

NANNY BEARS DAY CARE CENTRE



**YOUR CHILDS
REGISTRATION FORM.**

Name:

.....

NANNY BEARS DAY CARE CENTRE

PLEASE COMPLETE TO CONFIRM THE SESSIONS YOU WISH YOUR CHILD TO ATTEND

	MORNING SESSION 2 3 4-Year-Old Provision	AFTERNOON SESSION 2 3 4-Year-Old Provision	FULL DAY 2 3 4-Year-Old Provision
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

	AM	PM	Flexible or Set Days
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

NANNY BEARS DAY CARE CENTRE

Nursery start

date:

Method of

Payment:

.

Invoice Name and

Reference.....

.....

Person responsible for paying

fees:

Is your child in receipt of the 30 hours funded Yes/No (please circle)

NANNY BEARS DAY CARE CENTRE

Child's Full
name:.....
.....

Known
as:
.....

D.O.
B. :.....
.....

Gender: M / F

Ethnic
Origin:
.....

Religion:
.....

First
Language:
.....

Home
Address:
.....
.....
.....

Post
Code:
.....

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Name of Parent/Guardian:
National Insurance
NO..... DOB

Address: (if different from
childs).....
.....
.....

Mobile
Number(s):

Home
number:

Email
address:

Occupation:

Work
Address:

Work Tel
Number(s):

Parental Responsibility: Yes/No

NANNY BEARS DAY CARE CENTRE

Name of Parent/Guardian:

.....

National Insurance

NoDOB.....

Address: (if different from
childs)

.....

.....

Mobile

Number:.....

..

Home phone

number:

IN THE EVENT OF AN EMERGENCY THE PARENTS/GUARDIANS ABOVE WILL BE CONTACTED IN THE FIRST INSTANCE. PLEASE GIVE ADDITIONAL EMERGENCY CONTACTS IN THE EVENT OF US BEING UNABLE TO CONTACT YOU.

Emergency Contact (1)

Full

Name:

.....

Relationship to

child:

.....

Tel

Numbers:

.....

Password to be used:

.....

.....

NANNY BEARS DAY CARE CENTRE

Emergency Contact (2)

Full
Name:

Relationship to
child:.....

Tel
Numbers:.....

Password to be
used:.....

Security Collection Details

In the event of you being unable to collect your child from the nursery personally, a nominated adult will be allowed to collect your child on your behalf providing:

- Prior notice has been given to the nursery by you on the day in question;
- Full details of the person collecting your child are given to the nursery;
- The nominated person is in possession of the recognition password.

You may be contacted by the nursery staff to confirm these details prior to your child's collection.

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Full name:.....
Relationship to child:.....
Password to be used:
Full name:
Relationship to child:
Password to be used:
Full name:
Relationship to child:.....
Password to be used:

Parent/Guardian Signature:.....
.....Date:.....

Manager/Room Manager.....
Date.....

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Health Information

Name of

GP:.....

Practice

Address:.....

Tel

Number:

.....

Name of Health

Visitor:

Tel

Number:.....

.....

Does your child suffer from any known allergy? Yes / No (if yes please complete a medical form)

If yes, please give

details:.....

.....

.....

Does your child have asthma? Yes / No (if yes please complete a medical form)

If yes, will they require an inhaler at Nursery? Yes / No

Is your child required to take regular medication Yes / No (if yes please complete a medical form)

If yes please give details:

.....

.....

.....

Please detail any other relevant health conditions/dietary requirements:

.....

.....

.....

Does your child have a social worker?

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Emergency First Aid and Care

In the event of an emergency I give permission for my child to receive emergency first aid to be administered by a trained first aider within the nursery.

Yes /No

In the event of an emergency I give permission for the nursery to seek emergency medical treatment or advice in my absence.

Yes / No

In the event of my child's temperature rising above 37.5 degrees, I give permission for Calpol to be given according to the manufacturer's guidance and I will complete a medication form.

Yes/No

I understand that all practical efforts will be made to lower the temperature of my child prior to any medication being administered:

I understand that if my child is deemed to be unwell, I will be asked to arrange collection of them from the nursery

The nursery may only administer medication provided by the parent/guardian.

Is your child allergic to plasters?

Yes/No

Is your child in nappies?

Yes/No

My child wears nappies' I gave permission for the staff to apply nappy cream. (Nursery staff can only apply cream given by the parents/guardians, which should have a visible label of the child's name and a medication form will need to be completed)

Yes/No

I fully understand and have read all the information above.

Parent/Guardian signature:.....

.....Date:.....

Manager/Room Manager.....

.....Date.....

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Ethnic background (tick as appropriate)

**White
British**

- British
- Irish
- Traveller of Irish heritage
- Black background
- Gypsy/Romany
- Any other White background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi

- Any other Asian background

Black or Black

- Caribbean
- African
- Any other

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

Other

- Chinese
- Any other ethnic background
- I do not wish an ethnic background

This information was provided by: parent/guardian

Other Information (tick as appropriate)

First Language: English

Other (please specify)

Religion: Church of England Methodist Catholic

Other (Specify)

Travel: Walk Car Public transport

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TERMS AND CONDITIONS

Fee payment terms

- Payments can be made by cheque, cash, direct debit, or bank transfer, standing order
- Nursery fees are payable **weekly in advance**.
- If cheques are **returned from the bank to us unpaid then parents/guardians will incur the relevant bank charges**.
- Any extra sessions or hours will be added to the next weeks invoice.
- A late payment of £5.95 may be charged to your account if you are late with your payments this will be shown on your invoice.
- We offer a 10% reduction for siblings – based on a minimum 4 days, this offer will expire once they have left the nursery

Notice requirement

- **One month notice in writing, or payment in lieu of notice**, is required if you wish to withdraw your child from the nursery or change your booked sessions.

Cancellations and absences

- Absences from the nursery, including sickness and booking cancellations, must be paid for in full.
- Nanny Bears Day Care Centre will be closed for one week over the Christmas period

Illnesses and medication

- Certain infectious, childhood ailments (e.g. chicken pox, conjunctivitis) will require your child to be excluded from the nursery for the appropriate amount of time to prevent the spread of infection. We take advice from the NHS and follow guidance issued by the Department of Health to determine the most appropriate course of action in each case. If your child becomes ill whilst in nursery, we may ask you to collect him or her.
- Any medication that your child requires must be clearly labeled and handed to a member of staff. You will be asked to sign a medicine form every time a new medicine is administered, and these will be noted by the Nursery staff when and what time the medication was administered
- Written consent will be required each time prescribed medication is taken. Staff will only administer to the child if their name is on the prescription package and it has been prescribed by a doctor, nurse, dentist, pharmacist. Calpol can only be administered if Parents/Guardians have given consent
- The Registration form gives Nanny Bears Day Care Centre consent, if signed, for a member of nursery staff to transport your child to hospital or doctor's surgery in the case of an emergency.

Collecting your child

- Ensure that you notify the nursery if your child is to be collected by someone other than that of the parents/guardians listed on Page 5 of your application form.
- Early/Late collection of your child will be charged at the hourly rate of £5.95

Children's clothing

- Label any removable clothing/footwear and provide a separate set of clothes

General information

- Nanny Bears Day Care Centre expect parents/guardians to notify the Nursery of any change in registration details, including telephone numbers, and provide necessary information requested concerning their child's care.
- Parents/Guardians are requested to notify us of any accident or injury suffered by the child since the last attended session which will then be recorded (please see child protection policy.)
- Nanny Bears Day Care Centre will adopt the policy that the fee structure will be reviewed every year.
- This agreement is subject to change in part or whole by Nanny Bears Day Centre with one months' notice. All parents will be notified via letter within two weeks.
- Nanny Bears Day Care Centre will not be held liable for any unread notifications

By signing below, you are confirming that:

1. This application form has been correctly completed to the best of your knowledge.
2. You have read and agreed to abide by the terms and conditions detailed above.

NANNY BEARS DAY CARE CENTRE

3. You agree that you are jointly and severally liable to pay the nursery's fees in accordance with the payment terms detailed above.
4. I have requested and received a copy of the terms and condition.

My Declaration of Consent forms

Invites and Cards:

Due to confidentiality we are unable to handout invites and cards to children as we would be acknowledging their attendance at Nanny Bears, could you please confirm below:

YES I would like my child to receive any invites and cards

NO I would not like my child to receive any invites and cards

Parent/Guardian signature:.....

.....

Please print:.....Date:

Local Outings:

I give permission for my child to participate in local outings, without prior consent within walking distance i,e walk to the park the local library, etc Outings requiring hired or public transport will be subject to an additional permission/consent form for the nursery

Yes / No

Parent/Guardian signature:.....

.....

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Sun-Cream:

Please tick the relevant box, when selecting please bear in mind, if your child suffers with any skin allergies/allergies the nursery recommends that you provide your own sun-cream.

I have provided a named bottle of sun-cream for my child and I give permission for this to be applied by nursery staff whenever it is deemed necessary. I confirm that the sun-cream is within expiry and that it provides high-protection.

In the event no sun-cream has been provided, do you give permission for staff at the nursery to apply the nurseries own sun-cream to your child, which is within date and provides a high protection

Parent/Guardian signature:.....
.....

Photographs:

I give permission for my child to be photographed for the purpose of nursery displays and personal diaries.

Yes / No

Parent/Guardian signature:.....Date:
.....

I give permission for photographs to be used for promotional purposes; to be included in our website and brochures and Face Book

Yes / No

Parent/Guardian signature:..... Date:

Internet

I give permission for Nanny Bears Day Care Centre to allow my child access to the nurseries computer/Androids tablets/ipads and internet facilities with supervision from the Nursery staff, all internet sites viewed are age appropriate for the children in the room.

Yes/No

Parent signature..... Date
.....

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Tooth Brushing

I give permission for Nanny Bears Day Care Centre to allow my child access the setting tooth brushing scheme.

Yes/No

Parent signature..... Date
.....

Manager/Room Leader signature:.....Date:
.....

Parent name:
.....

Parent signature:
Date