



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:..... 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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The Young Ones Limited - Nursery Registration Form 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

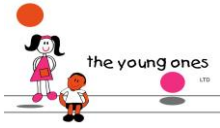
Name of the company	Job Title	Address
	<u>Primary:</u> <u>Work mobile:</u>	

Contact Numbers

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

Communication Links

	Mother	Father	Both
Fee texts to be sent to			
Newsletters to be sent to			



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✘ Attendance Schedule – (PLEASE TICK)

	Monday	Tuesday	Wednesday	Thursday	Friday	2 year old funding	3 year old funding
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:

.....

.....

.....

✘ Has your child ever had a bee or wasp sting?

	Yes	No
Bee sting		
Wasp sting		

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

.....

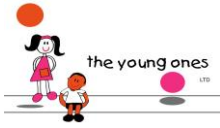
.....

.....

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

.....

.....



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

Notice period- We require one month’s written notice (minimum) **on or before** the 25th 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 25th 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 25th of each month in advance. These can be paid by standing order, childcare vouchers, tax free childcare or cash. 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 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.

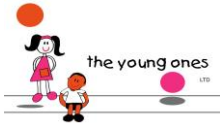
Agreement

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 NameDate.....



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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 2nd 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.

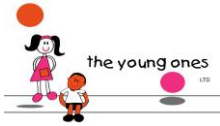
Signed (mother) Name

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



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Data Protection Act 2018

Please see full PRIVACY NOTICE, Data Protection Audit and the Data Protection Act 2018 Policy 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.

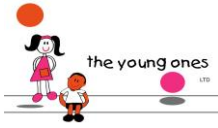
We also ask that you can speak with the management team if there has been a breach of data so the Data Protection Policy and Procedure can be followed.

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
- ★ Star books
- ★ Memory sticks
- ★ Individual play plans

Can we use the contact details provided to contact you in the following way – please tick

	YES	NO
Mobile Phone (Call)		
SMS		
Email		
Home address		



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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

Signed (mother) Name Date

Signed (father) Name Date

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 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).

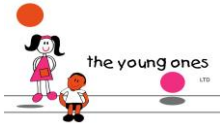
Permission slip

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
- *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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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

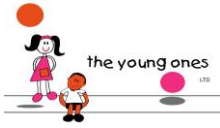
I give permission for anybody on the contact list to collect my child in case of an illness or an emergency providing they know the password.

Signed (mother)NameDate.....

Signed (father)NameDate.....

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	



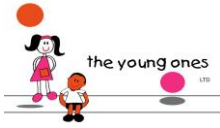
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Useful information for Starting Nursery

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:

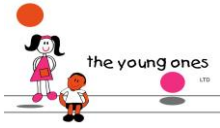
My favourite person is:

My favourite thing is:

When I am sad I like:

Foods I like:

Foods I don't like:



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