been settled.
- Recurring overdue fees will result in the termination of registration without prior notice and action will be taken through a debt collection agency to recover any outstanding fees to the nursery.
- Sunbeams Nursery will adopt the policy that the fee structure will be reviewed July of every year.
- For late collection of children from the nursery a charge will be applied (see policy).
- If there are any absences, due to child or parent/carer illnesses or missed sessions, then the full contracted fee is still payable. Likewise, if the child is on holiday the full contracted fee is payable unless you have holidays due and have given a months notice.
- The children are entitled to 2 weeks holiday of your choice; we close for 1 week at Christmas and all the 8 bank holidays. Please note we have an early closure of 2pm on Christmas Eve. Holidays run from January to January and are for contracted hours only. Any child who starts after January will have their holiday entitlement worked out on a pro rata basis.
- Fees are worked out on an annual basis and will be divided into twelve monthly payments. Fees will be based on 51 weeks due to the nursery being closed for the three days in between Christmas period and New Year, plus two days throughout the year for staff training.
- This agreement is subject to change in part or whole by Sunbeams Nursery with one months notice. All parents will be notified via letter within two weeks. Sunbeams Nursery will not be held liable for any unread notifications

IMPORTANT: One month's notice is required, in writing, if you wish to withdraw your child from the nursery.

Child's
Name.....Date.....

Parents/Carers Name
(Print).....Signature.....

Parents/Carers Name
(Print).....Signature.....