**Registration Pack**

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**Child Registration Form**

|  |  |
| --- | --- |
| Date of registration |  |
| Start date |  |
| Child’s ID seen | * Passport
* Birth certificate
 |
| Passport or birth certificate number |  |
| Date of issue |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of child |  | Date of birth |  |
| Child known as |  |
| Home address & postcode |  |
| Position in family |  | Nationality |  |
| Hair colour |  | Eye colour |  |
| Religion |  | Ethnic origin |  |
| Language(s) used at home |  |
| How did you hear about our nursery? |  |
| Preferred start date |  |

|  |  |
| --- | --- |
| Does your child have any allergies? |  |
| If yes, please give details of the cause and reaction |  |
| Does your child have any special dietary requirements? |  |
| If yes, please give details |  |
| Does your child have any medical conditions? |  |
| If yes, please give details |  |
| Does your child need to be withdrawn from any activities, due to their medical condition, allergies or on religious grounds?  |  |
| Does your child have any special needs or disabilities? |  |
| Are any of the following in place for the child? | SEN Support Yes/ NoEducational,Health and Care Plan Yes/ No |
| What special support will she/he require in our setting? |  |
| Has your child received all their age appropriate vaccinations? |  |
| Name, address and telephone number of GP |  |
| Name, address and telephone number of Health Visitor |  |
| Do you have a family support worker? |  | Name |  |
| Do you have a social worker? |  | Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Mother/Carer 1 |  | Title |  |
| First name |  | Surname |  |
| Home address and postcode |  |
| Home telephone number |  | Mobile telephone number |  |
| Personal email address |  |
| Work address and postcode |  |
| Work telephone number |  | Work mobile telephone number |  |
| Work email address |  |
| Days and times worked |  |
| Does this parent have parental responsibility for the child? | YES / NO |
| Does this parent have legal access to the child? | YES / NO |
| Will this parent be dropping off and picking up?  | YES / NO |

|  |  |  |  |
| --- | --- | --- | --- |
| Father/Carer 2 |  | Title |  |
| First name |  | Surname |  |
| Home address and postcode |  |
| Home telephone number |  | Mobile telephone number |  |
| Personal email address |  |
| Work address and postcode |  |
| Work telephone number |  | Work mobile telephone number |  |
| Work email address |  |
| Days and times worked |  |
| Does this parent have parental responsibility for the child? | YES / NO |
|  Does this parent have legal access to the child? | YES / NO |
|  Will this parent be dropping off and picking up?  | YES / NO |

|  |
| --- |
| Emergency contact 1 |
| Name |  |
| Address |  |
| Home telephone number |  |
| Work telephone number |  |
| Mobile telephone number |  |

|  |
| --- |
| Emergency contact 2 |
| Name |  |
| Address |  |
| Home telephone number |  |
| Work telephone number |  |
| Mobile telephone number |  |

|  |
| --- |
| Please indicate your preferred place (this is dependent on being eligible for the place) |
| Nursery fees payable |  |
| 2 year old funded place (15 hours) |  |
| 3/4 year old nursery education place (15 hours) |  |
| 3/4 working parent place (30 hours) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Full day |  |  |  |  |  |
| Morning |  |  |  |  |  |
| Afternoon |  |  |  |  |  |

**Permission Form**

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth: \_\_\_/\_\_\_/\_\_\_

|  |  |  |
| --- | --- | --- |
| **Emergency consent** |  | **Please tick for consent** |
| I agree to the nursery taking the necessary steps to ensure that my child receives the most appropriate care, attention and treatment should there be an emergency or accident in the nursery or whilst my child is on a trip or outing. |  |
| I agree to nursery authorising paramedics/hospital or other emergency services to administer emergency/essential treatment until my arrival. |  |
| I understand that nursery will make every effort to inform me of any emergency/accident as soon as possible after the event, but they may have to accompany my child to hospital in the case of a serious accident/emergency in my absence. |  |
| I give my permission for nursery to apply a plaster if my child has a minor accident whilst in their care and confirm that my child has no known allergies to plasters. |  |

|  |  |  |
| --- | --- | --- |
| **Observations and photographs** |  | **Please tick for consent** |
| I agree to photographs being taken of my child to be used in their learning journey files. |  |
| I agree to photographs being taken of my child to be used on displays around the nursery. |  |
| I agree to photographs being taken of my child to be used in local newspapers (this may include a child’s name). |  |
| I agree to photographs being taken of my child to be used on the nursery website. |  |
| I agree to photographs being taken of my child to be used on nursery social media, for example, Twitter and Facebook. |  |
| I agree to photographs being taken of my child to be used in publicity/promotional material, for example, posters, flyers and nursery brochures. |  |

|  |  |  |
| --- | --- | --- |
| **Other permissions** |  | **Please tick for consent** |
| I agree to my child being able to take part in local trips and outings, for example, a local walk, visits to the shop, park or library. |  |
| I agree to my child being able to have henna and face paints applied. |  |

If you do not agree with any of the above statements, please do not sign that box, but make your views clearly known. A member of the nursery team will discuss this with you and do their best to accommodate your particular wishes.

|  |  |  |
| --- | --- | --- |
| Parents name | Signed | Date |
|  |  |  |

**Pre-start / Update assessment for children with specific individual needs**

This information is to be gathered, reviewed and authorised prior to registering. This is to ensure as a nursery we can meet the individual needs of the child and the needs of the existing children in our care. This form can also be used as a review document.

|  |  |  |  |
| --- | --- | --- | --- |
| Nursery |  | Name of child |  |
| Sessions required or currently attending |  | Date of birth |  |
| Any other setting involved? |  |
| Any other professional involved? |  |
| Comments from professional |  |
| Description of specific condition and additional needs |  |
| Any medical attention/staff training required? |  |
| Specialist equipment required? |  |
| Funding available? |  |
| Agreed funding? |  |
| How will care be managed outside of funded hours? |  |
| Parents comments |  |
| Health care plan required? |  |
| Risk assessment required? |  |
| Additional staff responsibilities/duties |  |

GDPR and Safeguarding Consent Form

Please read and refer to the Sherwood Green Nursery Privacy Statement with regards to how we collect and store personal information. It is an Ofsted and an Early Years Foundation Stage Statutory Framework requirement for us to hold certain information. There are other things we need consent for. Please initial each statement below to either opt in or opt out of each statement.

|  |  |  |
| --- | --- | --- |
| Points | Opt in | Opt out |
| I agree for my child’s name to be displayed around the setting. |  |  |
| I agree for my child’s birthday to be displayed around the setting. |  |  |
| I agree for my child’s photo to be displayed around the setting. |  |  |
| I agree for photos to be used in my child’s learning journal. |  |  |
| I agree for photos of my child to be used in another child’s learning journal. |  |  |
| I agree for my child’s first name to appear in another child’s learning journal. |  |  |
| I agree for my child’s photo to appear on the Sherwood Green Nursery website. |  |  |
| I agree for my child’s photo to appear on printed advertisement. |  |  |
| I agree for my child’s first name to appear in newspaper articles and social media articles. |  |  |
| I agree for my child’s photo to appear on the public Sherwood Green Nursery Facebook page. |  |  |
| I am happy for you to hold information regarding my family’s race, ethnic origin and religious or philosophical beliefs. |  |  |
| I am happy for Sherwood Green Nursery to share relevant information with health visitors, other childcare settings, doctors and emergency services and other agencies such as Speech and Language Therapists and Specialist Teachers. |  |  |

You have the right to withdraw consent regarding data at any time.

Parent/carer name:

**Terms & Conditions**

This document constitutes an agreement between the nursery and the parent.

The nursery is Sherwood Green Nursery Ltd

The term ‘parent’ refers primarily to the person or persons who are legally responsible for the child in respect of whom an application has been made for a place with the nursery.

When registering your child with Sherwood Green Nursery, you will receive a Welcome Pack, outlining relevant Sherwood Green Nursery policies, along with this registration form and details of all fees payable.

By completing and submitting this form, you apply to receive childcare services from Sherwood Green Nursery, on the basis of the information provided to you and in agreement with the terms and conditions below.

This agreement begins once Sherwood Green Nursery has confirmed allocation to your child of a place in the nursery. This confirmation will be in writing and will follow careful consideration of the application.

**Opening Hours**

* 1. The Nursery is open 07.30hrs to 18.00hrs Monday to Friday excluding bank holidays. The nursery will be closed from lunchtime on Christmas Eve, then for the working days between Christmas Day and New Year’s Day.
	2. The nursery will also close for 3 staff training days per year. At least three months’ notice of these days will be given to all parents.

**Age range**

2.1 Sherwood Green Nursery caters for children aged 6 weeks to 5 years in the nursery.

2.2 Sherwood Green provides a before/after school or holiday club for children up to 11years during term time break.

**Administration Fee**

3.1 There is a one-off administration fee of £50.00 payable on the registration of each family with the nursery, irrespective of the number of children being registered.

3.2 The administration fee is payable in advance by debit card, bank transfer, cash or cheque. 3.3 The administration fee is non-refundable.

**Registration and Start date**

4.1The parent should fill out the appropriate application form and enclose the required items. A place cannot be guaranteed until relevant monies have been paid and forms returned to us. Sherwood Green Nursery will acknowledge receipt of these items and confirm in writing whether the application has been accepted.

4.2 Parents should give Sherwood Green Nursery the best guess start date when registering a child.

4.3 The estimated start date may be changed by the parent once, with one month’s prior notice in writing.

4.4 Where further changes to the start date are made by the parent, one month’s fees will be payable.

**Variation and Amendment**

5.1 Parents should give not less than 4 weeks written notice of any reduction in the contracted services. Where less than 4 weeks notice is given, Sherwood Green Nursery reserves the right to charge in full for the contracted services in place up to the date on which the 4 week notice would have expired, had it been given.

Notice to reduce sessions must be given in writing. At least one calendar months’ notice is required to reduce the number of sessions for your child (i.e. notice received on the 1st of the month could amend the contract on the last day of the month, but notice received on the 2nd day of the month would only be able to amend the contract on the last day of the following month).

5.2 Additional session can be added to your contract depending on availability of places and staffing. Please speak to the nursery manager.

5.3 The nursery may in its absolute discretion change any of its terms and conditions, upon giving the parent not less than 4 weeks notice, unless required to amend sooner by new or amended legislation.

**Payment of fees**

6.1 Sherwood Green Nursery are a full time nursery.

6.2 Fees are payable throughout the year, including bank holidays.

6.3 Fees are payable in advance.

6.4 Parents will receive an invoice on the child’s start date. The amount due must be settled in full for the month or paid weekly prior to your child’s attendance.

6.5 Standard sessions will be charged at a fixed monthly rate based on normal weekly attendance.

6.6 Extra sessions and added charges are invoiced when the session takes place or in advance.

The amount due should be settled in full on receipt of the invoice or the amount will be added to the next direct debit.

6.7 Fees do not include consumables, such as nappies. Parents should discuss the arrangements made for consumables with the Nursery Manager of the nursery their child attends. Should it be necessary for Sherwood Green Nursery to supply items that the parent is expected to provide, a charge will be levied to cover costs.

6.8 Unpaid fees and charges will be referred to our debt collection agency and will be subject to a 10% charge.

**Gradual Admission**

7.1 Sherwood Green Nursery operate a gradual admission policy, using settling in session(s) which can be tailored to meet individual child and parent needs. (most of time 3 settling in sessions)

7.2 Parents can accompany the child during settling in sessions and may be able to observe their child during the settle, such as via CCTV in reception.

**Absence**

8.1 Parents remain liable for payment of fees and will not be entitled to any refund or credit to fees, in the event of any period of child absence, for any reason, including but not limited to illness, holidays, temporary exclusion from the nursery for any reason.

8.2 Alternative sessions cannot be issued in the event of any period of child absence.

8.3 Parents should contact the nursery as soon as possible to inform the nursery of their child’s absence.

8.4 Sherwood Green Nursery have a duty to inform the Local Authority in the event of prolonged unexplained absence and Local Authority funding may be affected.

**Illness**

9.1 In order to prevent cross-infection and to ensure the children are cared for appropriately, a child who is unwell must not be brought into nursery.

9.2 Sherwood Green Nursery reserve the right, in line with its Illness, Injury and Infection Control Policy (and in its absolute discretion), to refuse admission to the premises until we are satisfied that there is no risk of cross infection and that the child is well enough to be in nursery.

9.3 If a child becomes unwell during the nursery day, the parent must arrange for the child to be collected from nursery, as soon as possible on notification from the nursery.

9.4 In the event that a parent refuses to collect their child following notification by the nursery, clause 12 may apply.

9.5 In the event of a medical emergency, Sherwood Green will administer emergency first aid if necessary and alert emergency services, allowing them to administer emergency care as they see fit.

Every attempt will be made to contact parents in these circumstances, but priority will be given to ensuring the well-being of the child.

9.6 Any child who is unwell must not be brought into nursery. This is an important consideration as we not wish to cross infection to any other child. We reserve the right to refuse admission until we are satisfied that there is no risk of cross infection. This exclusion policy is in response to Department of Health guidelines that are available for inspection should any parent wish to do so.

9.7 Antibiotics and other medicines will only be administered to a child after they have been taking them for at least 24 hours. A written consent must be provided by a parent along with specific instructions for the administering of antibiotics and other medicines. All antibiotics and medicines must be handed over in original packaging with original pharmaceutical instructions. Only senior nursery staff will administer medications.

**Termination of Contract**

10.1 This contract can be terminated by either party, giving not less than 4 weeks’ notice.

10.2 Full fees will be payable for the 4 week period of notice, regardless of child attendance or absence or the reason for termination of contract.

10.3 Upon termination of the contract, with or without the required notice, the nursery will no longer be obligated to provide the contracted services.

**Meals & dietary requirements**

11.1 All children in our care are provided with as much food and drink as their individual needs require. Water is available in every room. The children will be encouraged to help themselves.

11.2We will work with you to provide suitable food and drinks for your child, if they have a special dietary requirement or any allergies as diagnosed by a doctor or dietician. All reasonable care will be taken to ensure that a child does not come into contact with certain foods with support from parents and external professionals should the need arise.

11.3 Menus will be displayed in the reception area, and parents, children and families will be able to comment and suggest meal ideas.

11.4 No packed lunches supplied by parents will be re-heated by nursery staff.

**Children’s personal belongings**

12.1 We respectfully request that only comforters and dummies are brought from home to help the child settle into nursery. We will not be liable for any damage or loss of toys, equipment and clothing you may bring into nursery.

12.2 Please ensure all your child’s clothing, coats and bags are labelled with their full name.

12.3 We advise no expensive items should be worn and we suggest easily washable clothes. Appropriate hats, coats, gloves and scarves should be provided as the weather dictates. A spare set of clothing should be provided in child’s bag.

**Funded nursery education (15/30 hours)**

13.1 If you wish to take up a funded place for either 15 or 30 hours, you are required to sign a parental declaration form.

13.2 We are entitled to make reasonable charges for meals and additional activities provided during a session. Our current charge for lunch is £3.00 and for tea is £2.00 (for 2,3 and 4 year olds accessing funded sessions). You may bring a cold packed lunch instead if you prefer, but we will not heat up food.

13.3 If you attend sessions at Sherwood Green Nursery, but with draw your child before ‘headcount day’ you will be liable for nursery fees for your child as will be unable to claim funding for your child.

**Happiness Guarantee**

14.1 If notice of termination of this contract is given within the first 4 weeks of the child’s start date, the 4 week notice period will be waived.

**Exceptions to admission and Continued Registration**

15.1 The nursery reserves absolutely the right to refuse registration of a place in the nursery or to withdraw a registered place on a permanent or temporary basis, for any of the following reasons:

(a)Unpaid childcare fees. If a payment is missed for any reason, the parent will be notified and given 5 working days to settle the account. If these 5 days pass without payment, we reserve the right to withdraw the place immediately and pass it on to the next family in the waiting list.

(b) where care of a particular or specialist type is either required by the child or requested by the parent/ guardian and the nursery is unable to provide same or provision by the nursery is an unreasonable request or the parent/guardian refuses consent to the provision of same by the nursery;

(c) the presence or actions of the parent/guardian or child are detrimental/potentially detrimental to the health, safety or well being of the child; any other child at the nursery or any employee of Sherwood Green Nursery;

(d) the parent/guardian is in breach of the Sherwood Green Nursery policies, including the Health and Safety Policy and the Parent and Visitor Behaviour Policy;

(e) unexplained absence of 3 weeks or more.

15.2 So far as it is reasonably able to do so in the circumstances, the nursery shall communicate its reasons for the exclusion in writing to the parent/guardian prior to any such exclusion being affected

15.3 Permanent exclusion of a child under clause 12 shall immediately terminate the contract whereupon clause 10 shall apply

**Medical Conditions**

16.1 Each parent/guardian undertakes to advise the nursery immediately in writing upon them becoming aware that any of the information supplied in the initial parent information forms completed by the parent/guardian on entry to the setting is incorrect or requires amendment. Any such notice should be addressed to the 'Nursery Manager'.

16.2 The nursery reserves the right to refuse to admit or provide childcare to any child in accordance with the nursery's policy on Medical Conditions as notified to parents/guardians from time to time.

16.3 If your child has a severe medical condition, the nursery will require a meeting prior to confirming a place to complete a risk assessment and training plan to verify that we are able to offer suitable childcare for your child.

**CCTV**

17.1 With a view to protecting all parties, our nursery have CCTV in situ, with cameras covering relevant areas. By confirming a place with Sherwood Green Nursery you are confirming you accept the full use of this security tool. Please request our Data Protection and Privacy Policy for further details.

**Complaints and concerns**

18.1 Please address any complaint or concern to your child’s key person, in the first instance and if the matter is not resolved please follow our complaints procedure detailed in the nursery reception.

**Non-Solicitation of Team**

19.1 The parent should not solicit or entice away or seek to entice away from the nursery’s employment, any person employed by Sherwood Green Nursery at the date of termination of this contract or within 6 months following termination of this contract.

19.2 A parent in breach of clause 15.1 will be liable to pay Kids Planet the sum equal to 2 month’s salary of said employee.

19.3 Parents using Sherwood Green Nursery staff for babysitting services outside their working hours, do so according to their own contracts and agreements with the staff members so engaged. Sherwood Green Nursery do not sanction these arrangements and will not be held liable for any loss or damages incurred as a result of such arrangements.

**Limitation of Liability**

20.1 Sherwood Green Nursery will on no account be held liable for any loss suffered by the parent as a result directly, or indirectly of the nursery being temporarily closed without notice, or from the non-admittance of children to the nursery for any reason.

20.2 Sherwood Green Nursery will on no account be held responsible for a child who is in the care of the parent on nursery premises. For purposes of liability, Sherwood Green Nursery accepts responsibility for the child from the moment the child is signed in, to the moment they are signed out.

20.3 Sherwood Green Nursery will on no account be held liable for any economic loss; loss of profits; loss of property or dam age to property, suffered by the parent on Sherwood Green Nursery premises. Child and parent personal property is brought into nursery at the sole risk of the parent.

20.4 Sherwood Green Nursery will not be held liable for any adverse reactions or symptoms arising from medical conditions or medication.

20.5 Sherwood Green Nursery will not be held liable for any incidents or accidents, unless found in a court of law to be a result of negligence.

20.6 All vehicles are left at the owner’s risk.

20.7 Sherwood Green Nursery will not be in breach of these terms and conditions or otherwise liable in any way, due to circumstances in which performance of contracted services becomes (permanently or temporarily) commercially impracticable, inadvisable, unlawful or impossible. Examples include, but are not limited to, pandemic; disease or infection; economic recession; flood; fire; acts or threats of terrorism or other forms of violence; war; ‘acts of god’; industrial action; critical incident or extreme weather.

20.8 The term ‘parent’ in this clause 15 extends to persons to whom the parenting role is delegated by the parent, such as family members or friends collecting their child from nursery or used as an emergency contact.

20.9 Nothing in this contract, excludes Sherwood Green’s liability for any matter in which it would be unlawful for the nursery to exclude liability for.

**General Nursery Obligations**

21.1 To provide childcare services and facilities agreed with the parent and to work with the parent, giving due consideration to reasonable requests.

21.2 To adhere to the Statutory Framework for the Early Years Foundation Stage (EYFS) as well as all associated legislation. This includes requirements for child learning and development; tracking and assessment, as well as safeguarding and welfare.

21.3 To employ suitable people, as defined in the EYFS, to care for the children. The nursery is also committed to ongoing staff development and training.

21.4 To work in partnership with parents, providing regular updates as to their child’s well-being, progress and happiness.

**General parent Obligations**

22.1 To provide the nursery with all relevant health, dietary and care requirements, notifying the nursery of any changes in condition, medication and needs. Notification of care needs should be in writing and Sherwood Green Nursery staff will help facilitate this by way of Sherwood Green Nursery forms and risk assessments.

22.2 To provide the nursery with up to date parent contact details and emergency contact details, making all emergency contacts aware of the password required should they be contacted or admitted to the nursery.

22.3 To provide the nursery with details of any court orders, custodial arrangements or care arrangements affecting their child/ren. It may be necessary for Sherwood Green Nursery to see a copy of any documents enforcing these arrangements.

22.4 To carefully read and consider permissions found on the Sherwood Green Nursery Declaration of Consent, which informs the nursery about parent wishes with regard to many aspects of care, including (but not limited to) outings, application of suncream, unexpected medications and first aid.

**Insurance**

23.1 Sherwood Green Nursery has a comprehensive insurance policy available for inspection on request.

**Data Protection**

24.1 The nursery processes personal data, including sensitive data

24.2 Sherwood Green Nursery is registered with the ICO and complies with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

24.3 For full details on how the nursery meets its GDPR obligations, please request our Data Protection and Privacy Policy.

**Authorisation and Observation**

25.1 By completing the nursery application form, the parent acknowledges receipt and acceptance of the terms and conditions herein and agrees to be bound by them.

25.2 The parent furthermore agrees to the observation and documentation of their child’s development.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THESE TERMS AND CONDITIONS AND I AGREE TO BE BOUND BY THEM

|  |  |
| --- | --- |
| Print name: | (Guardian) |
| Parent’s/carer signature: | Date: |
| Print name: | (on behalf of Sherwood Green Nursery) |
| Manager’s signature: | Date: |