

Registration Form



Registration Form

The Registration Form is a written agreement between the parent/carer and Nursery. It details the agreement made by the parent and Nursery about the service and provision of the Nursery and responsibilities within the agreement.

All information contained in the contract is confidential and should not be accessible to anyone else except in cases of Safeguarding where information may need to be disclosed to the local Safeguarding Board.

The contract should be reviewed after six months on initial agreement then on a yearly basis or if there are changes to circumstances (e.g. increase/decrease in parents working hours).

The contract is a legally binding document and both the Nursery and parent/carer should retain a copy.

The format of the contract should provide a structured framework for the Nursery/parent to discuss in detail the conditions of the service which meets the individual needs of the child within a safe and secure environment.

Notice to terminate a placement by the parent/Nursery should be made in writing. Both the Nursery/parent, if appropriate serves the agreed period of notice (this could be 2 weeks or 28 days). If this is not adhered to, then either side may claim for loss of earnings. This does not usually apply during the settling in period

Nursery Details

Name	
Address	
telephone	
Ofsted unique ref number	
email	

Child

Child's name (as shown on birth certificate)		DOB:
Home address		

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Parent/carer

Name		
Home address (if different from above)		
Home telephone/mobile		
Place of work/address		
Work telephone		
email		
Parental responsibility Y/N		Child normally lives with Y/N

Parent/carer

Name		
Home address (if different from above)		
Home telephone/mobile		
Place of work/address		
Work telephone		
email		
Parental responsibility Y/N		Child normally lives with Y/N

Contact Arrangements if applicable

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Emergency Contact (other than parent/guardian/carer)

- 1) Name: ----- telephone number: -----
- 2) Name: ----- telephone number: -----

Other Persons that may collect the child:

Name: ----- telephone number: -----

Name: ----- telephone number: -----

Name: ----- telephone number: -----

Child's Doctor

Name and Address: -----

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Telephone Number: -----

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Immunisations/Vaccinations: has the child been fully vaccinated? **Y/N** Were any Vaccinations omitted? **Y/N** Details:-----

Allergies/Special diet/Health problems/Childhood illnesses

Languages spoken at home: ----- **Child's Religion:** -----

Anything else your Nursery should know about your child e.g. likes/fears/comfort items/special words: -----

Contracted hours

Day	from	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

The Nursery agrees to:

- 1) Care for the child during the contracted hours
- 2) Comply with all requirements of registration as laid down by the regulatory authority (OFSTED)
- 3) Comply with all requirements laid down by their insurance company
- 4) Maintain appropriate insurance cover
- 5) Adhere to policies and procedures and make these available to the parents.

The Parent(s)/Guardians(s) agree to:

- 1) Pay the fees
- 2) Arrive and collect the child on time
- 3) Agree to the Nursery's policies and procedures
- 4) Provide the following items
 - i. Change of clothes
 - ii. Suitable outdoor clothes for the weather
 - iii. Nappies/wipes

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Meals to be provided by: Parent/Nursery

Snacks to be provided by: Parent/Nursery

Drinks to be provided by: Parent/Nursery

Registration fee/ settling in period/Deposit

Date Contract Commences:	Registration fee £ Date Paid
Settling in period from to	Deposit paid £ Deposit will count towards fees Y/N

Fees

Hourly Rate £	Daily rate £
Weekly rate £	Monthly rate £
Unarranged care/late fee rate £	Payments in advance/arrears Weekly/monthly/daily
Absence due to child sickness rate FULL FEE	Parent holiday FULL FEE

Other charges/arrangements

Food and Drink	
Planned outing costs	

Period of Notice to end the contract ----- weeks

(Notice of termination of the contract must be given in writing and should not include a period of holiday or paid time off. If it is necessary to end the contract straight away, then payment in lieu of notice must be made. Nurseries should note that parents may incur additional cost (e.g. loss of earnings) as a result of sudden termination of a contract, and may be in a position to claim such losses.

If the child's or parent/carers behaviour is or becomes such that the safety and well-being of other children in the care of the registered Nursery are threatened, the Nursery may terminate the contract without notice. Any deposit paid by the parent should be returned.

I have read and understood this contract

Registered Nursery: _____

Position: _____

Date: _____

Parent/Guardian: _____ Date: _____

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Parental Consents:

I give consent for first aid to be administered or emergency treatment to be given

Parents Signature: _____

Print name: _____

I give consent for:

Routine outings with the Nursery permission

I/we agree for the child named above to go on routine outings with the Nursery named above.

Sun protection cream application permission

I/we agree for sun protection cream to be applied to the above-named child by the Nursery named above.

Observation permission

I/we understand that ongoing observations will be undertaken of the child named above, to follow and assess their development, in order to support the Nursery in working towards any qualifications. These may be in the form of written statements, photographs/videos or tape recordings.

Outdoor play equipment permission

I/we agree for the child named above to use play equipment in gardens, parks or playgrounds while in the care of the Nursery

Photo permission

I/we give permission for the Nursery named above, or a person nominated by the Nursery, to take photos of the above-named child for the reasons I/we have indicated below:

- ☐ to record the child(ren)'s daily routine
- ☐ to record the child(ren)'s development
- ☐ to share with the child's parents
- ☐ the Nursery's own album
- ☐ the Nursery's promotional literature
- ☐ the Nursery website
- ☐ other publications, such as the local newspaper
- ☐ other organisations' websites

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Information Sharing Permission

I/we give my consent for my Nursery to share information appropriately with other professionals (for example the inclusion support team, speech therapist.)

Parents Signature: _____ Print name: _____ Date: _____

Policies and Procedures

The following policies and procedures have been explained to me, I agree to their content.

Safeguarding, Sickness/Medication, Complaints, Behavioural Management, Arrival and departure (including uncollected children) Equal Opportunities.

Other (please list)

Parents Signature: _____

Print name: _____