**Blue Willow Day Nursery Registration Form**

Date Completed Start Date Settling Sessions

# Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Child's Full Name |  | Date of Birth |  |
| Known as |  | Male/Female |  |
| 2 year funding code |  | | |
| 3 year 30 Hour  funding code |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/Carer Name 1 |  | Relationship to child |  |
| Email Address |  | Mobile Number |  |
| Parent/Carer Name 2 |  | Relationship to child |  |
| Email Address |  | Mobile Number |  |
| Home Address  Postcode |  | | |
| Home Telephone Number |  | | |
| First Language |  | Ethnic Group |  |

## Attendance Details

**Please indicate sessions required**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Required Start Date |  | | | | |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **AM** |  |  |  |  |  |
| **PM** |  |  |  |  |  |
| **Full Day** |  |  |  |  |  |

**Security Collection Details**

We only allow the authorised adults named below to collect your child with prior notice from you on the day. The password must be used when the child is collected.

|  |  |  |  |
| --- | --- | --- | --- |
| **Collectors Name** | **Relationship to the child** | **Contact Telephone No:** | **Password** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Health Declaration and Emergency Contact Details

## Parent/Carers Work details

|  |  |  |  |
| --- | --- | --- | --- |
| **Mother’s /Carers Work address** | | | **Phone Number** |
|  | | |  |
| **Father’s /Carers Work address** | | | **Phone Number** |
|  | | |  |
| **One other Emergency contact name & address** | | | **Phone Number** |
|  | | |  |
| **Doctors Name** |  | **Telephone No:** |  |
| **Doctors Address**  **Postcode** |  | | |
| **Details of any Known allergies** | |  | |
| **Is your child up to date with immunisations** | |  | |
| **Details of any current or on going prescribed medication** | |  | |
| **Any specific dietary requirements? Please state:** | |  | |

|  |  |
| --- | --- |
| **Does your child have any special needs or disabilities? If yes, please provide details of third party involvement (more information on separate sheet)** |  |
| **Is your child subject to a child protection plan? If yes please provide details and contact number for your social worker.** | **Details:** |
| **Name of Social Worker** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **Is your child registered with a Dentist?** |  |
| **When did your child last see a Dentist?** |  |
| **Has your child had a tooth filling?** |  |
| **Has your child had a tooth removed?** |  |

**General Permission Form (a copy to be passed to the childs keyworker)**

|  |  |  |
| --- | --- | --- |
| **You give permission for us to:** | **Yes** | **No** |
| **Outings and outdoor play**  I give permission for the nursery to take my child to Salt Hill Park and the soft play area in Absolute Bowling (notice will be given beforehand) |  |  |
| **Medical permissions**  I give permission for my child to be given branded Calpol or Nurofen to treat a fever of 38 degrees or above. |  |  |
| Blood Transfusion - if you child has an accident that required hospital treatment and an emergency blood transfusion, are we able to give consent if we cannot contact you or if there isn’t enough time to contact you? |  |  |
| Metanium nappy rash cream – I give permission for this cream to be applied for relief if one has not been provided |  |  |
| Bonjela – If my child is having teething pain, I consent to thee nursery appling ointment for relief? |  |  |
| Hypoallergenic plasters – I give permission for Blue Willow to apply plasters to your child if required to treat minor cuts and grazes? |  |  |
| I give permission for the nursery to brush my childs teeth daily as part of Oral Health. |  |  |
| Perfect prep formula machine – I give permission for my childs formula millk to be made fresh using the perfect prep machine. |  |  |
| **Photographs**  Use your child’s photographs to record activities or daily routines for their Learning Journal. |  |  |
| Use your child’s photographs for displays around the nursery. |  |  |
| Use your child’s photograph for any further educational coursework completed by our nursery practitioners. |  |  |
| Use your child’s photograph for our promotional literature. |  |  |
| Use your child’s photo for our website and Facebook page. |  |  |
| Use your child’s photo in other publications, such as the local newspaper. |  |  |
| Use your childs photo in Nursery Newsletters. |  |  |
| Upload your childs photo onto Babysdays for your viewing, use for the learning journals and store on our tablets (erased weekly). |  |  |

Where your child is photographed in a group picture, this may be uploaded onto Babysdays for viewing with other nursery parents only who have their own personal log in details.

Please note, all pictures taken and uploaded onto Babysdays remain the property of Blue Willow Day Nursery Ltd and may not be copied, reproduced or passed on in any format without prior permission from Blue Willow Day Nursery Ltd.

I/we acknowledge that the settings policies and procedures are available for me to view on Babysdays or at the reception, specifically including policies and procedures on information sharing and understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

I/we also understand that, if required, my/our child will be taken to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary, on the understanding that I/we will be informed.

Parent 1 Signature Date

Parent 2 Signature Date

# TERMS AND CONDITIONS OF REGISTRATION

Child’s Name Date

The following terms and conditions are subject to amendments. Parents and carers will be notified about any changes made in writing. We reserve the right to terminate your child’s place if the terms and conditions are not adhered to. The registration form is a legally binding contract between Blue Willow Day Nursery, and the parent or carer of the child being registered. We are Ofsted registered and our registration details are displayed in the main lobby. We have public liability insurance with Aviva, under policy number 100723662BDN/0782.

## Opening Hours and Child Collections

* Our session times run for 7.30am – 6.00pm for a full day, 7.30am-­‐1.00pm for a morning session, and 12.30pm-­‐ 6.00pm for an afternoon session. We are open from 7.30am and children may begin arriving from this time.
* We are closed for one week between Christmas and New Years Eve and all Bank Holidays.
* We will not release your child to anyone other than those named on your child’s registration form. A password system will be used for the adults you have authorised to collect your child and we must be notified ahead of collection.

## Conditions, Changes or Termination of Registration

* We reserve the right to cancel your child’s registration with us at any time during the first 4 weeks by written notice. Cancellation can take immediate effect. We will provide 4 weeks written notice thereafter if we need to terminate your child’s registration.
* You have the right to cancel your child’s registration with us at any time during the first 4 weeks by written notice. Cancellation can take immediate affect but full fees will still apply for the first month. You must provide 4 weeks written notice thereafter if you would like to terminate your child’s registration with us.
* We may immediately terminate your child’s place at the nursery, and not refund to you the balance of any fees paid, if one of the following conditions is met:
  + You make continually late payments,
  + You display inappropriate, abusive or threatening behaviour,
  + Your child displays inappropriate or disruptive behaviour which endangers the safety or wellbeing of the other children,
  + You are continually late in collecting your child at the end of their session,
  + You continually fail to comply with our policies and procedures.
* If you wish to amend your child’s standard booked sessions you must provide at least 4 weeks written notice and we will amend them where possible. However, due to capacity and staffing ratios, it may not always be possible to accommodate such requests. As a result, we reserve the right to refuse any request to amend a child’s booked sessions.
* Parents and carers must notify us about any changes to their child’s registration details, including telephone numbers, and provide necessary information requested concerning your child’s care.
* Our terms and conditions are subject to change at any time. We will provide you with 4 weeks written notice for any changes that are made.

## Policies and Procedures

* You are required to read and sign our policies and procedures that are available on our online Baby’s Day’s system. If you do not agree with our policies or procedures, we are not able to register your child with us. You can request a copy at any time. We have general operating policies available at the nursery that you can also view at any time if you have questions about a particular area of our practices. You are not required to sign these, but you are agreeing to them at the time of registration. If you are not happy with an element of our general operating practices after registration, we will not be able to continue caring for your child.

## Payment and Fees

* We agree to care for your child for the sessions included in the registration form. Additional hours may be booked if we have availability at a cost of £8.00 per hour. This is to be payable in advance.
* A deposit of 50% of your first months fees is payable on the day of booking your child a place at Blue Willow and will be refunded on your last months invoice. Any discrepancies on invoices may be rectified and charged for at a later date. If you notice a discrepancy, please let us know and we will amend it on your next invoice, No deposit is required for fully funded 2 and 3 year old children. If you decide not to take up your childs place – the deposit will not be refunded.
* A non refundable registration fee of £25 per child is required to cover administration costs.
* Childcare fees are payable in advance on the last working day of the month. Invoices are sent a week before payment is due via our online Bay’s Day’s system, and payments should be made via bank transfer. The first month’s fees must be paid before your child starts with us. We reserve the right to refuse admission to any child if your payment is late. Continual late payments may result in your child’s registration being cancelled with immediate effect.
* A surcharge of £10 per day will be made for any payments not received on the last working day of the month. Your childcare space will be suspended until the account has been settled.
* Recurring overdue fees will result in the termination of registration without prior notice and action will be taken through a debt collection agency to recover any outstanding fees to the nursery.
* Monthly fees are calculated across the year and are the same each month. The calculation we use to determine your fees is the weekly rate x 51 (chargeable weeks of the year) / 12 (months of the year.) Fees are charged from the start date requested on your child’s registration form. If 4 weeks’ notice is given to terminate the registration, you will only be invoiced for the remaining sessions they are with us on your next invoice.
* If an agreement has been made for your fees to be paid by a third party (such as a college or university), we must receive written confirmation that thy will be responsible for your childcare fees before your child starts with us. These fees must also be paid in advance.
* We accept childcare vouchers and we will provide you with all the necessary information to set them up with your employers chosen Voucher Company.
* We offer a 10% sibling discount for the eldest child when they both attend the same registered sessions. The discount will apply to the child registered with the fewer hours if their session times are different.
* The fees payable decrease when a child turns 2 and 3 years old. This will take effect from the first day of the month following their birthday.
* If your child is absent from the nursery, the full payable fee will still be charged.
* Any extra sessions are to be payable in advance.
* You must inform us if you are unable to collect your child by the end of their session time. A late fee of £1 per minute will be applied to your next month’s invoice. Time must be allowed within session times to talk with your child’s key worker about your child’s day.
* We reserve the right to review our fees annually. 4 weeks written notice will be given for an increase in fees.
* We are unable to offer “swaps” for sessions which fall on a Bank Holiday or any other time your child is unable to attend the nursery.

**Force Majeure**

Force Majeure Definition:

* Unforeseeable circumstances that prevent someone from fulfilling a contract.

In the event Blue Willow is not able to operate due to circumstances beyond our control, the following will apply. This includes but is not limited to epidemics, pandemics, flood, burst water pipes, fire damage, heating breakdown, damaged property from a break in and adverse weather conditions.

This policy also includes forced closures from authorised bodies such as local authorities and government providing it is beyond our control.

* If the nursery has to close due to events or circumstances beyond our control, the daily fee will continue to be payable in full. We will be under no obligation to provide alternative childcare to you. However, if the closure exceeds three consecutive days in duration (excluding any days when we would otherwise be closed), we will credit you with an amount that represents the number of days closed in excess of three days.
* If a child requests holiday, has general absence or general sickness or has to isolate due to circumstances outside the nursery, full fees will apply as per the terms and conditions within registration forms

**Infection and Illness**

* Blue Willow Day Nursery cannot undertake the care of sick children
* The Nursery must be informed of any child sickness before attempting to bring the child into the premises. Each case can then be considered on a strictly individual basis
* In the interest of staff and other children, it is necessary to exclude children in cases of certain contagious illnesses. Please see the Manager for more information.
* As noted above, no refunds or swapping of sessions will be given in the event of exclusion due to sickness.

**Personal Property**

* Blue Willow Day Nursery cannot be held liable for the loss or damage of any item belonging to the public on our premises. This includes children buggy’s/scooters left outside the nursery and children clothing.

**Date Protection Act**

* By signing acceptance of the Terms and Conditions, you give Blue Willow Day Nursery Ltd express consent to retain and process information provided by yourself which directly relates to your child, for the sole purpose of childcare. Such information will remain with Blue willow Day Nursery for up to 6 years or be transferred to a school of your choice, once your child leaves nursery.

Parents/Carers Name (Print) Signature Date

Parents/Carers Name (Print) Signature Date

Managers Name (Print) Signature Date

**Special Education Needs Sheet**

**(To be completed ONLY where the child has identified SEN before starting Nursery)**

Does your child have any special needs or disabilities? Yes / No Details:

Is a SEN support plan in place for your child already? Yes / No Is an EHC (Education, Health and Care Plan) in place? Yes / No

What special support will he/she require at the Nursery?

What other information is it important for us to know about your child?

Details of professional involved with your child:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Contact Tel | Email address |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Fees and Payment Arrangements

**The information on this page to be completed by Blue Willow Day Nursery Start date**

Registration will commence from

This is the date your child will start at Blue Willow Day Nursery. We will also review your registration every 12 months on this date.

Keyworker

## Standard Charges

|  |  |
| --- | --- |
| Daily rate |  |
| Weekly rate |  |
| Monthly rate |  |
| First payment made |  |
| Deposit paid |  |
| Registration fee |  |