

Little Clowns Day Nursery Registration Form



1) Name of child (in full)

Date of birth

Name known as

Name of Parent/s with whom the child lives

.....

Does this Parent have responsibility? Yes/No (delete applicable)

Does this Parent have Parental responsibility? Yes/No (delete applicable)

Address of Parent

.....

Telephone Number..... Mobile.....

Name of Parent with whom the child does not live with

.....

Does this Parent have Parental responsibility? Yes/No (delete applicable)

Parent 1-Work/daytime contact number

N.I Number :

Parent 2-Work/daytime contact number

N.I Number :

2) Emergency contact when parent is unavailable. If your child is unwell and you are unavailable to collect your child we will contact the emergency contact below and ask them to collect your child. We will always ask them to present us with a password and identification when they arrive at nursery so please ensure they have this available at the time of collecting.

Contact 1: Name.....Relationship to child

Telephone number.....Mobile.....

Contact 2: Name Relationship to child.....

Telephone number..... Mobile.....

Password for collecting children

3) Childs Doctor

Address

Contact Number

4) Are there any professionals involved with your child?

Do you have a health visitor? Yes or No (delete applicable)

NameBased at.....

Telephone

Does your family have a social care worker for any reason?

Yes/No (delete applicable)

NameBased at

Telephone.....

What is the reason for the involvement of social care department with your family?

.....

.....

5) Health and medical information

Does your child have any specific health/medical needs we need to be aware of?

Yes/No (delete applicable) Details (if yes)

.....

Does your child have any special dietary needs or allergies?

Yes/No (delete applicable) Details (if yes)

.....

Does your child have any specific needs or a disability?

.....

Is your child in receipt of DLA (disability living allowance)?

6) Ethnic Background

How would you describe your child’s ethnicity or cultural background?

.....

What language(s) is/are spoken at home?

Please state your child’s religion?

Do you celebrate any festivals or special occasions?

Consent

I/We consent for the staff to take my child to the nearest Accident and Emergency unit to be examined, treated of admitted as necessary on the understanding that I/We have been informed and are on my/our way to the hospital.

I/We give consent for the professional nursery practitioners at little clown’s day nursery to administer emergency first aid to my child.

Parent 1 signature**Print name.....**

Parent 2 signature**Print name.....**

Date**On behalf of Little clowns**

I/We authorise the professional nursery practitioners at little clown’s day nursery to apply sun cream sent in by parents from home at lunch when their child is attending for a full day session. I/We agree to apply sun cream to my child before arriving at nursery before each session.

I/We consent to the professional nursery practitioners at little clown's day nursery to change my child's nappy or pants if wet or soiled and we will provide nappies and a change of clothes.

I/We give consent for the professional nursery practitioners at little clown's day nursery to apply nappy cream provided by us (must be provided) to my child when changing their nappy.

I/We give consent to little clowns day nursery using photographs of my child in local papers, our own web site, Facebook page, learning diaries and displays around the nursery and tapestry.

I/We understand the professional nursery practitioners at little clown's day nursery will only administer medication prescribed by a doctor or dentist, 24 hours after your child has first started taking them. Medication form on the day is required to be completed.

I/We consent to the following email address to be used for the use of Tapestry (online learning journal and any correspondents regarding nursery information. I/We understand that my child may be in another child's photo or video on Tapestry when group observations are being done and therefore may be seen by another parent.

Email Address

I/We have received a copy of the nurseries GDPR Privacy notice for children and parents and fully understand my rights under the terms and conditions of how information is gained, used, retained and destroyed.

Declaration

I/We agree that my child may participate in nursery outings.

I/We understand that our further consent will be requested for major outings.

Signed by

Childs name

Parent 1 signature**Print name**.....

Parent 2 signature**Print name**.....

Date**On behalf of Little clowns**

Little Clowns Day Nursery Contract

Financial agreement between Little Clowns Day Nursery and Parent/Guardian

Childs Name	
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0-2-year old funding	Yes/No
2-year-old funding	Yes/No
3-year-old funding	Yes/No

Sessions and times requested

	Monday	Tuesday	Wednesday	Thursday	Friday
Early starter 7.30-8am 8-8.30am					
Am core session 8.30-12					
Pm core session 1-4.30pm					
Lunch Hour 12-1pm					
Tea time 4.30-5pm 5-5.30pm 5.30-6pm					

To register and secure a place at Little Clowns Day Nursery for your child we require registration forms and agreements to be completed by the parent/Guardian and returned to the nursery along with a £30 non-refundable registration fee (plus a month's fees (this will be refunded from your first account) to secure a place in the Nursery – due to high demand). Please note a deposit is not required for children in receipt of 2 and 3-year-old funding.

Registration start date @ Little Clowns Day Nursery

Are any fees payable? If so, note here

Name key person

Name of key back up person

Has the settling in process been agreed? Yes/No (delete applicable)

Under the “terms and conditions of payment and attendance”

1. Accounts are due for payment a month in advance by 7th of every month. Fees are payable four weekly in advance by standing order, cash, bank transfer or childcare voucher schemes.
2. Fees are payable four weekly in advance by standing order, cash, bank transfer or childcare voucher schemes.
- 3) If your child leaves the nursery, four weeks’ notice in writing is required which must be acknowledged by the director of nursery manager/deputy.
Reduction or changes in your child’s agreed hours will require one month’s written notice to the director/manager.
- 4) If your account remains outstanding after two months the nursery reserves the right to assign your account to our contracted debt collection management services, wherein you will incur all charges for the recovery of the debt, including all court costs.
- 5) Failure to give the above notice or payment of fees will result in a payable penalty of interest charged at 8% pa under the County Court Act 1984 Section 69, this charge will only be paid when in court.
We will charge 8% pa from 30 days after the date of invoice.
- 6) Failure to pay your account within the 7 days specified will result in a 5% charge per calendar month being added to the outstanding balance and will be shown on the following months account. The 5% charge will stand month to month until the outstanding amount has been paid off. Failure to make these payments will result in point 4 action taken.
- 7) Parent/Guardian shall accept the Terms and Conditions of business as set out as part of this agreement.
- 8) Information sharing, The Data Protection Act 1988 does not prohibit the collection and sharing of information. However, it does provide a framework to ensure that personal information about a living individual is shared appropriately.

- 9) The nursery cannot undertake the care of sick/unwell children although children requiring regular medication are welcome when a medical form has been completed by special arrangement with the director/manager. Those sessions not attended by your child due to sickness & voluntary holiday leave will not qualify for a refund.

- 10) Any child appearing to be suffering from any infectious disease of having their last bout of sickness and diarrhoea within the past 48 hour period will be refused admittance until 48 hours clear – refer to our sickness policy.

- 11) Antibiotics and other prescribed medicine can be given by professionals at Little Clown Day Nursery once the child has been taking them for 24 hours. Medicine forms will need to be completed before each session.

- 12) If your child is sick/unwell while at the nursery you will be informed and it is expected that your child is collected by yourself or a nominated person within 30 minutes.

- 13) Fees at Little Clowns are reviewed yearly (April) and may increase at this time.

- 14) There is no charge for Bank Holiday & Christmas shut down period. However, any session not attended due to family holidays or adverse weather conditions where the nursery is closed will still be payable as per contract.

- 15) If you are late collecting your child a charge will be made at the discretion of the nursery proprietor.

- 16) Children in receipt of two-year-old funding will move onto the nurseries three-year-old funding charges when they are eligible for three-year-old funding.

- 17) Little Clowns Day Nursery is committed to protecting the privacy and security of your personal information. Our privacy notice policy describes how the Nursery collects and uses personal information about children attending the Nursery and the parents of the Children, in accordance with the General Data Protection Regulation (GDPR). A copy of this is attached for your notice. By signing below you agree to all the information provided within the privacy notice.

I, the new parent/Guardian, have read and more importantly understand the above contract and agree to abide by the rules and regulations of the nursery. This agreement shall be binding upon both parties.

Signed..... Date.....
 a. Parent/Guardian

Work address Tel

Signed.....Date.....
 b. Parent/Guardian

Work addressTel.....

Signed.....Date.....

Director of Little Clowns Day Nursery