



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 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:..... 1<sup>st</sup> Language:.....

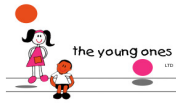
(Children will be encouraged to discover and enjoy British and Multi-cultural Festivals)

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

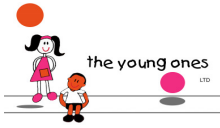
Name of the company	Job Title	Address
	<u>Primary:</u>  <u>Work mobile:</u>	

#### Contact Numbers

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

#### Communication Links – one person only

	Mother	Father
Fee texts to be sent to		
Newsletters to be sent to		
'FAMILY' app		



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\* Attendance Schedule – (PLEASE TICK)

	Monday	Tuesday	Wednesday	Thursday	Friday	2 year old funding	3 year old funding	TERM TIME
<b>Morning</b>								
<b>Afternoon</b>								
<b>Full day</b>								

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

Please tick age (s) when vaccinations took place						
	<b>8 weeks</b> 6 in 1 Vaccine Rotavirus vaccine Men B	<b>12 weeks</b> 6 IN 1 VACCINE (2 <sup>nd</sup> dose) Pneumococcal (PVC) vaccine Rotavirus vaccine (2 <sup>nd</sup> dose)	<b>16 Weeks</b> 6 in 1 vaccine (3 <sup>rd</sup> dose) MenB (2 <sup>nd</sup> dose)	<b>1 year</b> Hib/Men C (1 <sup>st</sup> dose) MMR (1 <sup>st</sup> dose) Pneumococcal (PCV) Vaccine (2 <sup>nd</sup> dose) MenB (3 <sup>rd</sup> dose)	<b>3 years and 4 months</b> MMR (2 <sup>nd</sup> dose) 4 in 1 preschool booster	<b>Flu vaccine every year from 2 years</b>
<b>Yes</b>						
<b>No</b>						

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

	Measles	Whooping Cough	Chicken Pox	Mumps	Scarlet Fever	German Measles	Covid-19 Confirmed
<b>YES</b>							
<b>NO</b>							

\* Does your child suffer from? (PLEASE TICK)

	Asthma	Allergies	Hay fever	Fits	Febrile Convulsions	Eczema
<b>YES</b>						
<b>NO</b>						

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

.....

.....

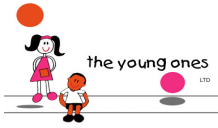
.....

\* Has your child ever had a bee or wasp sting? (PLEASE TICK)

	Yes	No
<b>Bee sting</b>		
<b>Wasp sting</b>		

\* Has your child had their first dental check (only if age appropriate)? (PLEASE TICK)

	Yes	If yes, date
<b>Yes</b>		
<b>No</b>		



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- ✘ Are there any physical or health conditions that your child suffers from? (please circle) **YES / NO**  
If yes, please give details:

.....  
 .....  
 .....

- ✘ Does your child have any additional needs or a disability? (please circle) **YES / NO**  
If yes, please give details:

.....  
 .....  
 .....

- ✘ Are any of the following in place for your child? (please tick)

	Early years action	Early years action plus	Education, Health and Care Plan	SEN support	Statemented
YES					
NO					

If you have ticked yes for any of these, the management team will discuss this further with you.

- ✘ Has or is your child currently seeing any of the following professionals? (please tick)

	Health visitor	Educational psychologist	Speech & Language Therapist	Pediatrician	Physiotherapist	Portage	Occupational Therapist	Other
YES								
NO								

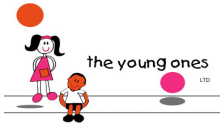
If you answered yes to any of the above please give details

.....  
 .....  
 .....

- ✘ Do you have an assigned Social Worker? (please circle) **YES / NO**

If you answered yes, please give further details

Date involvement commence	
Full name of social worker	
Contact details of social worker	



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\* Is your child attending another setting? (please circle) YES / NO

If you answered yes, please give further details

Name of setting / school	
Contact Name	
Contact information	

\* Has your child attended a previous setting? (please circle) YES / NO

If you answered yes, please give further details

Name of setting / school	
Contact Name	
Contact information	

### Dietary and food allergies requirements

#### **Foods that your child may NOT be allowed**

\* Does your child have any **food allergies**? (please circle) YES / NO

If you answered yes, please give further details

.....

.....

.....

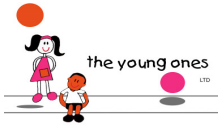
\* Does your child have any **special dietary requirements or preferences**? (please circle) YES / NO

If you answered yes, please give further details

.....

.....

.....



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## The Young Ones Ltd Contract of Registration Terms and Conditions – Nursery copy

*Please be aware that not all parts of the contract will be applicable to free entitlement funded children*

**Notice period-** We require one month's written notice (minimum) **on or before** the 25<sup>th</sup> of the month 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 25<sup>th</sup> of the month will forfeit the remainder of their fees.

**Nursery Fee -** 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. 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 unforeseen circumstances beyond our control for example an outbreak of a virus, severe weather conditions etc the nursery fees will still need to be paid and no refund of fees will be given.

Fees are due to be paid monthly by the 25<sup>th</sup> of each month in advance. These can be paid by standing order, childcare vouchers, tax free childcare or cash. This covers the period from 26<sup>th</sup> to 25<sup>th</sup> 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 registration fee of £75.00 is due on the date of registration. There is also a deposit of £250.00 which is required to secure the child's/children's place at nursery. This is non-refundable but will be deducted from the first full months fees providing the child starts at nursery on the agreed start date. 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 written notice that may be given. 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 inclusive of the pre-agreed pre-start visits that would be agreed during registration. Once the contract has been signed, fees are due from the agreed start date irrespective of personal circumstances.

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 and any interest due.

There will be a charge of £25.00 against any re-presented monies into the nursery account.

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

### Arrival & Departing

We cannot be held responsible for the arrival and departure procedure of children before arriving and after departing from the nursery building. The nursery cannot be held responsible for any belongings that are brought into the building and cars are parked at owner's risk.

### Health & Safety

Plastic bags or drawstring bags are not permitted at The Young Ones.

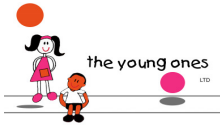
### Agreement

I declare that the information given on this contract is correct and complete to the best of my knowledge and belief. I have read, understood and accept 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 whilst my child is registered at 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](http://www.theyoungonesltd.co.uk)



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## **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 2<sup>nd</sup> Uxbridge Scout Group operates a CCTV system, monitoring the exterior of the Scout Hall only (excluding the grass area). A CCTV policy is in place and can be read in your welcome pack.

Signed (mother) ..... Name .....

Signed (father) ..... Name .....

- I am happy for the nursery to give the class representative my email address and for the nursery representative to contact me via email.

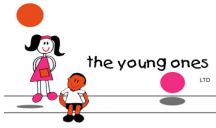
Signed (mother) ..... Name .....

Signed (father) ..... Name .....

- I give permission for the nursery to set up a profile for my child on the online FAMILY app/software to track my child's individual learning journey using personal information.

Signed (mother) ..... Name .....

Signed (father) ..... Name .....



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## Data Protection Act 2018

Please see full **PRIVACY NOTICE, Data Protection Audit and the Data Protection Act 2018 Policy and Procedure for further information in our welcome pack.**

The Young Ones Ltd respect your privacy and confidentiality but we ask that you agree that we may disclose confidential information (including sensitive personal data) about you and your child to the nursery staff or to any other person that will feel necessary. This will only happen if we believe such disclosure is needed for the following reasons:

- in your child’s best interest to support learning and development.
- is appropriate for the performance of the service.
- is required as a matter of law.

Please be aware that The Young Ones Ltd will need permission from the relevant individual if they wished to share personal data with an outside organisation. However, if we have a child protection concern, we are able to consult the relevant authorities without asking for the consent of the parents of that child.

A copy of your or your child’s personal records can be provided when a request is made in writing. We ask that you notify the nursery if you become aware that any personal data has become inaccurate or out of date.

We also ask that you can speak with the management team if there has been a breach of data so the Data Protection Policy and Procedure can be followed.

Please be aware that each individual key person will take home some data with personal information on them in the following ways but will always return them the following day.

- ★ Learning journeys / ‘FAMILY’
- ★ Star books – no currently doing due to covid-19
- ★ Memory sticks
- ★ Individual play plans

Can we use the contact details provided to contact you in the following way and this includes track and trace (ovid-19) – please tick

	YES	NO
Mobile Phone (Call)		
SMS		
Email		
Home address		

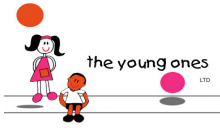
Please sign below if you have read the following documents and you are satisfied with how information data is stored and used within the setting.

- Privacy notice
- Data Protection Act 2018 Audit
- The Young Ones Ltd Data Protection Act 2018 Policy and Procedure
- Policy on the use of FAMILY

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

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





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**Photographs, Parent Page on the Nursery Website and social media**

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.

We do put photos on Instagram and Facebook to show parents/guardians an insight into our day but the photos that are uploaded will not have any children’s faces or personal data.

We will also upload children’s photos onto their own profile on our FAMILY which is used to track individual learning that parents can see (their child only).

**Storage of photographs**

All nursery photographs are taken with the nursery camera, ipad and kindle and no personal devices are used. The nursery devices are located in the nursery office and all staff are responsible for the location of the devices 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 devices.

There is a designated person for the storage and the deleting of all nursery photos. The nursery hard drive and the 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).

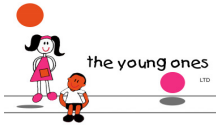
**Permission slip**

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
- \*FAMILY software app (individual child profiles that child’s parents and nursery staff can only access)
- \*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: .....



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**The Young Ones Ltd – Early Years Partnership**  
**Consent to information sharing**

I agree that the staff of the Young Ones Ltd can share information about my child when it is in his /her best interests for example NHS track and trace.

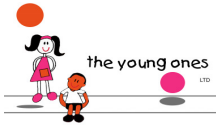
I understand that any information I share with the setting will only be shared with settings/school in the best interest of the safety, well-being and academic, emotional and social needs of my child.

I understand that the information will be kept confidential within and only shared with the settings or school that my child will attend and the staff who need to know to enable them to give my child the appropriate support.

I understand that The Young Ones Ltd may need to share this information with settings and schools outside of the local borough should my child transfer to another setting.

I understand that if any staff believes my child to be at risk of significant harm they may share information without my consent with any appropriate setting, school and agency including the safeguarding children's board.

- Child's full name:
- Names of any other settings that your child attends:
- Parent/guardian name:
- Parent/guardian signature:
- Date:



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## 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.

Full Name	Telephone Number	Relationship to child	Can collect at any time	Permission Given (data protection)

### 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. 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.

My Password is .....

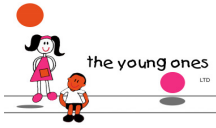
I give permission for anybody on the contact list to collect my child in case of an illness or an emergency providing they know the password.

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

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

### **FOR OFFICE USE ONLY (PLEASE TICK)**

Proof of age (original document seen)		Photo ID for parent/guardian	
Proof of address received		Parent pack contents form received	
Data Protection Act 2018		Leaver's Review	
Start Date:	Deposit paid - £		
PSV:	Registration Fee Paid - £		
1.	Type of payment:		
2.	*Online		
3.	*Child care vouchers		
Monthly Fee £	*Cash		



the young ones

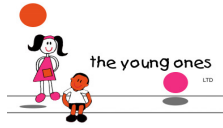
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## **Useful information for Starting Nursery**

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. *Does your child sleep with a blanket or a gro bag?*
4. *Do they have a comforter? If yes what is it?*
5. *If they get upset, what advice do you offer to get them settled?*
6. *Do they drink out of a beaker or a cup?*
7. *Does your child need to be fed or do they feed them self?*
8. *What foods does your child like to eat?*



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## ALL ABOUT ME

*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:**

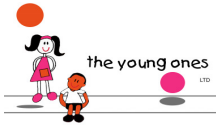
**My favourite person is:**

**My favourite thing is:**

**When I am sad I like:**

**Foods I like:**

**Foods I don't like:**



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