

Tigers Day Nurseries Registration form

SETTING: _____

Please complete and return this form to the nursery with the registration fee of £60.00

Childs full name: _____

Date of birth or EDD: _____

Home address: _____

Postcode: _____

Telephone number: _____

Parent/Carer 1 name: _____

Place of work

& Address: _____

Work telephone number: _____

Mobile telephone number: _____

Email: _____

Parent/Carer 2 name: _____

Place of work

& Address: _____

Work telephone number: _____

Mobile telephone number: _____

Email: _____

Please highlight which of the above has parental responsibility for the child or detail this below:

Please indicate which email you would like monthly invoices to be sent: _____

Ethnic Origin: _____

Religion: _____

Any languages spoken other than English: _____

Other children in the family:

Name: _____ D.O.B. _____

Name: _____ D.O.B. _____

Persons authorised to collect your child: _____

Emergency Contacts (in addition to parents and only contactable in an emergency)

1. Name: _____

Relationship to child: _____

Telephone numbers: _____

2. Name: _____

Relationship to child: _____

Telephone numbers: _____

Doctor's name: _____

Surgery Address: _____

Surgery Telephone Number: _____

Health Visitor Name: _____ Contact No: _____

Please add details below if your child or family receive support from other professional services such as Speech and Language team, Social Services etc:

Please provide names and contact details of support services:

Please sign below to give consent to apply sun cream (provided by parents) to your child:

NURSERY REQUIREMENTS:

	AM	PM
Monday	Y/N	Y/N
Tuesday	Y/N	Y/N
Wednesday	Y/N	Y/N
Thursday	Y/N	Y/N
Friday	Y/N	Y/N

Please indicate if you require a term time only place. Y/N

Please circle the days/sessions you would like

If the sessions required are not available would you consider others? Y/N

Is your child eligible for free Local Authority funded hours? Y/N

PERSONAL/MEDICAL DETAILS:

Does your child have any allergies, food or otherwise?

Please give details of any dietary requirements below:

Are your child's immunisations up to date? Y/N

Has your child had the MMR vaccine: Y/N

Do you give us permission to seek emergency medical treatment for your child? Y/N

May we take your child out on local trips? Y/N

May we use photographs of your child around the nursery on displays? Y/N

May we use photographs of your child on the website, Tigers Facebook page, in brochures or in any other advertising? Y/N

If no to above, do we have permission to record photographic information on your child's development on their iConnect account and other childrens within their peer group? Y/N

Data Protection

In order to care for your child to the very best of our ability, it is essential we hold detailed records on the child and their family circumstances. The records we hold cover all basic information such as name, date of birth, contacts etc as well as much more detailed information stored on paper and on our online system about your child's progress and development. We may also hold records of some children's disabilities, special needs, contact with outside agencies including Social Services and the Local Authority as well as agencies such as the Speech and Language Team, Physiotherapist etc. In all cases, with the exception of if we ever feel your child is at significant risk of harm, we would ask for your written permission to share this information with others below. We are required by law to seek your permission to share these records with other settings (e.g if your child attends more than one nursery or Pre School) Schools, the Local Authority (in order to claim funding for your child), agencies such as Ofsted (not names but details of ethic origin, attendance, developmental stage), Government agencies such as RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations) if applicable in order that we work within the laws and guidelines set out by Ofsted, our Governing body.

Working under the guidelines of the General Data Protection Regulations 2018 we will ensure we have a lawful reason for collecting the information we hold, we will only use the data for the reason it is collected, we will ensure it is accurate and up dated, we will only keep it for the length of time required by law and we will protect your personal data.

The information we hold on your child and their family will be stored securely and not shared with anyone who does not have your child's best interests for seeking this information. All records stored online are password protected and our online assessment system for parents also can only be accessed using a password. Children's records are stored in archives using the guidance from the Childcare Act 2006 (Children's records). Accident reports – 21 years 3 months, Records reported under RIDDOR – 3 years, child's medical records – 30 years, parent contact details – 2 years, child details – 2 years, outing permissions – 2 years, medicine administration records 21 years, 3 months, emergency treatment permission 21 years, 3 months, collection authority 21 years, accident reports 21 years and registers 21 years. Photos on our Facebook page will not be deleted so could therefore be accessible forever. Our marketing materials are updated, along with any photographs of the children every 5 years. All other information is discarded once your child leaves our setting.

Please sign below to accept these conditions:

Name (BLOCK CAPITALS): _____

Signed: _____

Dated: _____

Terms & Conditions

Please complete the contract and return to the nursery. We will return a copy to you.

Parents are kindly and politely asked to observe the following conditions:

- 1. A registration fee of £60.00 is required per family to be placed on the waiting list for a place. This fee is non-refundable and does not guarantee your place. The place is secured with a deposit of 4 weeks fees which we will request in writing once we have your place available. This deposit is non-refundable once paid.**
- 2. Once a four weeks deposit is received from you, we will contact you to arrange for both you and your child to spend time with us and get to know each other before your child officially starts. We offer a home visit as the initial visit if parents would prefer this. We will ensure your child is happy and settled before they start their booked sessions.**
- 3. Parents are required to supply the nursery with adequate formula or breast milk until no longer required by your child. We supply full fat cows milk.**
- 4. You are very important to your children and therefore us, so we would like to work closely with and in partnership with you. You are welcomed into the nursery to spend time with your child and to take part in various events organized for this purpose.**
- 5. Parents are encouraged to be involved in the children's learning and can request meetings with their child's key worker at a time that suits them.**
- 6. Online learning journals are kept by the child's key worker to record and assess progress and development. We ask you to contribute to these with photos, anecdotes and achievements your child makes outside of the nursery, so we can celebrate all the wonderful things your child does and share them together.**
- 7. When children move through the nursery, staff will ensure this is completed smoothly and children have an opportunity to have trial sessions in their next room to prepare them for the change.**
- 8. Children are offered breakfast, a two course cooked lunch and a high tea in the afternoon. Special diets are catered for.**
- 9. Depending on your child's room and age/stage of development and setting location. Music, Dance, French and Forest School are included within the fees.**

10. Occasionally we are able to offer 'discounted days' for parents due to restrictions on our waiting lists. These days are advertised on the notice boards and are for ad hoc sessions only. They are offered on a first come, first served basis
11. Extra sessions must be paid for at the time of booking.
12. Information on Government support for childcare can be found at childcarechoices.gov.uk

Financial Information

1. If your child attends all year round Full fees are payable at all times including bank holidays and sick absence. Part time places receive a 20% discount for a 2 week period and full time for a 4 weeks period, holiday discount. Discounts are taken off at start of our financial year and costs divided equally over a 12 month period. Fees are payable for 51 weeks of the year as we close for the period between Christmas and New Year. We close on December 23rd at 5pm and re open on January 2nd or the next working day.
2. If your child attends term time only you will be charged for 38 weeks of the year and this will be split over 11 monthly payments (no August payment).
3. Please refer to the information in the parents handbook regarding free hours for 2, 3 and 4 year olds provided by the Local Authority.
4. Bank holiday sessions are charged for and banked so parents can use these at another time, spaces and ratios permitting. Banked sessions must be used by the end of each year and cannot be carried over into the next year. Unfortunately due to spaces we are unable to return days for sickness and holiday periods.
5. A four week deposit is required when booking a place and 90 days notice is required if changes are made to reduce sessions or delay your child's start date from that originally booked and reserved, 90 days notice is required or 50% of costs will be incurred for the remaining period of notice not given. We ask for 30 days notice to change sessions or leave Tigers once you are attending Tigers. The 4 week deposit is non-refundable once paid.
6. All fees are payable in advance by bank transfer, voucher payment or card payment and are due on the date shown on the monthly invoice. Please ensure all voucher payments, BACS transfers etc are cleared by the invoice due date otherwise your account will be in arrears. Payments made after the due date are subject to a £5.00 per day late charge fee which is added to the next invoice. Cheques returned by your bank for any reason are charged at £20.00 per representation. If this occurs three or more times we will request cash only payments for future fees.
7. Monthly fees must be cleared before the beginning of the next month or we reserve the right to withdraw your place.

8. In case of enforced closure, out of our control, parents will not be charged for sessions that have not been attended. Any sessions paid for but not yet taken will be carried over until your child's return. Parents will not be charged for a place if children are not able to attend due to Government closure.

9. One month's written notice is required to withdraw your child's place or change your child's sessions. If the required notice is not given, a full month's fees will be required in place of notice.

Date you wish your child to start: _____

I wish to apply for my child's admission to Tigers Day Nursery Ltd. I have read and understood the terms and conditions for the nursery and agree to comply with them. This contract is legally binding.

Name (BLOCK CAPITALS): _____

Signed: _____

Dated: _____

Please use area below for any comments you would like to add: