

Registration Form

Child's full name

Age

Date of Birth

Home address

Ethnic origin

Languages spoken

Name of **first** PARENT/GUARDIAN/CARER*

Tel*

Mobile*

Occupation*

Name of **second** PARENT/GUARDIAN/CARER*

Tel*

Mobile*

Occupation*

Name of **first** EMERGENCY CONTACT

Tel

Name of **second** EMERGENCY CONTACT

Tel

Who should be first contact during the day?

Please indicate a **PASSWORD** that may be used in case of an emergency collection

Are you happy to support Stanstead Mill in going green and receive the majority of communication via email, including invoices?

Yes No

Do parents require separate letters/emails?

Yes No

Contact email address(es)

* **Mandatory field** - If you leave this section blank, please send a separate letter explaining

Doctor's name

Surgery address

Tel

NHS number

Name of Health Visitor

Are there any other professionals involved with your child and their development? For example, Health Visitors, Speech Therapists, Physio Team, Paediatrician etc. (If yes, please provide relevant contact details below)

Yes No

Please could you provide us with copies of any reviews that may be of help to us, to enable staff to support other professionals and your child's development.

Do you give permission for the SENCo at Stanstead Mill to contact any other professionals to work with them to support your child's development?

Yes No

Do you have an Early Support Family File or CAF? (If so, please share with your child's Key Person and Stanstead Mill SENCo to enable us to support your family)

Yes No

Are you registered with your local Children's Centre? (If so, which one?)

Yes No

Are you aware that you can access an Outreach Worker?

Yes No

Do you give permission for first aid to be administered in the event of an accident?

Yes No

In the event of a serious accident an ambulance may be called. Do you have any medical preferences that you wish us to pass on to the ambulance team and hospital? (If yes, please give details)

Yes No

Does your child have any birth marks or scars? (If yes, please give details)

Yes No

In order to ensure the correct provision is made for your child, it is vital that you inform us of any relevant special needs information.

Please list any ALLERGIES

Please detail any **DIETRY REQUIREMENTS**

Is your child taking any medication?

(If yes, please give details)

Yes No

If any, which of the below would you describe your child as having?

- Medical conditions
- Sight difficulties
- Communication difficulties
- Hearing difficulties
- Social difficulties
- Physical difficulties
- Learning difficulties
- Any other difficulties

If you answered YES to any of the above, please provide further information so that staff can support your child as needed.

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Do you give permission for observations to be completed on your child, including an Individual Assessment of Early Learning and Development (IAELD), to aid your child's development and review our provision by Stanstead Mill staff?

Yes No

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Do you give permission for staff and volunteers to carry out observations on your child to aid their professional development?

(Your child will be anonymous throughout)

Yes No

Do you give permission for your child to be photographed and for Stanstead Mill Day Nursery to use them within the setting and on our website?

Yes No

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Do you give permission for the child to go on a supervised activity in the local area on foot, e.g. to the park?

Yes No

.....

Do you give permission for your child to have sun cream applied to them by Stanstead Mill staff?

Yes No

.....

Which sessions would you like your child to attend? *(Minimum of 2 sessions)*

Mon AM	<input type="checkbox"/>
Tues AM	<input type="checkbox"/>
Wed AM	<input type="checkbox"/>
Thurs AM	<input type="checkbox"/>
Fri AM	<input type="checkbox"/>

Mon PM	<input type="checkbox"/>
Tues PM	<input type="checkbox"/>
Wed PM	<input type="checkbox"/>
Thurs PM	<input type="checkbox"/>
Fri PM	<input type="checkbox"/>

Child's start date

This Contract is for childcare between Stanstead Mill Day Nursery and the parent/guardian/carer of:

- 1 **Hours of opening** - The nursery is open between 7:30am until 6:00pm, Monday to Friday. It will be closed on Bank Holidays. We do not refund missed sessions or swap sessions.
On Christmas Eve and New Years Eve the nursery will close at 4pm. The daily rate will remain as normal.
- 2 **Payment of fees** – Fees, in accordance with the current prospectus, are due by the 10th of each month payable by cheque or balance transfer. Bank Holidays are included in our fees. Late payment will constitute a breach of contract and may result in the termination of a child's place in the nursery. Fees will be reviewed annually on the 1st of September.
One months fees will be required in advanced. This can be paid in installments but must be settled to reserve your child's space. The deposit will be held against your account and used towards your last month's fee at Stanstead Mill. We regret that under no circumstance will the registration fee or deposit will be refunded.
- 3 **Delivery and collection** - Children must be placed into direct care of the nursery staff on arrival. Children will not be released into the care of anyone other than the person who is named on the collection board. If this changes during the day then a phone call to the nursery should be made by the child's parent/carer.
- 4 **Late collection** – If a child is collected late from Stanstead Mill, there will be a fee of £5.00 per 15 minutes late for the first half an hour then £10.00 per 15 minutes thereafter. We strongly advise that parents arrive about 10 minutes early to collect their child to ensure a prompt departure for all children and staff.
- 5 **Lost Child** – Stanstead Mill will follow our procedure if a child is lost. If, after a thorough search of the immediate surroundings, the child cannot be found, the police will be notified and then the parent/carer.
- 6 **Clothing and personal property** - Children's clothes must all be labelled clearly. The nursery does not accept responsibility for the loss or damage of personal belongings brought onto the premises by children or parents/carers. It is the parents/carers responsibility to provide appropriate clothing for their child. Stanstead Mill will get your child messy!
- 7 **Absences** - Parents are asked to notify the nursery as soon as possible if their child will be absent through holidays or sickness. In the event of absences, pre-booked or not, we cannot refund fees or offer alternative sessions.
- 8 **Illnesses** - Any child who is unwell should not be brought into the nursery and we reserve the right to refuse to accept the child until we are satisfied that they are not infectious. Children should not attend if they have vomited, had diarrhoea or a high temperature within a 48 hour period. We will only administer medicine on written authorisation by parents. No liability will be accepted by Stanstead Mill and its staff in relation to any matter arising from the administration of any medicine authorised by the parents. If a child is taken ill or injured, First Aid will be administered and the parents will be advised. If a child requires emergency treatment, Stanstead Mill reserves the right to take them to hospital and inform the parents as soon as possible.
- 9 **Discipline** - The nursery has a written policy on behaviour management. The use of any form of physical chastisement, verbal humiliation or aggressive handling of a child is not accepted at Stanstead Mill.
- 10 **Car parking** - Stanstead Mill does not accept responsibility for injury or loss to persons or property due to the use of the car park.
- 11 **Visits** - Stanstead Mill may occasionally take the children for walk or visits off premises during the course of their session in accordance with statutory staffing requirements.
- 11 **Notice** - One month's notice must be given in writing when terminating a child's day care contract or changing sessions. The latest invoice will be payable in full, even if the notice ends mid month. The nursery reserves the right to exclude a child for any breach of contract including late payment of fees.
- 12 **Childcare records** - All nursery records relating to your child must be completed and returned to Stanstead Mill prior to your child's starting date. It is the responsibility of the child's parent or guardian to keep these forms up to date.
- 13 **Training Days** - We might add a staff training day to our yearly calendar. This day will be on rotation each year and 6 months notice will be given. If a training day falls on your child's nursery day, this day will not be refundable.

I have read the Contract of Childcare and agree to comply with the terms and any amendments as notified.

Signed by Parent/Guardian/Carer

Date