

Registration Form



Child's Details

Child's Full Name

Name known by

Date of birth Male/Female (please circle)

Religion Ethnic Origin

First Language Any other Language(s) spoken.....

Does your child have any cultural or religious requirements? Yes/No (please circle)

Please give details

Parent/Carer 1 Relationship to child Parental Responsibility Yes/ No (please circle)

Name

Address

Postcode Email Address

(email address is used to send all invoices, newsletters and a point of contact)

Telephone (home) Mobile

Place of work..... Work Number

Parent/Carer 2 Relationship to child Parental Responsibility Yes/No (please circle)

Name

Address.....

Postcode Email Address

Telephone (home)..... Mobile

Place of work Work Number

Do any other individuals have legal contact arrangements with the child? Yes/No (please circle)

If yes please provide details and copy of relevant documentation

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

Emergency Contact Details other than Parents/Carer

	Contact No 1	Contact No 2
Name		
Relationship to child		
Telephone Number (home)		
Mobile		

Password- Please set a password which can be kept on file and used if either emergency contact collects your child or if another member of the family comes to collect

Emergency contact details are used in the event that neither parent can be contacted.

Who will normally collect your child

Medical Information

Child's Doctors Name Telephone no

Surgery Address

.....

Health Visitors Name Telephone no

Are there any other services involved with the child or family? (eg speech and language, social services, getset etc) Yes/No (please circle)

If Yes please provide details stating the name, contact details and date involvement commenced.....

.....
.....

Individual requirements and details

Has your child any food allergies or special dietary requirements? Yes/No (please circle)

Has your child ever had an anaphylaxis reaction to an allergy? Yes/No (please circle)

Please give details

.....

.....

Does your child have any special health arrangements? Yes/No (please circle)

Please give details

.....

Consents

Photographs

I hereby give my consent for the staff of Hidden Garden Day Nursery to.....		
Photograph my child and for those photographs to be used in my child's learning journal and displays	Yes	No
Use photographs of my child take at Hidden Garden Nursery in another child's journal (group photos)	Yes	No
Use photographs of my child on the Nursery website- they will possibly be used for a maximum of 22 years	Yes	No
Use photographs of my child on the Nursery's social media sites- once on the sites they will possibly used for up to 22 years	Yes	No
Signature-	Date	

Medical Treatment and Personal Care

I hereby give my consent for the staff of Hidden Garden Day Nursery to.....		
Administer emergency first aid	Yes	No
Seek emergency medical attention including hospital treatment if it is deemed necessary	Yes	No
Apply a hypo allergenic plaster when necessary	Yes	No

Apply nappy creams supplied by myself when necessary	Yes	No
Apply sun cream during summer months	Yes	No
Signature-	Date	

Information Sharing

Please note staff will share information without consent if they are concerned about the immediate welfare of a child.

I hereby give my consent for the staff of Hidden Garden Day Nursery to.....		
Share information about my child with other agencies such as Speech and Language, Health Visitors, Special Educational Needs Support	Yes	No
Report concerns to the relevant authorities if they have genuine reasons to believe my child is being abused/exploited/radicalised in anywhere, where possible discussing before hand	Yes	No
Signature-	Date	

Permission to use the Internet

I hereby give my consent for my child to.....		
Use the Internet Safely within the Nursery for Educational benefits and to teach Internet Safety	Yes	No
Signature-	Date	

Details of any other Childcare Provider

Has/does your child attend any other childcare setting? (Including childminders) Yes/No (please circle)

If yes please provide further details

Name of Provider	Contact Number	How many hours attend?

I give permission for Hidden Garden to contact any previous/current childcare providers to obtain/share information regarding my child Yes/No (please circle)

Signed Date

Please sign to say that all information on this form is true and correct, and all people mentioned have also agreed for us to keep this information. It will be kept within a locked filing cabinet each day and will be destroyed after 7 years which is the recommended time. Once your child has finished at the nursery it will be kept in a locked container in the Nursery loft for the remainder of the time. It will then be destroyed by shredding. These details will be reviewed annually, and any changes should be declared at this point. You will be required to sign to say you give consent for us to hold this information for the following 18 months.

Signed Date

Session Information

	Monday	Tuesday	Wednesday	Thursday	Friday
Days (please tick)					
Times (please state)					

Required Start Date

Hourly Rate-

6 months to 2 years old- £5.70

2-3 years- £5.10

3-4 years- £5.00

3-4 year old funded children will be charged £1 per hour for hot food and snacks

Funding

Nursery Education Grant

(3 and 4-year-old funding)

All children are entitled to the Nursery Education Grant which commences the term after a child becomes 3 years old.

These children are entitled to 15 hours per week during term time or 11 hours per week all year around.

In September 2017, the government are introducing 30 hours' term time funding for working parents of 3-4 year olds, where both parents are working & earning the equivalent of at least 16 hours each (minimum wage) and with a cap of £100K.

We are offering these places but divided throughout the entire year, this equates to 22 hours per week.

Annual Data Review

We will review the data which we hold on a yearly basis. You must sign to say that the information is true and accurate at the time of review.

This information is true and accurate at the time of review.

Sign..... Date Sign..... Date.....

Sign..... Date Sign..... Date.....

Sign..... Date Sign..... Date.....

Sign..... Date Sign..... Date.....

Parental Contract

Opening hours

Hidden Garden Day Nursery is open all year around, Monday to Friday 7.30am-6pm. The setting will be closed on all **Bank Holidays however these are charged at the normal hourly rate.**

Booking Fee

A non-refundable booking fee of £50 (per child) is required upon completion of registration forms to secure your child's place. If the child's place is cancelled before their start date no fees will be refunded. Once a starting date has been finalised a request to extend it can be submitted in writing however only up to 2 weeks later. Spaces will not be held unless the booking fee is paid in full.

Monthly fees

Monthly fees include all sick days, statutory holidays and holidays taken and includes rare occasions when inclement weather prevents attendance or closure. Sessions are chargeable even if your child is unable to attend due to sickness or holiday. We do not allow swapping of days unless we have the capacity to do so and appropriate notice is given (2 weeks) extra hours are billed at the age appropriate hourly rate.

Funded places including payment schemes

Parents who qualify for funding will have this amount deducted from the invoice. Any funding must be in place prior to attendance. Once your child is placed within the setting funding will not be transferred to another setting until the end of the term. If your child is in receipt of 30 hour Early Years Funding an additional charge of £1.00 per hour is chargeable to cover the cost of resources, snacks and hot meals.

Payment Policy

Parents agree that all monthly fees (full time and part time attendance) will be paid one month in advance within 7 days of receiving the bill. A late payment charge of £20 per week will be added to bills not settled within this time frame. Extra hours are billed at the appropriate age hourly rate and added to the following months bill. The setting has a strict policy of settling unpaid accounts via County Court Judgements. Payment can be made via bank transfer or cash. Cheques will not be accepted & we do not have a card machine.

Safeguarding

It is of paramount importance to us that our Children are safe & happy. We work in partnership with parents in order to achieve this. If the Nursery has concerns regarding any matters relating to the child we will speak to Parents & discuss the matter, however when appropriate we will also work with Social Care & the Police, including highlighting concerns. If we feel the Child is at immediate or serious risk we will contact Social care immediately and follow their advice.

Special Educational Needs & Disability

Hidden Garden aims to create a listening atmosphere and environment where everyone is welcomed, all individual needs are met, support is given, and information is shared. We also want to ensure that we enable all children to become confident learners with a growing ability to communicate their own views. We are committed to working in partnership with parents/carers and outside agencies to raise aspirations and expectations for children with Special Educational Needs & / or Disability by focusing on the whole child to ensure positive outcomes and to enable all children to fulfil their potential. The setting Special Educational Needs Coordinator (SENCO) is Hannah Miles.

Health & Safety

The name of the designated Health & Safety Officer will be displayed. Any health and safety queries please forward them to the Manager. We ask that parents wait for a member of staff to see them in and out of the building this is to ensure the safety of all children. Parents must never allow another parent/ member of the public into the setting when leaving the premises.

Illness

Please advise the nursery prior to your child's attendance if they will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home, this is in the interest of the child and the well-being of staff and other children within the setting. The parents further agree should a child become ill while in our care, that immediate arrangements will be made to collect the child from the nursery. Children will not be allowed to return to the nursery until they have been symptom free for at least 24 hours with regards to a fever and 48 hours in relation to sickness and diarrhoea. In some cases, a note from the doctor may be necessary.

Potty training

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. Should you discontinue potty training at home, please let us know.

Parents will be informed when their child's supply of nappies is running low, if nappies are not brought in by parents and nappies from the nursery have to be used parents will be charged £1.00 per nappy for every nappy used. This will be invoiced separately.

Clothing

Please send your child in clothes which are essentially 'play clothes', we will as far as possible buy washable paints etc but in reality, not all materials will be restored after washing. Please send clothing & footwear appropriate for the weather as well as spares if potty training etc. Children will spend a lot of time outside so plenty of layers, wellies & coats in the winter as well as hats and sun cream in the summer.

Inclusion & Equal Opportunities

Hidden Garden is an inclusive nursery. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual children, or groups of children.

Late arrival & pick up

Please advise the nursery immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up on time as agreed with management. If you are not able to pick up your child by the agreed time alternative arrangements must be made.

Please notify the nursery if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. You must describe the person to us and give them and use a password. In the event that a parent cannot be contacted, we shall call an emergency contact. If the child has still not been collected half an hour after closing & we have not made contact with the Parents or other nominated individuals we shall contact Social care, the Emergency Duty Team. Please be aware that a charge of £5 per five minutes will be applied for any late collections outside of the Nursery opening hours.

Protecting Children from Radicalisation

The Nursery works alongside other professional bodies and agencies to ensure that our Children are safe from harm. Children are encouraged to adopt and live out British values. These underpin our approach, they are; respect & Tolerance of different faiths and communities, Rule of Law, Democracy and Individual Liberty. Children are taught how to keep themselves safe including when using the internet. Children’s confidence, wellbeing and resilience is promoted through our planned curriculum. Children are supported in making good choices from a very young age, so they understand the impact and consequences of their actions on others.

Major Incident including Fire & Lock down

In the event of a major Incident we have Procedures in place. Should the Nursery be at risk the Procedures will be activated. Do not telephone or attend the Nursery as this may be dangerous. We will make contact with you and advise you when and where you may collect your child from.

Termination

Hidden Garden reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of the other Children within the setting & in the event of non-payment of fees (one month).

Parental Behaviour

We do not tolerate raised voices, aggression or inappropriate language or behaviour within the Nursery. We reserve the right to terminate contract with immediate effect should parents behave in this manner.

Withdrawal

Parents agree that a minimum notice of one full month (notice to be given in writing) will be given for permanent withdrawal of or reducing hours of any child from care or agree to pay. The responsibility is of the parents to ensure that the notice has been received. All Early Years Funding will remain with the setting until the end of term.

My Childwill be attending Hidden Garden Day Nursery with effect from.....

I agree to abide by the Parental Contracts terms and conditions as stated above and failure to do so could result in the immediate termination of childcare.

Signed Parent one

Signed Parent two.....

Witnessed by Staff.....

Date.....

Hidden Garden Babies Daily Routine

8.00am

9.00am

10.00am

11.00am

12.00noon

1.00pm

2.00pm

3.00pm

4.00pm

5.00pm



Hidden Garden All About Me

SLEEP

My sleep times are:-

How I go to sleep:-

My comforter is:-

BOTTLES

I have my bottles at

I haveoz/mls

I have

formula/breast/cows milk

How I like my bottle

FOOD

My food is mashed/blended/chopped (delete at appropriate)

My allergies/special diets are

My meal times are

I like to
during the day.

All About Me

Please fill this form out so we know a little about your child, so we can settle them within the setting. Please fill out the areas of development telling us what your child can do.

Personal, social and emotional development

Communication and Language

Physical Development

Any other languages spoken at home

Religion

Any other Information-

Allergies-

Comforters-

Toileting- Nappies, pull ups, pants, potty, toilet (with help), toilet (without help)

Nappy cream to use (please provide)

All about me

My Family and people who are special to me

My favourite toys

Books I like to read

Songs I like to sing

Things I like and things that are special to me

Things I don't like