

Est. 1986

The Young Ones Limited - Nursery Registration Form

Personal Details

Child's surname:.....

Child's first name:.....

Gender:.....Child's Date Of Birth:

Age: (at time of registration).....

Surname of Mother:..... Surname of Father:.....

Name of **person or persons** with parental responsibility:.....
(Names that are on the birth certificate)

Mother's Address:.....

.....Postcode:.....Home Telephone number:.....

Father's address (if different from the above).....

.....Postcode:.....Home Telephone number:.....

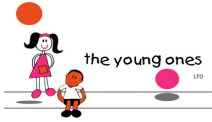
Nationality:..... Ethnic Origins:..... 1st Language:.....
(Children will be encouraged to discover and enjoy British and Multi-cultural Festivals)

Religion:.....Special Festivals Celebrated:.....

Doctor's details

Name of doctor	Address	Telephone Number

Health Visitor's name:.....



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Contact details of parent's during working hours

Mother's Details

Name of the company	Job Title	Address

Contact Numbers

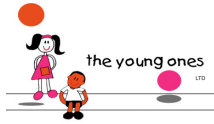
<u>Work Number</u>	<u>Mobile Number</u>	<u>Email address</u>
	<u>Primary:</u> <u>Work mobile:</u>	

Father's Details

Name of the company	Job Title	Address
	<u>Primary:</u> <u>Work mobile:</u>	

Contact Numbers

<u>Work Number</u>	<u>Mobile Number</u>	<u>Email address</u>
	<u>Primary:</u> <u>Work mobile:</u>	



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✘ Attendance Schedule – (PLEASE TICK)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Full day					

✘ Has your child had the following Vaccinations? (PLEASE TICK)

	Diphtheria	Whooping Cough	Tetanus	Polio	MMR	HIBS
YES						
NO						

✘ Has your child had any of the following illnesses? (PLEASE TICK)

	Measles	Whooping Cough	Chicken Pox	Mumps	Scarlet Fever	German Measles
YES						
NO						

✘ Does your child suffer from? (PLEASE TICK)

	Asthma	Allergies	Hay fever	Fits	Febrile Convulsions	Eczema
YES						
NO						

✘ If yes to any of the above please describe in more detail:

.....

.....

.....

✘ Any other physical or health problems that your child suffers from:

.....

.....

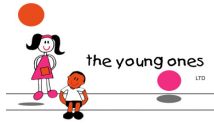
.....

✘ Any food or drinks that your child is not allowed:

.....

.....

.....



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Contract of Registration Terms and Conditions – Parent/guardian copy

Nursery fees and notice period- We require one month's written notice (minimum) from the 25th in advance of leaving the nursery or if you are reducing your child's sessions. We also reserve the right to give one month's notice. Children who leave midway i.e. before the 25th will forfeit the remainder of their fees. If a child cannot attend nursery for any reason, fees still have to be paid, as a place has been kept open for your child and staff wages and overhead costs still have to be met all year round. Sessions cannot be carried over or swapped if a child does not attend their registered days. Please note that apart from Public Bank Holidays and three training days, you are not charged when the nursery is closed. For example: £50.00 x 48 weeks = £2400 – 12 equal payment = £200.00 a month. In case of emergency where the nursery must close due to circumstances beyond our control, for example severe weather conditions, no refund of fees will be paid.

Fees are paid monthly on the 25th of each month in advance by standing order, childcare vouchers or cash and this covers the period from 26th to 25th of the following month, this being a complete calendar month in nursery. Parents will be charged a late fee of £20.00 per day. A non-refundable fee of £65.00 is needed on completion of registration as well as a deposit of £250.00. The deposit is deducted from the first month's fee if your child commences at nursery on the agreed start date. The nursery place can only be held until the agreed start date.

If your child does not start at nursery on the agreed starting date the £250.00 deposit will not be refunded regardless of any notice that may be given by the person or persons who have signed the contract. At registration, when a start date is agreed between the nursery and yourself, if for any reason your child does not start nursery on the agreed date, fees will be charged daily until your child starts. This also applies if your child starts on their start date but there is a decision from parents/guardians to terminate the nursery place within the first month of the start date.

Childcare Vouchers – If childcare vouchers are paid into the business account after the child has left, this will be forfeited and not refunded.

Here at the nursery we try to minimise costs passed on to you, but unfortunately, to maintain our high standards, fees have to be reviewed periodically.

If the nursery fees are in arrears 7 working days after due date, the child's place shall be immediately withdrawn and the nursery shall be entitled to serve formal demand for payments of such fees outstanding.

A charge of £25.00 will be levied if a cheque is returned by the bank for whatever reason.

If a child is left after the session ends parent/guardian will be charged £10.00 up to 15 minutes and £10.00 thereafter. This is at the discretion of the Nursery Manager/ Deputy. This must be paid directly.

Termination

If it is considered by the Manager that the continued presence of the child is detrimental to the Health / Safety of the child or other children / staff, then the parent or guardian may be asked to remove the child immediately, in which case the one month's notice as referred to above shall not apply.

Health and Safety

Please note, that whilst every precaution and care is taken with your child during their time at nursery, we cannot be held responsible for the arrival and departure procedure of children, especially if a different person other than the normally assigned adult brings or collects a child without written consent. The nursery cannot be held responsible for any belongings that are brought into the building and cars are parked at owner's risk.

Children's clothes etc should be marked clearly with their name and spare clothes should not be brought into nursery in plastic bags or drawstring string bags.

When your child leaves the nursery we ask that you attend a leaver's review before your child leaves where we can discuss your child's Early Years Portfolio.

Agreement

I declare that the information given on this contract is correct and complete to the best of my knowledge and belief.

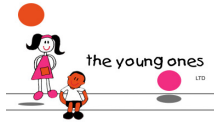
I have read and understood the terms of the registration form (a copy of which I have retained) and I agree to be bound by these terms. I accept that I will be personally responsible for the payment of fees. I accept that if fees are in arrears at any time during my child is registered with the nursery my child will not be accepted into the nursery. I treat these registration forms as legally binding documents

Signed (mother) Full Name Date.....

Signed (father) Full Name Date.....

Company registration number 5495155. Registered address, The Scout Hall, 2 Gatting Way, Uxbridge, Middx UB8 1ES

www.theyoungonesltd.co.uk



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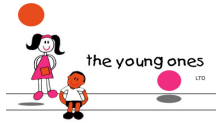
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Signed (mother) Full Name Date.....

Signed (father) Full Name Date.....

Company registration number 5495155. Registered address, The Scout Hall, 2 Gatting Way, Uxbridge, Middx UB8 1ES

www.theyoungonesltd.co.uk



Parental Consent Forms – Print in block capitals

- ✗ I hereby give permission for emergency treatment by a doctor and for first aid treatment to be given by nursery staff.

Signed (mother) Name

Signed (father) Name

- ✗ I give permission for sun cream to be applied as necessary.

Signed (mother) Name

Signed (father) Name

- ✗ I give permission for barrier cream to be applied as necessary.

Signed (mother) Name

Signed (father) Name

- ✗ I am aware that the 2nd Uxbridge Scout Group operates a CCTV system, monitoring the exterior of the nursery only (excluding the grass area). A CCTV policy is in place and can be read in your parent pack.

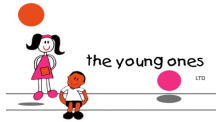
Signed (mother) Name

Signed (father) Name

- ✗ **Data Protection Act 1998** - The Young Ones Ltd respect your privacy and confidentiality but you agree that we may disclose confidential information (including sensitive personal data) about you and your child to your carers or to any other person if we believe such disclosure is in your best interest, is appropriate for the performance of the service, or is required as a matter of law. All information containing personal information is carefully classified and protected against unauthorised access. A copy of your records can be provided when a request is made in writing. Please notify the nursery (Manager) if you become aware that any personal data has become inaccurate or out of date.

Signed (mother) Name

Signed (father) Name



Photographs and the Parent Page on the Nursery Website

At The Young Ones Limited we take photographs of all children throughout their time at the nursery and the photos are used to support children's individual learning journey.

At The Young Ones Limited we pride ourselves in ensuring parents/guardians are involved in their child's time at the nursery and photographs are a great way to display children's learning experiences. The best way to display the photographs is through the parent page on the nursery website along with the Early Years Foundation Stage Framework planning.

Storage of photographs

All nursery photographs are taken with the nursery camera and no personal cameras are used. The nursery camera is located in the nursery office and all staff are responsible for the location of the camera due to being in an open planned nursery. All photographs are stored on the nursery hard drive on a weekly basis and deleted from the nursery camera. There is a designated person for the storage and the deleting of all nursery photos. The nursery hard drive and memory card from the camera is stored in the office in a locked and secure filing cabinet.

Also please be aware that only parents/guardians can access the parent page with approval from the Nursery Manager. Photographs will not be displayed on the main nursery website unless extra permission is granted from the parents/guardians (a separate letter will be given).

Permission slip

I give permission for the nursery staff to take photographs of my child and to display them through the following ways:

- *Early Years Foundation Stage portfolio
- *Display boards
- *Daily dairies / Star books
- *Parent page on the nursery website (not the main nursery website page)

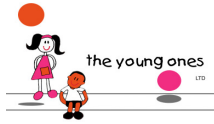
Signed (mother) Name

Date:.....

Signed (father) Name

Date:.....

Comments



Emergency details – Two or more emergency contacts

Please provide a list of people who are authorised to collect your child from nursery and who can be contacted in an emergency. Emergency contacts must include the parents/guardians plus a minimum of 2 other emergency contacts. We will ALWAYS contact you if someone comes to collect and we were not aware THIS INCLUDES IF ANY OF YOUR EMERGENCY CONTACTS come to collect your child without prior notification from the parent/guardian.

Name	Address	Telephone Number	Relationship to child	Can collect at any time

Nursery Policy for Collecting Children

If your child is being collected by somebody that we have not met, remember to tell us in advance. We use a password system and each child is allocated a password when they start in nursery. Please choose a password for your child and make sure that any authorised person knows it when they arrive at nursery.

My Password is

If a parent is not contactable in a case of a child's illness or an emergency, we need permission for them to be collected by another person on the contact list.

I give permission for anybody on the contact list to collect my child in case of an illness or an emergency providing they know the password.

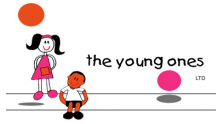
Signed (mother)NameDate.....

Signed (father)NameDate.....

Print in block capitals

FOR OFFICE USE ONLY (PLEASE TICK)

Proof of age (original document seen)			
Proof of address received			
Photo ID for parent/guardian			
Parent pack contents form received			
Leaver's Review			

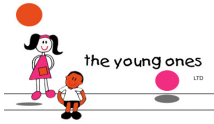


Useful information for Under 2's Starting Nursery

When a child is settling, it is very useful to the nursery practitioners to have any information that may be helpful in settling in your child.

We ask for the following information:

1. Is your child on full fat milk, formula milk or breast milk?
2. How they go down to sleep and how long for?
3. Do they have a comforter? If yes what is it?
4. If they get upset, what advice do you offer to get them settled?
5. Do they drink out of a beaker or a cup?
6. Does your child need to be fed or do they feed themselves?
7. What foods does your child like to eat?



Useful information for Children Starting Nursery

When a child is settling, it is very useful to the nursery practitioners to have any information that may be helpful in settling in your child.

My Name:

What I like to be called:

Things I like:

Things I don't like:

The people in my family are:

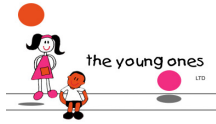
My favourite person is:

My favourite thing is:

When I am sad I like:

Foods I like:

Foods I don't like:



Parents/Guardian Information for the Parent Page on the Nursery Website

Please can the following information written clearly

Email address:

Child's first name (username):

Child's second name (Password):

Parental/ Guardian Signature:

Your child's full name will be used as the username/password.
This will be used to enable you to access the parent page on the website.

For Office Use Only

Child's Start Date:

Pre start visit dates:

1)

2)

3)

Monthly Fee £

Registration Fee Paid £65.00

Deposit Paid £250.00

(please tick)

Date paid:

Method paid:

Child's Key Person: