

Registration Form



TO BE COMPLETED BY PARENT/ GUARDIAN/ CARER
All information provided will be kept confidential.

Child's Legal Names (as shown on the birth certificates)

Legal First Name:..... (checked by Manager)

Legal Surname:..... (checked by Manager)

Child name if different from above:.....

Child's pet (preferred) name:.....

Ethnicity:.....

Child's First Language:.....

Sex:.....

DOB taken from birth certificate:..... (checked by Manager)

Address:.....

..... Post Code:.....

Details of Parental/Guardian of the child with Legal Parental Responsibility

Mother's Details

Name:.....

Full Address:.....

.....

..... Post Code:.....

Contact telephone numbers

Work:.....

Home:.....

Mobile:.....

Authorised to collect child Yes/ No

Fathers Details

Name:.....

Full Address:.....

.....

..... Post Code:.....

Contact telephone numbers

Work:.....

Home:.....

Mobile:.....

Authorised to collect child Yes/ No

Emergency contact details for two named contacts in case parents not available

Contact 1:.....

Contact 2:.....

Full Address:.....

Full Address:.....

.....

.....

..... Post Code:.....

..... Post Code:.....

Contact telephone numbers

Contact telephone numbers

Work:.....

Work:.....

Home:.....

Home:.....

Mobile:.....

Mobile:.....

Authorised to collect child Yes/ No

Authorised to collect child Yes/ No

Collection Authorization

Other people authorised to collect your child other than the above are:

Collection 1:.....

Collection 2:.....

Password required for the collection of child by authorised person(s)

Password.....

Emergency Treatment

Declaration:

I give permission to the registered person (or authorised deputy) to take the necessary steps to ensure that my child receives the best and most appropriate care, attention and treatment should an emergency or accident happen. I understand that every effort will be made to inform me of the accident or emergency as soon as possible, but they may need to accompany my child to the hospital in the case of a serious accident in my absence. I give permission for the person in charge to authorise hospital staff to administer essential treatment in my absence until my arrival.

Signed:.....

Signed:.....

Date:.....

Date:.....

Blood Transfusion

I give / do not give permission to the registered person (or authorised deputy) to take the necessary steps to ensure that my child receives a blood transfusion (if required) should an emergency or accident happen.

Signed:.....

Signed:.....

Date:.....

Date:.....

Medical Details

Has your child been immunized against any of the following? Please tick the box and provide the date of the immunization.

- Diphtheria, Tetanus and Pertussis Date:..... Whooping Cough Date:.....
- Polio Date:..... BCG Date:.....
- Meningococcal Type C Date:..... Hib Date:.....
- Measles, Mumps Rubella (MMR) Date:..... Hepatitis Date:.....

Has your child any on-going health problems?.....

Has your child any ongoing prescribed medication?.....

Is your child allergic to anything?.....

Can you give training in application of medication (Epipen or Anapen) if necessary? Yes No

For inhaler / Epipens only

I give permission for staff to administer the inhaler / Epipen or Anapen (supplied by me) to give as instructed and to record its use.

Signed:.....

Signed:.....

Date:.....

Date:.....

Does your child have any special needs?.....

Does your child receive any help from any outside agencies?:

- Speech and Language therapy Social Services Portage services
- Children's Development Services Education services Education preparation unit

Other please specify.....

Doctor's Information

Doctors Name:.....

Doctor's Address:.....

Doctor's Telephone Number:.....

Health Visitor's Details

Health Visitor's Name:.....

Health Visitor's Details:.....

Parental Permissions (to be read and signed by parents)

Outings

I give permission to the staff to take on an outing to the park or local amenity.

Signed:.....

Signed:.....

Date:.....

Date:.....

Suncream

I give permission for staff to administer sun cream (supplied by me) on, when necessary and to record its use. If no sun cream is supplied by me I allow the nursery's sun cream to be used.

Signed:.....

Signed:.....

Date:.....

Date:.....

Calpol/ Sudafed

I give permission for staff to administer Calpol and Sudafed towhen necessary and to record its use.

Signed:.....

Signed:.....

Date:.....

Date:.....

Teething Gel

I give permission for staff to administer teething gel (supplied by me) towhen necessary and to record its use.

Signed:.....

Signed:.....

Date:.....

Date:.....

Push Chairs

Due to us being a small nursery and having limited storage space we do ask that pushchairs are not to be left at the nursery. We understand that in some circumstances this isn't possible or may inconvenience you, for instance if you travel straight to work. In this case pushchairs may be stored in the outdoor shed. All staff and parents have access to this storage facility and so Wise Owl will not take responsibility for any loss or damages caused to a pushchair or any other item stored in the outdoor shed. Items are left at your own risk.

I have read and understand the above push chair policy.

Signed:.....

Signed:.....

Date:.....

Date:.....

I give permission for my child to sleep in a pushchair should the need arise.

Signed:.....

Signed:.....

Date:.....

Date:.....

Photographs and Internet

As part of the ongoing recording of our curriculum, we regularly take photos of the children during their play. These photos are used for display work and for your child's records within the nursery environment. We are happy to provide duplicates if requested.

I give permission for nursery staff to take photos of my child for displays and my use in my child's records.

Signed:.....

Signed:.....

Date:.....

Date:.....

I give permission for the nursery to use my child's picture and first name to be put on the nursery website.

Signed:.....

Signed:.....

Date:.....

Date:.....

For your piece of mind the nursery play areas are monitored by a web cam system. There are no web cams in the bathroom changing areas. The system is password protected; this is so that only parents/ carers of the children at the nursery can access it. The password is changed on a monthly basis so that parents/ carers who have left the nursery can no longer access it. There is no sound on the video due to confidentiality but you will be able to long on and see your child at play at any time of the day.

I give permission for my child to be viewed on the live web cam.

Signed:.....

Signed:.....

Date:.....

Date:.....

Please provide a secure email address for passwords and updates to be sent to:

.....

Animals

Occasionally the nursery may keep animals or have animals visit the nursery. All animals will be healthy and fully inoculated. Please tick the boxes that apply:

- My child has no known allergies to animals
- My child has known allergies to animals
- I have no objection to animals being kept on the premises
- I have no objection to animal visiting

Signed:.....

Signed:.....

Date:.....

Date:.....

Observations

To adhere to the Early Years Foundation Stage it is necessary for all staff within the nursery to complete a variety of observations on your child. These enable staff to plan appropriate activities for your child. This information will be kept confidential and in your child' individual folder, which you are more than welcome to have a look at any time.

I give permission for observations to be completed by Wise Owl staff.

Signed:.....

Signed:.....

Date:.....

Date:.....

Whilst we are observing your child we will also identify if your child needs any extra help and support in regards to their learning and development. There are occasions when it is useful for us to ask for advice from a number of professionals on how to offer further help our children should we have any concerns about their development. We will always talk to you and seek your views and permission before consulting any external professionals. We would just like to make you aware that we can call upon this service should there be a need. Some of the professionals we have contact with are:

- Early Years Support Team;
- Health Visitor;
- Portage Service;
- Education Team, Child Development Centre
- Education Preparation Unit;
- Speech and Language Therapy;
- Early Years Psychologist; and
- Hearing Support Service.

In the case of early years settings raising concerns about my child, I agree to give my permission for the appropriate professionals to be approached, in regard to receiving advice and support for my child. I understand that verbal confirmation will be sought prior to contact being made.

Signed:.....

Signed:.....

Date:.....

Date:.....

Policies and Procedures

Have you read and agreed to the Wise Owl's policies and procedures? Yes No

Have you been given a copy of the Wise Owl's policies and procedures? Yes No

Please sign below to indicate that the information given is accurate and correct, and that you will notify us of any changes.

Parent/ main carer name:..... Signature: Date:.....

Key person name:..... Signature: Date:.....

Nursery manager name:..... Signature: Date:.....

Terms and Conditions

- The nursery agrees to provide a safe, secure, happy and stimulating environment for your child.
- All child care fees must be paid for **monthly in advance** of care.
- **All Childcare fees are to be paid by Standing Order or by card payment using the machine in the office.**
- All days allocated to you must be paid for whether or not your child attends.
- Holiday entitlement is **two weeks at half price per annum**, any extra holidays taken will be paid for.
- **A fee of £25 will be incurred for payments not paid by the 5th day of the month**
- Fees may be subject to change to allow for an increase in costs incurred to the setting e.g. an increase in minimum wage. Wise Owl will notify you in writing with 30 days notice of a price increase.
- **Four weeks' notice** is to be given in writing if you wish to terminate your child's nursery place.
- You are required to inform the nursery before 10am of any non attendance.
- If your child has an illness that requires medication please do not bring them into the nursery for at least **48 hours**- this gives the medication a chance to work and in case of a reaction to the medication (please see the manager for incubation periods of illness).
- The nursery can only administer medicines which are prescribed by doctor, and clearly states the child's on the medication to a child with an ongoing illness. **Medicines will not be given if out of date.**
- All children's details **must** be on file before your child starts wise owl for the first time.
- All your child's belongings should be **clearly labelled.**
- All policies and procedures should be read and signed for.
- The nursery cannot be responsible for any personal items left in the care of your child.
- The nursery is closed on Bank holidays and does not charge for bank holidays.
- The nursery will charge for any unforeseen closure, such as adverse weather conditions, ratios not being met or lack of heating or water.
- A late collection fee will be charged at **£5 per every 5 minutes late.**
- The nursery has the right to add on any fees (to include court fees and tracing fees) that are payable by us (wise owl) to retrieve any unpaid nursery fees you owe.
- If you would like to book your child in for extra sessions this would be charged at a session rate £24.50 for a half day (8am-1pm, 1pm-6pm) and £39.00 (8am-6pm). These sessions should be paid for on the day of the extra session by card payment. We cannot always accept your child for extra sessions but will try our best to accommodate you.

Due to child care ratios and to comply with Ofsted regulations we must please ask that children attending morning sessions must be collected prior to 1pm. Afternoon sessions start at 1pm so please be aware that your child will start at this time and no earlier due to the Ofsted regulations this session finish at 6pm any late collections will result in a charge being made to the parent.

Please be advised that the child can be dropped off or collected at any period during the am or pm session. Children collected at the end of any session will incur an additional charge at the discretion of the manager. Only children booked in for breakfast club 7:30am-8:00am should be in the nursery before 8:00am.

Please complete the following section:

I agree to adhere to the nursery's terms and conditions:

Signed:.....

Signed:.....

Date:.....

Date:.....

Attendance

Although Kids Den sessions are pre booked please provide the approximate times your child will be attending. This helps staff in planning activities. Thank you.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					