



# Registration Form

## OFFICE USE

Date entered on KS:

Entered on Tapestry:

Start date:

Pre-school leave date:

Welcome letter sent:

Child's first name ..... Preferred Name..... Surname.....

Date of birth ..... Nationality .....

Language(s) spoken at home ..... Male or Female? (circle)

Position in family (e.g. 1<sup>st</sup> of 3)..... Religion .....

Home address .....Postcode .....

Email .....

Permission to contact you via email and text to communicate information and newsletters? YES / NO

(Please see our privacy notice for a detailed description of why and how we store your data—available on our website.)

Collection password ..... Who will normally collect? .....

Parent name (1)			
Address			
Home number		Mobile Number	
Place of work		Work Number	
Does this parent have parental responsibility? Y/N			
Does this parent have legal contact Y/N			

Parent name (2)			
Address			
Home number		Mobile Number	
Place of work		Work Number	
Does this parent have parental responsibility? Y/N			
Does this parent have legal contact Y/N			

Other emergency contacts			
Name		Relationship to child	
Contact number/s			
Name		Relationship to child	
Contact number/s			

Authorised to collect (Please make sure person collecting has the password)			
Name		Relationship to child	
Name		Relationship to child	
Name		Relationship to child	
Name		Relationship to child	

Does anybody else over 18 years old live in your house that is not listed above? If so please write their name and telephone number here; .....

Have they ever attended a different setting? If yes, which one?.....

**Medical details**  
**Does your child have any;**

- **Allergies:** Eggs Nuts Peanuts Penicillin Plasters Sesame Seeds
- **Special dietary requirements:** Lactose Intolerance No meat No pork No milk Vegetarian
- **Special needs:** Behaviour Communication Hearing Learning Physical Visual
- **Are there any other agencies currently involved with your child e.g. Social workers, Speech therapists, etc Yes/ No**

If yes to any, please give more details .....  
 .....

**Immunisations**

**Has your child had any of the following immunisations? (Please tick and date)**

- BCG  ..... Meningitis C  ..... Diphtheria  .....
- Polio  ..... Hib  ..... Tetanus  .....
- MMR  ..... Whooping cough  ..... Swine Flu  .....

**Doctors Details**

Name, address and telephone of GP .....

**Health Visitors details**

Name ..... Telephone .....

**Medication**

We administer **prescribed medicine only** with the exception of;  
 1. Teething babies. In this instance we allow teething gel and Calpol.  
 2. A child with a dangerously high temperature where we cannot make contact with the parent. (See our medicine policy for more information)

If a child needs calpol at other times we consider that they should not be in nursery. A medicine form needs to be completed by the parent/carer before we can administer any medicine.

**In signing the contract you agree** to us administering first aid, calling for an ambulance in the event of an emergency and administering Calpol if we cannot contact you and your child has a dangerously high temperature.

**Sun**

Please provide a labelled sun hat during the warmer months.

**We will provide sun tan lotion unless you choose to bring in a different one.**  
**I do/do not** give permission for nursery staff to apply sun cream to my child.

**Permissions**

Photographs/media for Tapestry online learning journal Yes / No

Photographs for advertising/external events/displays Yes / No

Face Painting Yes / No

Observations by Key Person for Learning Journey Yes / No

Short trips and outings (e.g. to the park, to the post office) Yes / No

Lifetime permission for your child's photo to appear on the nursery Facebook & website Yes/No

**Sessions required**

**\* Weekly discount not applicable when you are claiming government grants**

Weekly, full time price is £205	Mon	Tues	Wed	Thurs	Fri
<b>Breakfast</b> 7.45 – 8.30 am (£7)					
<b>Morning Session</b> 8.30 – 11.30 am (£16)					
<b>Lunch</b> 11.30 – 1pm (£11)					
<b>Afternoon Session</b> 1 – 4 pm (£16)					
<b>Tea</b> 4 – 6 pm (£12)					
<b>Whole Day</b> 7.45am—6pm (£48)					
Total £ *					

Date I would like to start:

Contract: Term time / Full time

How did you hear about us? .....

Preferred day and time for settling sessions (Tiny Tots and Toddlers only);

Monday Tuesday Wednesday Thursday Friday

10—11 am or 2—3 pm

(We will contact you to arrange a date a few weeks before you are due to start.  
 Please bring your child's birth certificate and Red Book with you for this. If your child is 2 please also bring in their 2 year Health Visitor check or make an appointment to have it done if not.)

## Terms and conditions

This is a contract between you and Roundabout Nursery. Please read carefully before you sign. If you have any queries or need further information, do not hesitate to speak to the Manager.

- **Term time contract:** We will assume that you will not be attending during the school holidays and will not charge you for these. Should you wish to attend you will need to complete and 'additional session' form. You will be charged for any holidays taken during the term time.
- **Regular contract:** You are charged all year but can take 2 weeks off when you like on top of the Christmas closure break.
- Fees must be paid by the 20th of the month in which they are sent, preferably by the standing order payment method.
- All sessions booked must be paid for.
- If a cheque payment fails to clear, we will charge a reasonable administration fee of £10.00 and immediate payment is required.
- If you fail to pay your nursery fees within the set payment terms or have an outstanding balance on your account we may withdraw our services.
- If your childcare is funded through college or childcare vouchers, it is your responsibility to ensure that your provider makes payments to your account by their due date, which is the 20<sup>th</sup> of the month in which you are billed. If your funding provider fails to make a payment to your account on time, fees will become payable by yourselves immediately.
- You will be charged a fee of £50 if you are late collecting your child and a further pound per minute if this goes beyond 6.15pm.
- You must inform us immediately of any change of address, contact numbers and personal circumstances that might have an emotional impact on your child.
- It is your responsibility to ensure that we are aware of who has authorisation to collect your child.
- All absences, **including additional holidays**, will be charged as normal, unless the child is hospitalized, in which case you will need to present to us the Doctors Discharge note.
- You must give at least 4 weeks written notice to withdraw your child. You will be liable for the payment of the fees 4 weeks from the date you give notice. Roundabout may also cancel this contract with 4 weeks written notice.

**SAFEGUARDING** - I understand that all the information I have provided here will be treated as confidential. I also understand that if a matter of safeguarding arises, the nursery may need to share aspects regarding my child without consent with relevant professionals.

**DECLARATION - I HEREBY DECLARE THAT I HAVE COMPLETED THE REGISTRATION FORM AND HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS SET BY THE NURSERY.**

**We may change the terms and condition set out in this document but we will always give you one month's written notice of our intention to do so.**

Signed ..... Print Name ..... Date.....

We communicate to parents through our nursery app. Dates, events, news all go on there. We encourage all parents to download it.

Please sign here to indicate that you have downloaded it.....



<https://goo.gl/5J7KBx> - for App Itunes (Apple)

<https://goo.gl/FcTTp7> - for Google PLAY (android)