

Registration Form

Childs Details

First Name:	Surname:	What they like to be called:
Date of Birth:	Current age:	First Language:
Registration Date:	Start Date: Days Required: Part time/ full time	Deposit Paid:

Parents/Guardian Details

(Please inform us if either parent **does not** have legal parental responsibility)

Mother

Father

Title:	First Name:	Surname	Title:	First Name:	Surname
Home Address:			Home Address:		
Work Address:			Work Address:		
Home Number:	Mobile :	Work Number:	Home Number:	Mobile Number:	Work Number:
Email Address:			Email Address:		

Alternative Emergency Contact Details

(Please provide the details of **at least one person** we can contact if we are not able to get hold of you)

Name:	Telephone number:	Mobile Number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile Number:
Address:		Relationship to the child:

Details of Childs Doctor

Name of Doctor:	
Address:	Telephone:

About Your Child

Please detail any additional/special needs your child has: (please provide full details)

Please detail any medical needs your child has: (please provide full details, if medication is needed an additional medication form will need to be completed)

Please detail any allergies your child has: (please provide full details)

Please detail any dietary requirements for your child: (please provide full details)

What are your child's favourite activities?

Is there anything your child doesn't like (food, games etc) or is scared of?

Any additional information:

Terms and conditions :

Upon enrolment, I/we agree to pay a deposit equivalent to one month's fees to confirm the contract with the nursery.

I understand that the nursery has policies and procedures and that there are expectations and obligations relating to both the The Cottage Day Nursery, myself and my child and agree to abide by them.

I/we agree to give at least 1 month's notice in writing of my child leaving The Cottage Day Nursery; otherwise my deposit will not be refunded.

I/we undertake to pay full regular fees during any absence due to illness or holidays and when the nursery is closed, for example on Bank Holidays.

I/we authorise my/our child to participate in nursery outings.

I/we authorise the staff to apply sun cream if they feel it is required and to apply other non-emergency medicines only if authorised specifically by me/us.

I give permission for a trained member of staff to administer appropriate first aid if required.

I give permission for **The Cottage Day Nursery** to seek any necessary emergency medical advice or treatment in the event that my child is involved in a serious accident.

In case of emergency, I/we authorise the nursery staff to sign any written consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to **ENDANGER** my child.

Fees are payable monthly in advance or at the beginning of each week. Late payments will incur an immediate charge of £10.00.

Fees and outstanding charges will be made within 7 working days of demand date. If fees continue to remain outstanding, our child will be dropped from the register without further notice. Any deposits held will not be refunded.

Un-cleared cheques will be treated as a late payment and will incur any bank charges made against the nursery.

Late collection of my child will result in a charge of £5.00 for every five minutes. I understand that persistent late or non-payment of fees may jeopardise my child's continued place.

If the nursery is unable to open due to training or has to close due to un-foreseen emergencies i.e. adverse weather conditions, no fees are refundable.

I/we give permission for my child to be photographed whilst in the nursery, for use in nursery photograph albums, wall displays and local media cover. Note that for child protection reasons, children's names will not be given.

The nursery or their staffs accepts no responsibilities for loss of toys or other personal items brought to be nursery by my child.

The nursery closes and is only insured to look after children up until 6.00pm. If we collect our child after this time, we will pay a late fee of £5.00 for every 5 minutes. I/we also agree that if our child is not collected by 6.30pm and I/we have not contacted the nursery, they have a duty to inform the local Social Care and Health Office/contact the Police.

I confirm that the information given on all forms is correct and agree to notify the manager of any changes in detail.

I understand that the information given on this registration form is confidential.

I give permission for the setting to share information with other professionals as appropriate

I have read and accepted the above conditions for my child attending **The Cottage Day Nursery**.

Name of Child.....

Signature of Parent/Carer.....

Date.....