

Registration Form

Password:

PLEASE COMPLETE & SIGN ALL SECTIONS

All of our policies and procedures are available to view, please feel free to request them.



The Playhouse Day Nursery
5 Saint Mary's Road, Bearwood, West
Midlands, B67 5DG
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web: www.playhouse-day-nursery.co.uk
<https://theplayhouse-day-nursery.co.uk/>

Today's date: DD/MM/YYYY

Payment	Paid on:
£70 Deposit refunded when child leaves with 2 weeks' notice	DD/MM/YYYY
£30 Administration Fee	DD/MM/YYYY
First week's fee (Amount: £)	DD/MM/YYYY

Child's Start Date: DD/MM/YYYY Child's Final Attendance Date: DD/MM/YYYY

Child's Details

Child's Full Name:		
Child's Preferred Name:	Date of Birth:	Age:
Religion:	First Language:	Ethnicity:
Address:		

Parent(s)/Carer(s)

Mother's Full Name:	
First Language:	Ethnicity:
Daytime Tel No:	Mobile No:
Email:	
Home Address:	Work Address:
Father's Full Name:	
First Language:	Ethnicity:
Daytime Tel No:	Mobile No:
Email:	
Home Address:	Work Address:

--Primary Contact in the Event of an Emergency

Name:	Relation to child:
Tel No:	Mobile No:
Email:	
Address:	

Name of Doctor's Surgery/Doctor's Name:	
Surgery Address:	
Postcode:	Tel No:

Please list the vaccinations your child has received:.....

	Seen by	Date seen
Personal Child Health Record (PCHR) or "Redbook" proof of vaccinations		

Please give details of any dietary requirements and/or food allergies for your child:.....

Please give details of any health problems:.....

Please give details of any additional needs your child may have:.....

MEDICAL CONSENT GIVEN BY PARENT(S)/CARER(S)

In the event that your child needs emergency medical help, **it is our duty to call 999 first and you second.** In all cases, a qualified member of staff will travel with your child in the ambulance to the hospital and will meet you there. In the event of treatment being necessary whilst your child is in our care, parents/carers will be contacted, if possible, before such treatment is sought.

Signed (parent(s)/carer(s)):

Print Name:

.....

Please state any more relevant information we may need to know about your child:

.....

PLEASE ENSURE THAT YOU NOTIFY THE NURSERY OF ANY CHANGES TO THESE DETAILS

Will your child be attending for the funded 15/30 hours only (ELF2 or NEF)? (please circle):

Yes / No

Please indicate which days your child will be attending the nursery (please tick):

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Approximate time of arrival: Approximate time of collection:

Who will be the main person/people collecting your child (please note their relation(s) to your child)?

.....

Please notify the nursery if anyone other than those named above will be collecting your child on the day your child is being collected by them. We recommend that you provide this person with a password, which you also tell your child's key practitioner and nursery management, so that we may confirm with the person that they are who they say they are.

Use of your child's photograph for display purposes in the nursery and for quarterly newsletters

From time to time we will use photographs of your child in the nursery for displays showing their work, in our nursery news letter and interaction with the other children and staff. These images may be given to you or stored in our secure archive once your child stops attending the setting.

Signed: Print name:

Date:

Use of your child's photograph on our nursery Facebook page

I am signing to state that I (parent/carer) have no obligations to photographs of my child being used for the nursery's Facebook page. Please circle and sign.

Yes No

Signed Print name.....

Date:.....

Use of your child's photograph on our nursery website page

I am signing to state that I (parent/carer) have no obligations to photographs of my child being used for the nursery's website page (please circle and sign)

Yes No

Signed:..... Print name:.....

Date:.....

I am signing to state that I (parent/carer) have no objections to photographs of my child being used for the nursery's quarterly newsletter, which will be circulated to all parents/carers.

Please note if photographs of your child are included in the newsletter, their name will not be included, nor will photos of them alone i.e. only group pictures will be included.

Signed: Print name:

Date:

Consent for Trips & Outings

I am signing to state that I (parent/carer) have no objections to my child being taken out by qualified staff on ad hoc outings to Lightwoods Park or the local shops. For all other scheduled trips, consent letters will be sent out in advance.

Signed: Print name:

Date:

The Playhouse day nursery use an online portal called babysdays to log all the children's information, development and their daily activities at the nursery. Parents also has access to their own child's profile. Please sign below to give consent to use the babysdays app for your child.

Signed: Print name:

Date:

Ofsted

We are registered with Ofsted and abide by their guidelines. It is The Playhouse Day Nursery's policy to always care for your child in the best possible way.

Please sign to state that you understand that if a practitioner in the nursery, suspects that a child in their care may have been subjected to abuse or neglect, they have a duty to report this to the Ofsted Area Office.

Signed (parent(s)/carer(s)):

Print Name:

.....

.....

.....

.....

Is your child known to any Social Services agency? If yes, please provide details.

.....

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#Safeguarding Children and Legal Parental Responsibility

In the case that you are no longer married, cohabiting or in a relationship with your child's father/mother please read the following:

Please notify us if there are any legal interventions in place which prevent a parent/carer from collecting your child from the nursery. As part of our own and the Early Years Foundation Stage's (EYFS) policies on Safeguarding, we must ask for your signed confirmation as to who has parental/carer responsibility for your child.

Please provide the full names and relations to your child of the person/people who have parental/carer responsibility for your child:

.....

.....

Are there any legal interventions, restraints which prevent either parent from being able to collect the child from the nursery setting (if so, please provide a copy of the legal documentation): **Yes** / **No**

Aside from yourself, who else has permission to collect your child from nursery (please provide their full names and relation to your child and use the password system, if they are to collect your child):

.....

.....

Signed: Print name:

Date:

Fee Structure

Fees cover the weekly consumable costs and activities and resources. **However, if your child is only attending for the funded hours, £13.50 will be required for the consumables and activities and resources provided on each week they attend for the 15 hours. Those attending 30 hours funding, weekly cost per week is £18.50.**

We also ask parents/carers of children who attend outside of the funded hours, to give £1 per week for the cooking money. This is to cover the cost of ingredients for cooking activities which are conducted at least once a week.

The following will need to be provided for babies: nappies, a change of clothing (labelled), formula milk and all necessary toiletries – e.g. creams, lotions, wipes, etc.

	Up to 4 Years	Before and/or After School
Weekly Full year	£250.00	Full week £90.00
Weekly fee term time only	£250.00	

Daily	£70.00	1 day drop off +pick up £35.00
Morning session 9am till 1pm	£45.00	1 day just drop off or pick £17.00
Afternoon sessions 1pm till 5pm	£45.00	

Please speak to a staff member for additional fees including 15 and 30 hours funding.

All fees are to be paid in advance and not in arrears - fees that are paid late will attract a 5% late payment charge and returned cheques will attract a £12.50 additional charge. All Fees are revised every year, Parents/carers will be informed of the new fee structures.

Please see your Information Pack for more details about fees and payment terms and conditions.

Fee Payment Agreement

I/We have read the full terms and conditions regarding the payment of fees, detailed in the Nursery Information Pack. I/We accept to pay the fees according to these terms and conditions for the attendance of the aforementioned named child at The Playhouse Day Nursery.

Signed: Print name:

Date:

Signed: Print name:

Date:

Policies & Procedures Agreement

I/We have read and understood the regulations outlined on **pages 2-5 of the Information Pack** and I am aware that there is a full set of Policies and Procedures by which the nursery operates and these are available for me to see whilst using the services of the nursery.

Signed: Print name:

Date:

Signed: Print name:

Date:

For marketing purposes, please tell us how you heard about The Playhouse Day Nursery:

.....

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All of our policies and procedures are available to view, please feel free to request them.

Additional form for parents/carers of babies (aged 0-24 months)

Please give details of the following where they apply.

Please provide a brief outline of your baby's daily routine:

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.....

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.....

.....

.....

Quantity of milk per feed (ounces):

Time of Early morning feed (approx):

Interval of feeding:

At which feeds are solids given:

Sleep pattern:

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