



**Nursery/Out of School Care (please circle)
Registration Form**

Child's Full Name			
Date of Birth			
Nationality		Religion	
First Language		Any other Languages	
Child's address			

School	
School Contact Number	
Primary Class and Teachers Name	
Does your child have any siblings attending the same school? (Name and Class)	

Family Details

Parent/Carer name	
Address (if different from child's)	
Home Phone Number	
Mobile Number	
Email Address	
Workplace	
Workplace address	
Work contact number	

Parent./Carer name	
Address (if different from child's)	
Home Phone Number	
Mobile Number	
Email Address	

Workplace	
Workplace address	
Work contact number	

Any relevant custody details -

Health Details

Doctor Name			
Address			
Telephone Number			
Named Person/Health Visitor			
Please state any dietary requirements			
Is your child allergic to any of the following? (please tick any/all which apply)			
Celery <input type="checkbox"/>	Cereals containing Gluten <input type="checkbox"/>	Crustaceans <input type="checkbox"/>	Eggs <input type="checkbox"/>
Fish <input type="checkbox"/>	Lupin <input type="checkbox"/>	Milk <input type="checkbox"/>	Molluscs <input type="checkbox"/>
Mustard <input type="checkbox"/>	Nuts <input type="checkbox"/>	Peanuts <input type="checkbox"/>	Sesame Seeds <input type="checkbox"/>
Soya <input type="checkbox"/>	Sulphur dioxide (Sulphites) <input type="checkbox"/>		Plasters <input type="checkbox"/>
Does your child have any other allergies	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, Please state what they are allergic to.			
Any other relevant health information you feel would be beneficial for the setting to be aware of -			
If yes, Please state what this is.			
Does your child have any medical conditions?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, Please state what this is/these are.			
Immunisations	Date received	Immunisations	Date received
Measles		Whooping Cough	
Tetanus		Polio	
MMR		Diphtheria	
Do you give permission for your child to have the following applied by nursery staff?	Nursery Sun Cream Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Nursery Face Paint Yes <input type="checkbox"/> No <input type="checkbox"/>		

Emergency Contact Information

Child's Main Contact ** This must be a parent/carer**

Parent/Carer Name	
Relationship	
Mobile Telephone Number	
Home Telephone Number	
Work Telephone Number	
Email	
Is Home address the same as child's	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, Please state in box across	

Secondary Contact

Parent/Carer Name	
Relationship	
Mobile Telephone Number	
Home Telephone Number	
Work Telephone Number	
Email	
Is Home address the same as child's	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, Please state in box across	

Additional Emergency Contact

Name	
Relationship to child	
Mobile Telephone Number	
Home Telephone Number	
Is Home address the same as child's	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, Please state in box across	

Sessions Required – Nursery

	Monday	Tuesday	Wednesday	Thursday	Friday
7.30am -1pm					
1pm-6pm					
7.30am-6pm					

Sessions Required – Out of School Care

	Monday	Tuesday	Wednesday	Thursday	Friday
7.30am-9am					
3pm-6pm					
7.30am-6pm (Term Time Only)					
7.30am-6pm (Holiday Club)					

Start Date _____

Collection Information

We know how busy parents are so to make life a little easier you may provide consent for 2 other adults to collect your child in your absence. If it's only parents, that's fine, please just let us know below – we require photographs of everyone on this list (parents too) to display in our pick up folders located securely in each playroom. These can be given to us as a hard copy or you can email them over for us to print – auchinbeemanager@gmail.com

1 st Person Name	
Contact Number	
2 nd Person Name	
Contact Number	

If anyone else other than the people you have indicated below is going to collect your child, you **MUST** inform a Senior member of staff when dropping off your child or contact the Nursery manger ASAP. If the nursery has not been notified, we cannot allow your child to leave the premises.

We will not allow a child to be collected by anyone under the age of 16 years.

Nursery Facebook

We have our own nursery Facebook account which is used for updates and reminders of various events taking place within the nursery – we require a separate permission form completed for this – please see attached in our 'Welcome Pack'

Agreement

Fees are calculated over 50 weeks of the year averaged out over 12 months for our nursery children and 39 weeks of the year averaged out over 11 months for our Out of School Care children. Fees are due on the 1st of the month, in advance. Failure to do so, may result in suspension of your child's place.

I do/do not give Auchinbee nursery permission to take photographs of my child while attending Auchinbee using nursery devices.

I agree/do not agree to my child appearing in the background of photos which may go into other children's folders/online learning journals, which their parents have access to.

I do/ do not give Auchinbee permission to contact/share information about my child with their Doctor/Named Person or any other agency, if required.

I understand that any changes to my child's attendance pattern (including termination of placement) will be made in writing giving 4 weeks' notice.

I agree to my child being taken to hospital by a member of staff in an emergency and that I will be informed immediately.

I agree to my child going on local outings with the nursery such as local parks, nature trails and the duck pond.

I agree to follow the 'Exclusion criteria for childcare and childminding settings' measures set out in the welcome pack document - Infection Prevention and Control

I confirm I have read, and understood, the policies and procedures in the 'Welcome Pack and agree to follow these.

In the event that the nursery has to close due to adverse weather, Auchinbee Care Ltd will not be held responsible for refund of fees or any extra sessions in lieu of missed days.

Please note the Terms and Conditions:

- £50 registration fee (non-refundable) is required when registering your child for our nursery
- £30 registration fee (non-refundable) is required when registering your child for our Out of School Care
- You pay for 50 weeks of the year averaged out over 12 months for our nursery children and 39 weeks of the year averaged out over 11 months for our Out of School Care children (including public holidays / sickness / absenteeism) Fees are payable at all times regardless of personal holidays, sickness, or nursery closure including holidays.
- Fees are payable in ADVANCE preferably by Standing Order/Direct Debit, on or before first day of each month. Please ensure the payment has cleared by the 1st day of the month. A late payment fee of £20 will be applied to all payments received after the 7th of each month. Please write your child's name in the reference column of your Standing Order form.
- If paying fees by cheque - please ensure your child's name and the period you are paying for is mentioned on the reverse of the cheque as a reference. Returned cheques will incur a £25 charge.
- Four-week notice in writing or four weeks fees in lieu of notice is required when the child will be changing days or leaving nursery.

- Fees cannot be refunded for absence whatever the circumstances and are still required to be paid, in full, in the event of any nursery closure.
- Fees will still remain fully payable in the event of a nursery closure due to adverse weather conditions
- Our Out of School Club service offers a complimentary pick up service from local schools. If in the event of any school closures this service will not resume. Parents will be informed of this prior to the service ceasing. This service will also terminate in the event of adverse weather conditions causing the setting to close – parents will be informed of this prior to the service ceasing.
- A minimum attendance of 2 days per week based on a half day or a full day is required.
- Nursery Hours are from 7.30 am to 6 pm. Parents are encouraged to arrive at nursery no later than 5.50pm upon collection, this is to allow time for a handover from staff. If a child is collected after 6 pm there will be a late charge of £20 applied to your fees.
- Fees are subject to annual revision in August every year but may also be revised at other times by giving prior intimation.

Main Parent/Carer Signature		Date	
Secondary Parent/Carer Signature		Date	

Managers Signature	
Date	