

Registration Form



Child Registration Details

Name of Child	Sex of Child	Date of Birth
Ethnic Origin / Religion	Child's First Language	Child's NHS Number
Address		Post Code

Medical Information

Child's Doctor / Address / Telephone No.	Allergies
Medication / Medical Conditions	Dietary Requirements

Parent / Guardian Information

Parent / Guardian Name	Relation to Child	Parental Responsibility
Home Address		Post Code
Contact Telephone No.	Email Address	
Work Name	Work Address and Post Code	Contact Telephone No.

Parent / Guardian Name	Relation to Child	Parental Responsibility
Home Address		Post Code
Contact Telephone No.	Email Address	
Work Name	Work Address and Post Code	Contact Telephone No.

Parent / Guardian Name	Relation to Child	Parental Responsibility
Home Address		Post Code
Contact Telephone No.	Email Address	
Work Name	Work Address and Post Code	Contact Telephone No.

Emergency Contacts

Emergency contact numbers – Please supply contact numbers for alternative individuals permitted to be contacted or collect in the event of an emergency

I confirm the persons named (below) may collect my child from the setting:

Signature: _____

Name	Relationship to Child
Contact Number:	
Name	Relationship to Child
Contact Number:	
Name	Relationship to Child
Contact Number:	

Collection Password: _____ Please ensure all authorised persons are aware of the password and do not disclose it other than to nursery when requested.

Consent

I give my consent for _____ (child's name) to be taken out by the nursery staff for walks and visits in the local surroundings. Any visits or trips requiring the use of vehicles or public transport will be requested separately.

Signed _____ (Parent/Guardian) Date _____

Medical

I give my consent for _____ (child's name) to receive medical attention, either by G.P. or a hospital, if the nursery is unable to contact the parent/s or guardian/s.

Parent/s or Guardians/s will automatically be notified of any injury to their child.

Signed _____ (Parent/Guardian) Date _____

Calpol Permission

I give written permission for _____ (child's name) to receive 2.5ml 3–6 months, 5ml 6–24 months and 7.5ml 2–4 years of Calpol administered by a qualified member of staff as and when required if I am contacted via telephone first. The nursery will provide the Calpol for all children unless stated otherwise. I will complete the necessary paper work at collection time.

Signed: _____

Date: _____

If Nurofen or Ibuprofen is preferred because of allergy or medical condition the dosage and timescale for administration of this will be different and should be noted accordingly and medication instructions followed according to age.

Nappy Creams and Lotions

I give written permission for _____ (child's name) to be applied with nappy cream which has been supplied by myself as and when required/directed by myself. The brand of nappy cream I will provide is _____ I will complete the necessary paper work on a monthly basis or when required. I will also provide all creams and will replace when necessary.

Signed: _____

Date: _____

Data Consent

We take your privacy seriously therefore any images will be processed strictly in accordance with the Data Protection Act 1998 and will be used for the purposes to which you have consented. We will not share your details with parties not mentioned here without your consent, except where we are legally obligated to do so.

Use of images:

Photographs and/or video recordings of children may be taken at nursery to celebrate their achievements and to promote the good practice of the nursery externally. Before using any photographs/videos of your child we need your permission. Please complete the form below, sign and date it and return it with your booking form.

Names of individual children will not be attached to photographs unless specific permission is sought and no contact details will be published.

Consent for use of images (photographs, videos, DVDs and digital images)

I consent to Holland House Day Nursery and its appointed representative's permission to take/store photographs and/or video of my child(ren) to help promote the aims of the nursery as follows:

Statements	Consent/Comments
I agree that photographs/video may be taken of my child, which may be used to promote Holland House Day Nursery. No names or personal information would be included. I consent to my child's photograph being used	
I consent to my child being present when general setting photography is taken by an external photographer, which may result in my child featuring in photography conveying daily life at Holland House, either individually or as part of group imagery	
By participating in such photography I agree to the use of my child's photograph and understand that no personal information would be included	
Please include any exclusions here, so we may respect your wishes	
Comments/specific requirements:	

Digital Learning Journey

I have been provided with information about the digital learning journey system and understand that by signing this consent form I will receive an email message and will be able to log in and see observations of my child. These observations may include photographs, video clips and audio recordings.

I hereby give consent for my child to be photographed/filmed for record-keeping purposes and for the use of Early Years Professionals at Holland House Day Nursery.

I understand that there may be group photographs/videos that incorporate images of my child and other children and teachers. I agree that these photographs/videos may be used in other children's learning journeys. To protect and respect privacy, I agree not to use/upload/share the photographs, videos and audio recordings on public websites such as social media websites and may not utilise information from my child's learning journey for purposes other than understanding the development of my child. Holland House Day Nursery policy on photographs/videos is available from reception should I require it.

I agree that my child's observations, learning journey, reports and other documents created through the digital learning journey can be stored on its system. I agree to log in using only the personal log-in provided to me. The following email address(es) can be used to send me notifications through the system.

I do not wish for my child to be featured in any other child's learning journals

Name	
Email for use	
Relationship to child	
Signature	
Date	



Sessions and Fees

Please see below sessions and fees breakdown for a place at Holland House Day Nursery. If you are applying for a 15 or 30 hour term time only place for a 3 or 4 year old please skip to the next page.

Session	Fee
Full day care 8:00am-6:00pm	£63
Half day AM 8:00am-1:00pm	£35
Half day PM 1:00pm-6:00pm	£33
Early Start 7:30-8:00am	£5.25

Includes breakfast, lunch, afternoon tea, nappies and wipes where applicable (until September 2024)

Funding will be automatically applied to your account at 51 week's if you are eligible. Where a funded place is accessed, food costs will apply as follow; Breakfast £1, Hot Lunch £3 and Afternoon Tea £1. We do not offer a packed lunch option.

Option 1 (Full Day Care)

Monday	Tuesday	Wednesday	Thursday	Friday
8am-6pm	8am-6pm	8am-6pm	8am-6pm	8am-6pm

Option 2 (Half Day Care)

Monday	Tuesday	Wednesday	Thursday	Friday
8am-1pm	8am-1pm	8am-1pm	8am-1pm	8am-1pm
or	or	or	or	or
1pm-6pm	1pm-6pm	1pm-6pm	1pm-6pm	1pm-6pm

Extra (Early Start)

Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8am	7:30-8am	7:30-8am	7:30-8am	7:30-8am

Are you accessing a funded place? If yes, please complete the following questions.

15 hours or 30 hours What is your 30 hour code? _____

What is your proposed start date?



Sessions and Fees - Term Time

Please see below the available options for a funded term time only place at Holland House Day Nursery for 3 and 4 year olds. Please be aware that our term time only places are subject to availability.

15 Hour Free Funded Place

Please select below from the regular sessions that you wish to attend, the 15-hour funding will be automatically applied to your account across the attended sessions

Option 1 (Morning session)

Monday	Tuesday	Wednesday	Thursday	Friday
8:30am-11:30am <input type="checkbox"/>	8:30am-11:30am <input type="checkbox"/>	8:30am-11:30am <input type="checkbox"/>	8:30am-11:30am <input type="checkbox"/>	8:30am-11:30am <input type="checkbox"/>

or

Option 2 (Afternoon session)

Monday	Tuesday	Wednesday	Thursday	Friday
12:30-3:30pm <input type="checkbox"/>	12:30-3:30pm <input type="checkbox"/>	12:30-3:30pm <input type="checkbox"/>	12:30-3:30pm <input type="checkbox"/>	12:30-3:30pm <input type="checkbox"/>

Extra (Lunch Hour) charged at £6.50 including a hot lunch.

Monday	Tuesday	Wednesday	Thursday	Friday
11:30-12:30 <input type="checkbox"/>	11:30-12:30 <input type="checkbox"/>	11:30-12:30 <input type="checkbox"/>	11:30-12:30 <input type="checkbox"/>	11:30-12:30 <input type="checkbox"/>

What is your proposed start date?

30 Hour Funded Place

Please tick below that you wish to attend the outlined schedule, the 30 hour funding will be automatically applied to your account.

Option 1

Monday	Tuesday	Wednesday	Thursday	Friday
9am-3pm <input type="checkbox"/>	9am-3pm <input type="checkbox"/>	9am-3pm <input type="checkbox"/>	9am-3pm <input type="checkbox"/>	9am-3pm <input type="checkbox"/>

Includes a daily meal charge of £3

What is your 30 hour code? _____

What is your proposed start date?

Holland House Day Nursey

Childcare Agreement

Holland House Day Nursery – Childcare agreement

Please ensure that all sections are read and understood

Opening times:

Holland House day nursery is open from 7.30am – 6.00pm Monday –Friday. Late collection after session end time or 6pm will incur a late collection charge of £15.00 for 10 every minutes.

Fees:

Nursery fees are payable one month in advance. We do not accept cheques or cash and prefer bank transfers. The monthly fees must be paid irrespective of whether your child is present or not. A LATE PAYMENT CHARGE OF £25.00 WILL BE ADDED TO YOUR ACCOUNT IF FULL PAYMENT IS NOT RECEIVED BY 7th OF THE FOLLOWING MONTH AND YOUR CHILD'S PLACE MAY BE SUSPENDED UNTIL PAYMENT IS RECEIVED IN FULL. Bank holidays and Christmas closures are not chargeable. Sickness, child holidays and training days are chargeable at the normal daily rate. It is imperative that nursery fees are paid on time in order for us to continue to deliver high quality childcare provision.

Parent's Obligation:

You will:

- Abide by the nursery's policies and procedures, the use of imagery and social networking.
- Complete and return your registration pack prior to your child starting at the nursery and inform us immediately of any changes to your personal information.
- Provide as much advance notice as possible of any dates your child will not be attending nursery.
- Provide at least one month's notice of your intention to reduce the number of hours/days your child will attend nursery.
- Not approach staff members of Holland House Day Nursery with the offer of employment whilst staff members are employed or for a period of 12 months after resignation. Action will be taken to recover losses to the business in respect of any breach.

Medication/Accident Reporting:

- I agree to the administration of prescribed medicines in the correct dosage by a qualified Practitioner with a witness present.
- give permission for the administration of other supplied medicines including nappy creams, Calpol and teething gels. I shall complete a medicine book in all instances and will not hold the nursery or its staff liable if I or my representative give incorrect information.
- I agree to the use of individually wrapped sterile adhesives (plasters): yes/no
- I agree that in the event of an accident I will receive a call informing me on the contact number provided.

Other:

- I agree to apply 10-hour sunscreen to my child, before nursery, and give permission for its application during hot weather for the afternoon sessions.
- Provide all necessary items for my child, duly labelled, and will not hold the nursery responsible for loss or damage of any items.
- I agree to my child participating in all activities unless otherwise recorded.
- I agree to apply 10-hour sunscreen to my child, before nursery, and give permission for its application during hot weather for the afternoon sessions.
- Provide all necessary items for my child, duly labelled, and will not hold the nursery responsible for loss or damage of any items.
- I agree to my child participating in all activities unless otherwise recorded. I give permission for my child to have their face painted: yes / no
- During fun activity weeks I give permission for my child to use bouncy castles supervised by nursery staff: yes / no

- I agree for pictures of my child to be taken during concerts and productions by the nursery and other parents attending: yes / no

Suspension:

We may suspend the provision of childcare to your child, and add on one month's notice if you fail to pay fees on time, and make no communication with us as to why this may have happened.

Termination:

This agreement can be terminated by either party by giving one month's written notice. Contracts are issued annually, should the contract not be signed and returned within 7 days from issue, the contract and its terms and conditions will stand in full and an un-signed copy will be held on file.

Emergencies:

Parents must supply the nursery with emergency contact telephone numbers and these must always be up-to-date. The parent/carer has a responsibility to notify any changes of work place, home address or contact numbers and persons.

Allergies:

Meals, drinks and snacks are provided throughout the day and it is the responsibility of the parent/carer to notify the nursery manager of any allergies the child may have.

Infectious diseases/Collection of child due to illness:

Any child who has been sent home from the nursery because of ill health will not be re-admitted for at least 24 hours. If a child is prescribed antibiotics/prescribed medication they will not be allowed to return to nursery for 24 hours from the first dosage. Should a child be on prescribed medication, it is the responsibility of the parent/carer to notify the child's key person and to sign the necessary book consenting to administering of such.

If your child has had 3 loose nappies you will be contacted in order to collect your child, they will not be allowed to return to nursery until a 24 hour period has elapsed from the last loose stools.

Property:

All children's belongings should be clearly labelled, as the nursery cannot be held responsible for loss or damage to property, however we will endeavour to protect clothing and belongings at all times. The nursery will take no responsibility for any loss or damage caused to vehicles, persons or property whilst in the grounds of the nursery caused by a third party or natural cause.

WE WOULD ASK PARENTS NOT TO ENCOURAGE CHILDREN TO BRING TOYS INTO NURSERY AS THESE ITEMS WILL NOT HAVE BEEN RISK ASSESSED FOR SAFETY. Comforters are acceptable.

Collection:

In the event that the named persons on the registration form are unable collect or deliver the child, please advise the nursery manager or key person. When another authorised person is collecting your child a password must be used and key person informed prior to collection of the password to be used.

Outings:

I give permission for my child to attend outings outside of the nursery on the understanding the correct staff to child ratio is adhered to (Parents will always be informed of any trips or outings prior to the event).

I agree to my child being taken directly to hospital or being seen by the nearest doctor for emergency treatment.

Records:

I understand that records will be held on a computerised database and that this is protected by the data protection Act 1984 & 1998 and that they will be used for no other purpose than nursery business.

General:

- We have an obligation to report any incidents to the relevant authorities where we have safeguarding concerns. We may do so without your consent and/ or without informing you.
- If the nursery has to close or we take the decision to close due to events or circumstances outside our control we shall be under no obligation to provide alternate childcare facilities to you. If the closure exceeds three days in duration excluding any other days the nursery would be closed we will credit you with an amount that represents the number of days the nursery is closed. In excess of three days, should the nursery close early (no more than 3 hours prior to 1800hrs) no return of fees will apply.

- As the number of children with nut allergies is increasing with the support of parents we aim to keep the nursery nut free. Parents are requested not to send food or empty food packaging into the facility. Parents are also requested not to use cream, sun cream, oils, etc. on their child that may contain nut oil as this may have severe consequences for other children or members of staff.

Fees

Fees will be reviewed and subject to an increase on an annual basis, parents will be notified in advance of the increased rate. For parents who qualify for funding, this can be stretched over 51 weeks per year to allow parents a deduction across the whole year:

Historically, the 15 hours' funded places were offset against the 38 weeks of the year, which equated to term-time in a public setting however for private nurseries open 51 weeks child care hours are offset against the full calendar year of 51 weeks. Unfortunately, it is not a case of simply deducting 30 hours from a typical nursery week, as this would equate to us claiming too many hours for your child, instead the authority has provided guidelines as follows, which pro-rate the claimed hours over the course of the 51 week year as follows:

15 hours funded over 51 weeks, 10.5 hours per week and 30 hours per week over 51 weeks, 22.5 hours per week.

I confirm I understand and agree to the funding arrangement explained above

Name of Parent:

Signature:

Date:

I UNDERSTAND THAT THE SAFEGUARDING VULNERABLE GROUPS ACT 2006 PLACES A DUTY ON THE STAFF TO FOLLOW SPECIFIC CHILD PROTECTION PROCEDURES SHOULD ANY CONCERNS BE RAISED:

I: _____(insert name) of
 _____(insert address)

Agree with the terms and conditions set out in this contract. I am aware of Holland House policies and procedures and agree to comply with them. I understand that persistent late or non-payment may result in the immediate loss of my child's place at nursery.

THIS AGREEMENT SHOULD BE SIGNED BY SOMEONE HOLDING PARENTAL RESPONSIBILITY AND WHO IS ACCEPTING RESPONSIBILITY FOR PAYING FEES.

I HAVE READ AND UNDERSTOOD THE CHILDCARE AGREEMENT AND ITS TERMS AND CONDITIONS AND I AGREE TO BE BOUND BY ITS AND ANY OTHER RELEVANT BOOKING TERMS AND CONDITIONS THAT ARE ISSUED FROM TIME TO TIME.

Name of Parent:

Signature: _____(parent) Date: _____

Name of manager:

Signature: _____Date: _____

(ON BEHALF OF HOLLAND HOUSE DAY NURSERY)
 TERMS AND CONDITIONS ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE