



Registration Form



Start Date

All information will be treated in the strictest confidence

www.paradedaynursery.co.uk

Childs Full Name	<input type="text"/>	Religion	<input type="text"/>
Date of Birth	<input type="text"/> Male / Female	Ethnicity	<input type="text"/>
Address	<input type="text"/>	Language	<input type="text"/>
	<input type="text"/>	Disability	<input type="text"/>
Post code	<input type="text"/>	Email	<input type="text"/>

<p>Mothers Details (parental responsibility Yes – No) (Legal responsibility Yes – No) (Does the child live with this parent? Yes – No)</p> <p>Miss/Mrs <input type="text"/></p> <p>Phone No. (Home) <input type="text"/></p> <p>Phone No. (Mobile) <input type="text"/></p> <p>Phone No. (Work) <input type="text"/></p>	<p>Fathers Details (parental responsibility Yes – No) (Legal responsibility Yes – No) (Does the child live with this parent? Yes – No)</p> <p>Mr <input type="text"/></p> <p>Phone No. (Home) <input type="text"/></p> <p>Phone No. (Mobile) <input type="text"/></p> <p>Phone No. (Work) <input type="text"/></p>
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Emergency Contact (other than parents)

Name <input type="text"/>	Relationship <input type="text"/>	Phone No. 1 <input type="text"/>
Address <input type="text"/>	Post code <input type="text"/>	Phone No.2 <input type="text"/>

Who has responsibility for picking up your child

	Mother	Yes	No	Father	Yes	No
Others 1) Name <input type="text"/>	Relationship	<input type="text"/>				
2) Name <input type="text"/>	Relationship	<input type="text"/>				

<p>Doctors Details</p> <p>Doctors Name <input type="text"/></p> <p>Doctors Phone Number <input type="text"/></p> <p>Address <input type="text"/></p> <p>Post Code <input type="text"/></p>	<p>Previous Illnesses</p> <p>Chicken Pox Yes / No</p> <p>Measles Yes / No</p> <p>German Measles ... Yes / No</p> <p>Scarlet Fever..... Yes / No</p> <p>Whooping Cough ... Yes / No</p> <p>Polio Yes / No</p> <p>Other 1)</p> <p>Other 2)</p>	<p>Immunisations</p> <p>BCG Yes / No</p> <p>Diphtheria Yes / No</p> <p>Hib..... Yes / No</p> <p>MMR..... Yes / No</p> <p>Meningitis C..... Yes / No</p> <p>Poliomyelitis..... Yes / No</p> <p>Tetanus Yes / No</p> <p>Whooping cough..... Yes / No</p> <p>Please note- There may be children in the nursery who have not had MMR or other vaccines</p>
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Sessions Required	Full Day	Morning Only	Afternoon Only
	<input type="checkbox"/> Mon.	<input type="checkbox"/> Mon.	<input type="checkbox"/> Mon. <input type="checkbox"/> Lunch
	<input type="checkbox"/> Tues	<input type="checkbox"/> Tues	<input type="checkbox"/> Tues <input type="checkbox"/> Lunch
Gov. Funded Yes / No	<input type="checkbox"/> Wed.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Wed. <input type="checkbox"/> Lunch
	<input type="checkbox"/> Thurs.	<input type="checkbox"/> Thurs.	<input type="checkbox"/> Thurs. <input type="checkbox"/> Lunch
	<input type="checkbox"/> Fri	<input type="checkbox"/> Fri.	<input type="checkbox"/> Fri. <input type="checkbox"/> Lunch

Allergy declaration

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It is a condition of your registration with the nursery that you share with us all the information that you have regarding any allergy that your child has or is currently developing. Failure to disclose this information can result in a registration refusal or if it is subsequently found out that you withheld information from the nursery then your placement will be terminated immediately, complete with a charge of four weeks fees.

All fields below must be completed in full.

Please indicate which statement is correct

- 1) Upon registering my child with The Parade Day Nursery Ltd. he/she does not have any known allergy condition(s) to be declared. No Previous medical history is recorded with his/her GP.

(Please sign document at the bottom)

True

False

- 2) Upon registering my child with The Parade Day Nursery Ltd. he/she is known to have an allergy condition.

(Please complete the rest of this document in full)

True

False

Name of food(s) or substance(s) that your child is allergic to:

What are the symptoms?

How soon do the symptoms show?

What recovery action is taken

Has medication been prescribed by the child's doctor?

What specific medication are you putting into the care of the nursery?

Is the allergy life threatening? **YES / NO**

If so, what emergency medication is administered?

What specific training do the nursery staff need in order to administer this medication?

Allergy Declaration Statement

I hereby declare that the above information provided is accurate and to the best of my knowledge at the time of signing this Declaration

Parent / Guardian signature

Date

Print name

Continue overleaf



Consent Form

www.paradedaynursery.co.uk



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1) Do you give consent for my child to receive medication providing I give information about the medicine, dosage, times to be taken and sign the Nurseries' *medication form* on the day medication is required

YES NO

2) Are there any allergic reactions to any medication that is given to my child. If there are reactions please describe on attached sheet.

YES NO

3) Do you allow your child to take part in outings by transport (Bus/Taxi/Coach) or on foot accompanied and supervised by Nursery staff. (planned /unplanned) i.e. local park/shops/library etc

Trips to theme parks etc would be advised to you by a separate letter and consent slip.

YES NO

4) Do you allow photographs of your child to be displayed and viewed by other parents / carers / visitors

YES NO

5) Do you allow camcorder videos to be taken of your child together with other children for the benefit of parents viewing their progress and interaction with other children.

YES NO

6) Do you allow your child to participate in having their face 'painted' on the occasional 'Fun Days' at the Nursery

YES NO

7) Do you allow your child to have emergency treatment onsite or offsite (every effort will be made to contact the Parent/Guardian).

YES NO

8) Do you allow your child to have FIRST AID treatment administered by a senior member of staff.

YES NO

9) Do you allow your child to use garden toys

YES NO

10) Do you give permission for the Nursery staff to use medicated wipes and plasters if necessary.

YES NO

11) Do you allow photos of your child to be used in our prospectus and on our website. (www.paradedaynursery.co.uk)

YES NO

12) Do you **understand** and **accept** that your child must wear / bring sensible / suitable footwear when in the nursery, especially when the weather is warmer and the children are outside most of the time. Trainers or soft soled shoes that totally enclose the feet are the most suitable form of footwear, as the children play more safely when running and climbing whether in the playground or park. Sandals, flip-flops and healed shoes **are not** appropriate for nursery activities.

YES NO

13) Do you understand that the nursery cannot accept any responsibility for accidents to children caused by inappropriate footwear.

YES

NO

14) Do you understand that if your child is under 12 months old he/she can have food as outlined in the Nursery 'Weaning Policy' and Weaning menu'. If my requirements differ, I will inform the Nursery in writing.

YES

NO

15) Do you understand that my child's activities in all class rooms will be recorded via the CCTV system operated by the Parade Day Nursery Ltd. for security purposes only.

YES

NO

16) Do you understand that the information recorded on CCTV will be kept in the Nursery for approx 3 Months before it is automatically erased.

YES

NO

17) Do you give permission for the Nursery staff to use medicated wipes and plasters if necessary.

YES

NO

18) Do you understand that The Parade Day Nursery Ltd. cannot accept any responsibility for any accident/incident caused to your child through wearing jewellery. The Parade Day Nursery Ltd will not accept any responsibility for loss of such jewellery items.

YES

NO

19) Do you understand that all children's clothing must be clearly marked with the child's name. The nursery cannot accept any responsibility for lost or damaged clothing.

YES

NO

20) Would you your child to attend swimming lessons. when places become available

YES

NO

21) Do you understand that if I reduce my child's sessions, at least 2 weeks written notice **must** be given to Ann (Manager) or Tracey (Deputy Manager).

YES

NO

The Parade Day Nursery Ltd. Reserve the right to remove a child to hospital in an emergency and seek medical attention. By signing this document you are consenting to this condition.

I CERTIFY THAT ALL THE INFORMATION THAT I HAVE PROVIDED WITHIN THIS 5 PAGE DOCUMENT IS ACCURATE AND TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT SHOULD ANY OF THE INFORMATION CHANGE THEN IT IS MY RESPONSIBILITY TO NOTIFY THE NURSERY.

I AGREE TO GIVE 4 WEEKS NOTICE IN WRITING ALONG WITHG FULL PAYMENT SHOULD I WISH TO TERMINATE MY CHILD'S PLACE

Child's Full Name

Signed

Date

Print name

Relationship to child

Terms and conditions

Nothing within these terms and conditions affects the parent/guardian's statutory rights. We require all parents to be aware of, and abide by the following conditions:

1. To register your child at the nursery, a non-refundable (unless we cannot provide a place) registration fee of £60 is payable for each child registered
All fees are charged monthly in advance and must be paid by direct debit on the first day of the month to which they relate. Fees will be invoiced to the person(s) named on the registration form (& Direct Debit Mandate). You will receive an invoice on the 15th of every month for the fees due the following month. Any change in Direct Debit details will incur a £5 administration charge.(payable to Par-enta). Fees are payable during periods of absence from the nursery, including sickness, holidays and during public and bank.(52 weeks / year)
2. To secure a nursery place, the first month's fees must be paid at the time the place is confirmed by the parent or guardian.
3. Once a place at the nursery is confirmed, 4 weeks written notice is required if you wish to withdraw your child from the nursery. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the place once accepted.
4. Whilst we take all precautions necessary, and have various policies and procedures in place to protect the children in our care, The Parade Day Nursery Limited cannot accept responsibility for accidental injury or loss of property. Copies of the current Employer's Li-ability and Public Liability insurance policies are displayed on the notice board at the nursery.
5. Parade Day Nursery Limited operates an open access to information policy. This means that parents are welcome to view the policies and procedures under which the nursery runs.
6. Where a member of staff, within three months of leaving the employment of Parade Day Nursery Limited, is employed by a parent/ guardian to care for their child, who was previously registered at the nursery, then the parent/guardian will be liable to pay to The Pa-rade Day Nursery Limited a sum equivalent to three months' salary for the employee at the time their employment with Parade Day Nursery Limited terminated.
7. If your child becomes ill during a nursery session, the Nursery Manager will contact the parent/guardian or the emergency contract indicated on the Registration Form.
8. If your child is suffering from a communicable illness, your child should not be brought to nursery until such time as the infection has cleared.
9. If your child suffers from sickness / diarrhea, a period of 48 hours should elapse since the last period of sickness before returning to Nursery.
10. The Parade Day Nursery Limited reserves the right to refuse your child entry to the nursery at any time should the Nursery Manager believe that your child has an infectious illness or in the event that the Nursery Manager believes that your child's presence in the nurs-ery will be detrimental to other children within our care.
11. Parents/guardians are required to notify the Nursery Manager if your child is absent from nursery through sickness. A full copy of Pa-rade Day Nursery Limited infection control policy is available from the Nursery Manager.
12. Parents/guardians collecting children late from the nursery will be subject to a surcharge, details of which are stated in the Fee Sched-ule. Charges are made for every 10 minutes or part thereof.
13. It is understood that Parade Day Nursery Limited is under an obligation to report to Social Services any incident where we consider a child may have been abused or neglected. This may be done without informing the parent or guardian.
14. **I enclose £60 (non-refundable) registration fee. Please make cheques payable to "The Parade Day Nursery Limited ". Paid / Unpaid**
Anyone other than the recognised parent or guardian will not be permitted to collect the child unless prior arrangements have been made. Please note that identification may be required.

I wish to apply for admission of the child named herein to the nursery. I have received and read these Terms and Conditions of registration, and agree to comply with them and hereby confirm that I/we have given my/our consent to all those matters requiring consent under them.

Parent / Guardian signature		Date	
Print name			

Where did you find out about the Nursery?

Recommendation Yes / No	Passing by Yes / No	Newspaper Yes / No	Other
Yellow Pages Yes / No	Early years (N'hampton) Yes / No	Web site..... Yes / No	

FOR OFFICE USE

Registration received	£		Date		Cash / Cheque / Credit Card
Direct Debit Form given	Date		Direct Debit Form returned	Date	
Introduced by signature		Print name			
Child's classroom	Details added to Fees spread sheet - Yes / No				



The Parade Day Nursery Limited
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