



Child Registration and
Agreement Form

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1 Introduction

We need some details about your child and family. We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 and therefore we do not require your consent for the first section of this form. Where information to be supplied is voluntary or where we do need consent this is identified. The information provided will be kept in paper form and used for the purpose of maintaining appropriate contact details and for the safety and well-being of your child.

2 Family Details

Child's full name		
Preferred or familiar name		
Date of birth		
Parents / carers names:		
	Mother	
	Father	
	Others (specify)	
Parent/carer addresses <i>Please provide names and addresses for each parent and carer known to the nursery (continue on separate sheet if required)</i>		
<i>Please indicate your child's usual address</i>		
Mum's Home, Mobile and Work Telephone Number		
Mum's work address		
Mum's email address		
Dad's Home, Mobile and Work Telephone Number		
Dad's work address		
Dad's email address		

3 Legal Responsibility and Contact Details

Who has Parental Responsibility for your child? E.g. the parent/carer who is your child's main carer(s)	Name
Who has Legal Contact with your child? E.g. a parent who lives at a different address	Name

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4 Daytime Emergency Contact Details

4.1 Emergency Contact Details

Please provide the names and contact details of 2 people (other than parents/guardians) who we can contact in case of an emergency.

Mother	
Name	Telephone no:
Father	
Name	Telephone no:
1st alternative contact (required)	
Name and relationship to child	Telephone no:
2nd alternative contact (required)	
Name and relationship to child	Telephone no:
Security Details	
<p>A password system operates in our setting. A secure password is required and should be used by emergency contacts and persons authorised to collect your child. Ideally this should be one word and something that is easily memorable. Please do not use obvious things such as middle names. The password is required from anyone collecting your child. If they do not have the password we will not release your child to them.</p> <p>My secure password is:</p>	
Persons authorised to collect the child. This is any other adult who may collect your child in your absence. Authorised persons must be over 18 years of age.	
Authorised Person 1	Authorised Person 2
Name	Name
Home telephone no	Home telephone no
Mobile telephone no	Mobile telephone no
Relationship to child	Relationship to child

NOTE: It is your responsibility to ensure these people are happy for us to contact them and to hold their details.

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Additional Security Information

We have the safety and well-being of the children in mind at all times and we are sure that you will appreciate that persons known to you are strangers to us and we do need means of identifying those you have authorised to collect your child (either authorised or emergency contacts) when you are unable to.

We as a setting and especially your child/children key person will be familiar with you but we do not always have the opportunity to meet both parents. This is also true of your nominated emergency contacts and authorised persons. We therefore request that should anyone unknown to us be collecting your child that you inform us in advance and show us a photograph to enable us to identify them when they collect your child.

5 Health Information

Doctor's name, address and telephone no:

Health Visitors Name and telephone no:

Has your child had their two-year-old progress check?
(applicable)

Yes/No *(Please delete as applicable)*

If so, on what date was this completed?

Are you able to share this information with the setting?
(applicable)

Yes/No *(Please delete as applicable)*

Does your child have any special health requirements?

Does your child have any special educational needs or do you suspect any special educational needs?

Any known allergies?(e.g. food, animals, plasters, medication, etc)

Does your child have any special dietary requirements, preferences allergies?

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Are all childhood vaccinations up to date?

Safeguarding Children

Does your family have a social worker for any reason? If yes what is the reason for the involvement?

If the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social worker named above and keep these securely in the child's named Child Protection file

6 Family Online Learning Journal

As a parent I will...

- Not publish any of my child's observations or photographs on any social media site.
- Keep the login details within my trusted family.
- I accept that my child's photograph may appear on their friends learning journal account and I may see pictures of my child's friends on my child's personal account.

SPECIAL NOTE: Please notify us immediately of any changes to the information provided. Please feel free to come and discuss any problems or concerns with us. If there are any other notes you would like to add, please use the space below

7 Childcare Requirements

Is your child in receipt of Funding?	Please (tick)
Receipt of 9-month-old 2- year old for working funding	
Receipt of 2- year old funding	
Receipt of 2- year old for working parent funding	
Receipt of 3 and 4-year-old universal funding – 15 hours	
Receipt of 3 and 4-year-old funding extended– 30 hours	

If you are not sure of the current funding that your child receives please contact the Nursery Manager

Sessions Required at ABC Nursery					
Required Start date?	Please (tick) the days and any extra services you require below				
	Mon	Tue	Wed	Thur	Fri
AM Session (7.30 – 12:00)					
Full day (07:30 – 18:00)					
School day (09-15.00)					

Do you require a place for term-time only? (Please circle) Yes / No

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Admission

A completed Childcare Agreement Form and Registration fee and deposit are required to secure your child's place.

Assessing Free Offer (Funded Hours Only) at ABC Nursery					
Required Start date?	Please (tick) the days and any extra services you require below				
	Mon	Tue	Wed	Thur	Fri
Funded hours term time 9-3					
Funded hours term time 9-12					
Optional Hot Meals					

Important We ask that you keep us informed of any changes to your details. Periodically we may ask you to confirm your details for our records.

How did you hear about ABC Nursery? Please tick appropriate box			
Flyer	Internet	Magazine	Children's info service
Other	Recommendation	Web-site	Sign outside
Why did you choose ABC Nursery?			

Consent	
Please tick the statements below if you consent to the following:	
	I consent to my child having their photograph taken for use in displays, for name pegs, etc within the setting
	I consent to my child's photograph & videos being used in a secure online learning journeys of other children within the setting
	I consent to my child being videoed for use by the setting staff only with regards to observational purposes either assessment of children, an activity or for monitoring children's behaviour
	I consent to the video, as mentioned above, to be shared with other professionals visiting the group such as Early Years Advisors, SENCO, Health Visitor etc if necessary
	I consent to my child's learning journey being shared with Ofsted inspectors and/or as part of audits by the local authority
	I give permission for staff to use the sun cream I will provide

By signing this Registration Form and Parent Agreement, you acknowledge and accept the following:

- you have read the privacy notice and give your consent to the processing and transfer of the Personal Data;
- you will at all times abide by relevant Nursery policies and procedures (available upon request from the Nursery), as amended from time to time; and
- you have read this Parent Agreement and it is your intention to be legally bound by it.

Signature of Parent/Legal Guardian: Date

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Registration Fee and Deposit

No registration or deposit is required from children accessing the FEEE2, and funded hour sessions only. Registration of £60.00 covers administration and settling sessions. A deposit of £150.00 is required at time of booking. The deposit will be credited to your Family account and used against the first invoice.

Fees and Invoices

Childcare accounts are payable monthly, in advance for a calendar month of childcare. Accounts are payable by standing order, cash, payments made payable to "ABC Nursery and Pre-School Ltd". We also accept childcare vouchers. We can apply on your behalf for the Free Entitlement from your local LEA (more information will be given to you when your child becomes eligible). Invoices will be issued in the week preceding the start of the month and will be due for payment by the 20th of the month. Unless there is a prior arrangement, a charge of £15 will be made for fees outstanding after 20th of the month.

Any parent or carer whose fees remain unpaid after 5th of the month, without prior agreement of the Nursery Manager, risks their child's place at the nursery being withdrawn. Any payments that are cancelled or returned from the bank will incur a £25 administration charge, and the parent/carer will be asked to pay by credit/debit card in future. Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or holidays or unavoidable nursery closure. Be aware that the number of days childcare provided each month might vary. If you expect to be late collecting your child, please notify the nursery as soon as possible. If notified, the additional time will be charged at the standard hourly rate. Un-notified late collection will be charged at a rate of £15 per quarter hour to cover emergency staffing and other arrangements. In case of default on payment, the nursery reserves the right to apply a £50 administration fee for preparation of court papers and interest will be charged at 8% above the bank's prevailing base rate. The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance. The nursery will give parents and carers two months' notice of increase of fees which will normally be reviewed in April.

Opening times

The nursery sessions run from 07:30 to 18:00. The nursery is open all year except bank holidays, Christmas & New Year closure and occasional inset days.

One-month notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Agreement form.

The nursery reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases, the standard notice period of one month will apply.

Insurance

The nursery has extensive insurance cover for nursery-based activities and outings. Details of the insurance may be requested from the nursery manager. The Certificate is displayed in the nursery.

Personal property and belongings

The nursery cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child are not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

Liability

The nursery accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason or any accidents in the car park. We accept no responsibility for children whilst in their parent's care on nursery premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

Accidents and illness

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required the nursery will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a Medicine Consent form.

We may require parents to withdraw their child from nursery in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend nursery. We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Health Illness and Emergency Policy regarding exclusion and incubation periods by which we are bound. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery. The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at anytime. One month notice will be given of any changes made. The nursery is operated by ABC Nursery and Preschool Ltd.

I have read and understand these Terms and Conditions and agree to be bound by them.

Signed (parent)

Print name:date.....

