

## Stepping Stones Nursery – Child Registration Form

<b>Child Details</b>	
<b>Child's First Name</b>	
<b>Child's Surname</b>	
<b>Child's Middle Name</b>	
<b>Date of birth</b>	
<b>Home Address</b>	
<b>Postcode</b>	
<b>Position in family (1<sup>st</sup> child, 2<sup>nd</sup> child etc)</b>	
<b>Ethnicity</b>	
<b>Nationality</b>	
<b>Religion</b>	
<b>Language</b>	
<b>Details of any disabilities / special needs</b>	
<b>Is your child, or has your child been on the child protection register</b>	<b>Yes/No – please delete as necessary</b> If Yes, please state agencies, names and roles of the professionals who are involved. Please include a telephone contact of the allocated social worker.
<b>Is your child, or any member of the family receiving additional support under the Common Assessment framework</b>	<b>Yes/No – please delete as necessary</b> If Yes, please state agencies, names and roles of the professionals who are involvement in the assessment.
<b>How did you hear about Stepping Stones Day Nursery?</b>	
<b>Preferred start date</b>	<b>Month:</b> _____ <b>Year:</b> _____
<b>Your relationship to the child? e.g. mother, father etc</b>	

<b>Family Details: Mother/Carer Details</b>	
<b>Title</b>	
<b>First name</b>	
<b>Surname</b>	
<b>Password</b>	
<b>Home Address</b>	
<b>Postcode</b>	
<b>Home Tel</b>	
<b>Mobile</b>	
<b>Email</b>	
<b>Work Address</b>	
<b>Postcode</b>	
<b>Work Tel</b>	
<b>Work Email</b>	
<b>Hours worked</b>	
<b>Responsibilities (please tick those that apply)</b>	<b>Collect child from nursery</b> <input type="checkbox"/> <b>Payment of fees</b> <input type="checkbox"/> <b>Contact in emergency</b> <input type="checkbox"/>

Family Details: Father/Carer Details	
Title	
First name	
Surname	
Password	
Home Address	
Postcode	
Home Tel	
Mobile	
Email	
Work Address	
Postcode	
Work Tel	
Work Email	
Hours worked	
Responsibilities (please tick those that apply)	Collect child from nursery <input type="checkbox"/>  Payment of fees <input type="checkbox"/>  Contact in emergency <input type="checkbox"/>

Other Contacts: Contact 1	
First name	
Surname	
Password	
Relationship to child	
Address	

<b>Postcode</b>	
<b>Tel</b>	
<b>Mobile</b>	
<b>Responsibility (please tick those that apply)</b>	<b>Collect child from nursery</b> <input type="checkbox"/>  <b>Contact in emergency</b> <input type="checkbox"/>

<b>Other Contacts: Contact 2</b>	
<b>First name</b>	
<b>Surname</b>	
<b>Password</b>	
<b>Relationship to child</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Tel</b>	
<b>Mobile</b>	
<b>Responsibility (please tick those that apply)</b>	<b>Collect child from nursery</b> <input type="checkbox"/>  <b>Contact in emergency</b> <input type="checkbox"/>

<b>Child's Medical Details</b>	
<b>Allergies</b>	
Does your child have any allergies?	Yes/No – please delete as necessary. If yes, please give details of the cause and the reactions
<b>Dietary requirements</b>	
Does your child have any special dietary requirements?	Yes/No – please delete as necessary. If so, please give details
<b>Medical conditions</b>	
Does your child have any current medical conditions or needs?	Yes/No – please delete as necessary. If so, please give details
<b>Immunisations</b>	
Has your child had any of the following immunisations?	<p>Please tick and give date given:</p> <p>Diphtheria <input type="checkbox"/></p> <p>Tetanus <input type="checkbox"/></p> <p>Pertussis (whooping cough) <input type="checkbox"/></p> <p>Polio <input type="checkbox"/></p> <p>HIB <input type="checkbox"/></p> <p>Pneumococcal <input type="checkbox"/></p> <p>Meningococcal gp B <input type="checkbox"/></p> <p>Rotavirus <input type="checkbox"/></p> <p>Men C <input type="checkbox"/></p> <p>MMR <input type="checkbox"/></p> <p>Influenza <input type="checkbox"/></p> <p>Hep B <input type="checkbox"/></p> <p>BCG <input type="checkbox"/></p>
<b>Medical Contacts</b>	
Name of GP	
Name of GP surgery	
Address	
Postcode	
Tel	

Sessions required (Please tick as required below)			
Day	Full Day	Morning only	Afternoon only
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Start time..... Collection time.....

## Nursery Contract

This contract is between Stepping Stones Day Nursery and parents / carers at 17 Whitehall Road, Thornton Heath, CR7 6AF.

### Length of notice

- One month's written notice or payment in lieu of notice is required from parents/carers if the child is to stop attending
- One month's notice will be given by Stepping Stones Day Nursery if the nursery wishes the child to cease attending
- Stepping Stones Day Nursery reserves the right to cancel the Nursery/Parent or carer contract without notice for the following reasons:
  - Where fees are not paid promptly
  - Consistent late collection of a child that jeopardises our registration or the wellbeing of carers who are prevented from going off duty at the end of their allocated shifts
  - Behaviour from parents/carers or family members that threatens the safety of children, staff or visitors using the facility
  - Any form of verbal abuse towards staff that causes emotional distress

The contract is subject to the terms and conditions issued by Stepping Stones Day Nursery and the policies and procedures in the nursery and I/We agree to abide by those.

I/We understand that it is our responsibility to update the nursery with any changes to our child's details, e.g. home address, emergency contact numbers, vaccination records, medical details, allergies and so forth.

I/We understand that these terms and conditions are not intended to be exhaustive and accept that the policies and procedures in the nursery and the nursery prospectus supports these terms and conditions.

I/We agree that Stepping Stones Day Nursery has the right to call an ambulance in an emergency and/or escort my/our child/ren to the emergency department of the nearest hospital and to await

your arrival. Any decisions regarding your child's care will then be made by the Emergency Department of the hospital.

Signed.....for and on behalf of Stepping Stones Day Nursery

Position in Nursery.....

Signed – both Parents/Carers to sign:

Mother/Carer signature.....

Print Full Name.....

Father/Carer signature.....

Print Full Name.....

Date.....

### Agreement for payment of fees

Child's Full Name.....

Parent/Carer Full Name.....

Person responsible for payment of fees:

Name.....

Address.....

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.....Postcode.....

Telephone.....Mobile.....

I hereby agree to pay the fees for the above child on the date they fall due

Signed.....Print Name.....

Date.....

Preferred payment method: Direct debit/Cheque/Cash

### Permission Forms

## **Form A – Observations and Photographs**

As part of our commitment to provide for the individual needs of your child we will observe all areas of development, and in partnership with you, record progress in those areas in order to plan appropriate activities within the nursery. These observations and records will be available for inspection by Ofsted otherwise they will be confidential and available only to you and those nursery staff involved in planning the curriculum for your child.

The nursery offers training placements for childcare students who, in order to complete college assignments will be asked to observe play.

Any photographs taken of your child by nursery staff may be used in nursery displays but will not be taken off the premises.

Please consider the above and return the completed permission slip to the nursery manager.

Name of child.....

I do / do not give permission for nursery staff and childcare students to observe my child as described above.

Parent/Carer Full Name.....Signed.....

Relationship to Child.....Date.....

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## **Form B – Permission to take children off the premises**

As part of the nursery curriculum, the nursery will arrange local visits and walks in the neighbourhood to support children’s learning and experiences. For example, they could learn about different kinds of food and cooking ingredients during a trip to the supermarket, or collect objects of interest for a collage or table display during a walk in the park.

For your child(ren) to take part in such activities we require the written permission from their parent/carer.

Please consider the above and return the completed permission slip to the nursery manager.

Name of child.....

I do / do not give permission for my child(ren) to take part in trips off the nursery premises.

Parent/Carer Full Name.....Signed.....

Relationship to Child.....Date.....

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## **Form C – Calpol Slip**

I give the staff at Stepping Stones Day Nursery permission to give my child.....  
.....(insert child’s full name) Calpol at any time his/her temperature is over 38 degrees Celsius.

Parent/Carer Full Name.....Signed.....

Relationship to Child.....Date.....

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## **Terms & Conditions**



The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper resourcing of the nursery. Nothing within these terms and conditions affects the parent/ carer's statutory rights.

To enable us to provide and maintain the highest standards of care we require all parents /carers to be aware of, and abide by, the following conditions.

#### **Admission**

1. Children will be considered for entry to the nursery when the registration form has been completed, signed and returned to us.

#### **Welfare of the child**

2. We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care to at least the standard required by law and often to a much higher standard. We will respect your child's human rights and freedoms which must however, be balanced with the lawful needs and rules of our nursery and rights and freedoms of others.
3. Parents / Carers give their consent to such physical contact as may accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a child in distress, or to maintain safety and good order, or in connection with the child's health and welfare.
4. Parents / Carers of children who are not potty trained must provide disposable nappies, baby wipes, cotton wool etc.
5. The nursery will not provide formula milk for bottle feeding babies or tinned/jar baby food. All bottles must be made up at home and clearly marked with the child's name using indelible pen.

#### **Health and medical matters**

6. If your child becomes ill during a nursery session the nursery manager will contact the parent/ carer or the emergency contact indicated on the registration form. Parents/ Carers must inform the nursery immediately of any changes to these contact details.
7. If your child is suffering from a communicable illness your child should not be brought to nursery until such time as the infection has cleared. A full copy of the company's infection control policy is available from the nursery manager. Parents/ Carers are asked to refer to the illness / communicable disease list supplied for your information on minimum periods of exclusion from the nursery.
8. Parents/ Carers are required to notify the nursery manager if your child is absent from the nursery through sickness.
9. 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 they will not be allowed to return to the nursery for 48 hours.
10. The nursery cannot administer any medicine to a child unless prescribed by a doctor. Should the child be on prescribed medication, it is the responsibility of the parent or carer to notify the manager or key worker and to sign the necessary form of consent and sign the medication book every morning.
11. We reserve the right to call an ambulance in an emergency and escort your child to the emergency department of the nearest hospital. Any decisions regarding the child's welfare will then be made by the emergency department at the hospital.
12. It is your responsibility to inform the nursery if your child is not vaccinated in accordance with their age. If it is considered necessary, information regarding children vaccinated in nursery may be shared with other parents, however, individual names will not be given.

#### **Food and dietary requirements**

13. We will work with parents/carers to provide suitable food for children who have a special dietary requirement as diagnosed by a doctor or dietician. Although all reasonable care will be taken to ensure that a child does not come into contact with certain foods, unless a doctor's note is provided the nursery cannot guarantee this.
14. Menus will be displayed for inspection.

#### **Concerns/complaints**

15. Any question, concern or complaint about the care or safety of a child must be made in the first instance to the supervisor in charge. If the matter cannot be resolved at this level the matter should be referred to the nursery manager. If the matter is still unresolved you have the right to inform the proprietor who will make the final decision.

#### **Disclosures**

16. Parents/Carers must, as soon as possible, disclose to the nursery any known medical condition, health problem or allergy affecting the child, or any family circumstances or court order which might affect the child's welfare or happiness, or any other concerns about the child's safety.

#### **Fees**

17. All fees are charged weekly or monthly in advance. Fees are payable during periods of absence from the nursery, including sickness, holidays and during public and bank holidays. The nursery will be closed on the annual bank holidays and for a few days (about one week) over Christmas.
18. Fees are calculated on the basis of the weekly charge for the sessions attended, multiplied by 52 (weeks). Fees will be subject to annual increase on notice from the manager.
19. An initial registration fee of £20.00 plus two weeks deposit is payable to enrol your child.
20. Once a place at the nursery is confirmed the first week's fees become payable to secure the place. One month's written notice is required if you no longer require the place or wish to withdraw your child from the nursery. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the place once accepted.
21. If you register your child for a full time place (i.e. 10 sessions per week) and such a place is confirmed by the nursery, you will not be permitted to reduce the number of sessions attended within four weeks, as four weeks written notice is required to reduce the sessions.
22. Fees will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that the nursery can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents/carers. No compensation will be paid or refund given if the nursery has to be closed due to any reason beyond the control of the nursery, such as power failures or weather conditions.

#### **Unpaid fees**

23. In the event of a bounced cheque, there will be an administration charge of £30.00 and no further cheques will be accepted.

#### **Exclusion for non-payment**

24. Children may be excluded from the nursery if fees remain outstanding more than 10 working days beyond the due date and the registration terminated.

#### **Belongings**

25. The nursery does not accept responsibility for accidental damage or loss of property.

#### **Insurance**

26. The nursery undertakes to maintain those insurances required by law. Details of these are available from the nursery manager. Copies of the current employer's liability and public liability insurance policies are displayed on the notice board at the nursery.

#### **General**

27. You should be aware that the nursery occasionally takes photographs within the nursery, which may be used in training or promotional material. Parental/Carer preference is

adhered to and permission will be sought via the settings permission form which is completed at enrolment.

**Safeguarding children**

- 28. It is understood that the nursery is under an obligation to report to the relevant authorities any incident where we consider a child may have been abused or neglected. This may be done without informing the parent/carer.
- 29. Any information given by a parent/carer regarding their child will be treated with the utmost confidentiality, except in cases where abuse towards a child is suspected. The divulging of confidential information relating to the nursery, its employees or customers to any third party is considered a breach of confidence and as such is regarded as constituting gross misconduct which could lead to summary dismissal from employment or cancellation of a nursery place.

**Security**

- 30. Parents/Cares are welcome to visit the nursery; however we will not admit anyone without prior notification. It is the parent/carers responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the building with anyone, known or not, without prior notification.

**Data protection**

- 31. It is a legal requirement on the nursery to hold information about children using the nursery and its staff. Basic information is used for registers, invoices and for emergency contacts, however, all records will be stored in a locked cabinet.

**Legal contract**

- 32. The offer of a place and its acceptance by the parents/carers gives rise to a legally binding contract on the terms of these terms and conditions.

I certify that the details on this registration form are complete and accurate as of today's date and I will inform you in writing of any alterations or additions to the details provided.

Full Name (Parent/Carer).....

Signature (Parent/Carer).....

Date.....