



Creative Days Nursery

Registration form

Please ensure that you give as much detail about your child as possible, if you would prefer to fill in the form in discussion with us, then please ask – it won't be a problem!

Child's full name	Child's date of birth:
Child's known name (if different to above)	
Is your child's home language English? Yes No If not, what is their home language?	
Family address: Postcode:	Contact numbers during sessions:
Name of Parents / Carers with whom the child normally lives:	
Do all the above have parental responsibility for the child? Yes No	
Any other adults with parental responsibility / rights with whom the child does not live? Yes No	
Details: Name: Relationship to child? Is this person an emergency contact? Yes No What is their phone number? Email address for the above person:	
<i>Creative Days Nursery will make contact via email to confirm agreement for the emergency contact. Records of emails will be attached to the registration form.</i>	
Password for collection of child by adult unfamiliar to Nursery staff:	
Please provide details of two people who can collect and have your authority to act in an emergency for your child: Name: Contact number: Relationship to child: "I am happy for Creative Days Nursery to contact me in the event of an emergency concerning ." " Signed: Name: Contact number:	

Relationship to child:

"I am happy for Creative Days Nursery to contact me in the event of an emergency concerning
" Signed:

Please ensure that you tell any additional adults that you have given us their contact details so that we can contact them if we are unable to speak to you if your child is unwell, has an accident or is uncollected at the end of the session. If they have any questions or queries regarding this, please direct them to contact Emma on 01283 810033. Thank you

In the event that no one can be contacted, in an emergency the Nursery Manager will allow other trained professionals to make decisions in the best interest of your child (e.g. medical staff)

Child's doctor:

Surgery name, address and telephone number:

Child's Health visitor:

Telephone number:

My child has had the following immunisations, please tick all those that are relevant

Diphtheria	HIB	Measles (separate vaccine)	Mumps (separate vaccine)
Rubella (separate vaccine)	Meningitis C	MMR	Polio
Tetanus	Whooping Cough (Pertussis)	Other (please specify)	Other (please specify)

My child has had the following childhood illnesses / diseases, please tick all those that are relevant **Consent**

Chicken Pox	Measles	Mumps	Hand, foot and mouth
Impetigo	Other (please specify)	Other (please specify)	Other (please specify)

Has your child any medical condition we should be aware of? (Asthma, eczema etc.) Yes No

Details:

Do nursery staff need any special training to be able to accommodate your child's medical needs? Yes No

Details:

Has your child any allergies or food intolerances? Yes No

Details:

If yes, how does your child react to these? (So that we know the symptoms to look for in cases of emergency)

Dietary **PREFERENCES**, please tick all those that are relevant

My child is a vegetarian	My child is a vegan	My child does not eat pork	My child eats fish but not meat
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Is there any other dietary information that we need to know? Yes No

Details:

Does your child have any other diagnosed special needs and / or need any additional support?

Yes No

Details:

Are there any other professionals involved with your child? E.g. speech therapy or paediatrician?

Yes No

Details:

Name:

Contact details:

Will your child be attending any other childcare setting as well as Creative Days Nursery?
e.g. another Nursery, a child minder or a Nanny? Yes No

Name of setting:

Contact details:

Name of Key person:

Has your child previously attended a childcare setting?

Yes No

Details:

Name of setting:

If you are applying for education funding, please provide the following details:

- A copy of your child's birth certificate, red book or passport to confirm their age
Tick to confirm you have supplied these alongwith the registration form.
- Your 30-hour funding confirmation code to enable us to apply for the funding on your behalf

Permissions

I am happy that there may be photographs of my child which are seen by adults associated with Creative Days Nursery in the context of celebrating the setting or tracking learning and development Yes No

I give consent for photographs to be taken of my child for display and / or record keeping purposes? (Photographs will be kept in nursery) Yes No

I give consent for photographs that I approve individually to be taken of my child for the Nursery website and Facebook page Yes No

I give consent for staff and other agencies such as Area SENCo and Health Visitors to carry out and record observations of my child, for the purpose of developmental assessment: Yes No

I give permission for my child to be taken off site for short walks or to the park as part of Nursery activities. Yes No

I give permission for the Nursery to apply sun cream to my child Yes No

I give permission for Nursery staff to apply nappy cream Yes No

I give permission for nursery staff to put a hypoallergenic plaster onto a minor wound if necessary to keep a wound clean Yes No

I give permission for the Nursery to act in the best interests of my child in the event of a medical emergency: Yes No

I give permission for my child to sleep in the following whilst at nursery Cot Pushchair

I wish to enrol _____ at Creative Days Nursery starting from _____. I understand that Creative Days Nursery complete learning journey files to track children's learning and development. I understand that staff will share EYFS profile data with the local authority. I

understand that staff will raise safeguarding concerns with the Local Safeguarding Children Board. I understand that staff might decide to do this without my knowledge if they were sufficiently concerned about my child

Signed: _____ Date: _____

Name of parent enrolling child

Child's name

Disclaimer

This registration form was written 'in-house' by the Management team. It has not been checked by lawyers and as such represents the Creative Day's Nurseries best interpretation of the GDPR as it applies to early years settings.

CHILDS NAME:

Food likes & dislikes

We have a varied menu every week for lunch and tea, but it would be nice to know some of the foods your child enjoys **at** home. Please list them below:

Likes:-

Dislikes:-

Parental Permission **form**

Due to the new GDPR law, we have to seek permission from parents/carers for any photographs that we would like to send to the local newspaper to advertise any special events the children have taken part in for example, fund raising events/ charity events/ special events (nativity, sports day etc). Please can you complete the tick box below and return this form to nursery asap. This consent form will be kept in a locked filing cabinet for future reference.

I give my consent

I do not give my consent

Child's Name

Parent's Name

Parent's Signature

Date

Privacy notice for Parents

Thank you for completing the registration form for Creative Days Nursery. How we will use the information you have given us

- We will use the information you have given to us about yourself to contact you about your child.
- Please ensure that you tell any additional adults that you have given us their details so that we can contact them if we are unable to speak to you if your child is unwell, has an accident or is uncollected at the end of the session. If they have any questions or queries regarding this, please direct them to contact Emma on 01283 810033
- We will use the information you have given to us about your child to track their learning development and to keep them safe.

In addition, we would like to send you information about Creative Days Nursery such as newsletters or invitations to events. Please tick the relevant boxes to indicate if and how you are happy to contact you*

Post	Email	Phone	I do not wish to receive information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This indicates you make here are your choices, we will not send information of this nature to any additional adults.

If you need further information, please contact Emma at Creative Days Nursery.

Parent/s of

Name:

Name:

Signed:

Signed:

Date:

Date:

Creative Days Nursery

TERMS & CONDITIONS

APPLICATION FOR A NURSERY PLACE

Registration forms must be completed, signed and returned with a £25.00 registration fee for full day and a £10.00 registration fee for sessional care; this is a non-refundable fee and payable before your child's entry into the nursery. Wherever possible we will attempt to meet your childcare requirements.

PAYMENT OF FEES

All invoices are issued on the 16th of month and must be paid by the date stated on the invoice unless agreement has been made by the management. If invoices are not paid by the due date the credit charge must be paid.

SESSION CHANGES

Creative Days Nursery requires FOUR WEEKS WRITTEN NOTICE if you no longer require your child's place. If you wish to increase your child's sessions or change the days on which your child attends the nursery please see the Nursery Manager.

EXTRA SESSIONS

If you require to bring your child in for extra sessions the nursery will endeavor to meet your needs according to nursery ratios please speak to the Nursery Manager, these sessions will be charged at the normal rate.

LATE PICKUPS

If children are collected from nursery after their designated hours, at the nursery's discretion, a charge of £5.00 will be incurred every 15 minutes.

PAYMENTS FOR HOLIDAYS AND SICKNESS

Full Day & Sessional

Payment must be made in full for any holidays taken. Absences due to illness are also required to be paid in full. Please **DO NOT SEND YOUR CHILD TO NURSERY** if they are suffering from any infectious illness, or if they are not well enough to attend.

We understand the needs of working parents but if your child becomes ill whilst attending the setting, we reserve the right to contact you directly or an emergency contact. Parents are requested to inform the nursery if their child contracts any diseases or illness which may prove dangerous to the other children.

Nursery staff will administer Calpol or medicine prescribed by a GP only when parents have completed a medicine consent form.

If your child is unable to attend nursery, please contact the nursery staff to advise us of the situation.

CHILD HEALTH RECORDS

Creative Days Nursery requires parents to complete a registration form, which includes:

- Emergency contact names and telephone numbers.
- Medical information regarding allergies, medication etc.
- Dietary and other special requirements.

Full immunisation is a condition of nursery entry, unless otherwise recommended by the child's GP. It is the responsibility of the parent to notify the Nursery Manager and nursery staff of any changes in their child's health.

ACCIDENT PROCEDURE

The nursery reserves the right to administer any necessary first aid treatment. Parents will be informed of all accidents, and will be required to sign the accident book.

For more serious accidents, that may require hospital treatment, all attempts will be made to contact the parents but failing this the nursery requires consent on behalf of the parents to authorise any necessary treatment that the hospital may recommend. Parents are required to inform the nursery staff immediately of any changes in personal details.

The nursery keeps a `Bumps and Bruises` Book. If your child has a bruise or bump from home, please inform a member of staff of your child's injury so they can record it in the appropriate book. This is to protect your child, yourself and the nursery team.

PERSONAL POSSESSIONS

At Creative Days Nursery we advise parents not to send your child to nursery wearing best clothing although every effort is made to ensure that your child is kept in a respectable state. The nursery will not take any responsibility or offer any financial compensation for any accidental damage etc. to children's clothes. We would discourage parents from allowing children to bring toys and valuables as these items may become lost or damaged. All children should bring a named bag with a change of clothes and nappies and wipes if applicable.

UNCOLLECTED CHILD

If a child is not collected at the end of the session/day, we follow the procedures below:

- The child`s file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or work.
- If this is unsuccessful, the adults who are allocated by the parents as Emergency Contacts are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.

- The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
- If no one collects the child after the setting has closed and there is no-one who can be contacted to collect the child we apply the procedures for uncollected children.
- We contact our local authority children`s social team:
- **Derbyshire Safeguarding 08456 058058**
- The child stays at the setting in the care of 2 CRB and fully vetted nursery workers until they are safely collected either by the parents or a social care worker.
- Social care will aim to find the parent or relative. If they are unable to do so, the child will be looked after by the local authority.
- Under no circumstances will staff go to look for the parent, nor do they take the child home with them. A full written report of the incident is recorded in the child`s file.

Depending on the circumstances we reserve the right to charge parents for the additional hours worked by staff. Ofsted will also be informed **0300 123 1231**
A full and comprehensive policy on the above is available for you to read in our Policy Booklet should you require any further information.

I/we.....

Parent (s) of

Agree to the information outlined in the Parents Information Booklet and the Terms and Conditions listed above:

Signed..... Date

Signed..... Date

Nursery Manager at Creative Days Nursery