



## NOTES:

You are required to fill out this form for a place for your child. Parents/Carers are advised to read some policies and handbook and sign the agreement. Payments may be made by card or cash. Please note that this does not guarantee a place for your child and if the days you request are not available, you will be placed onto our waiting list.

### Child's Details

### Male/ Female

First name:

Last Name:

D.O.B.:

Religion:

Nationality:

First Language:

### Address Details

### Parent/Carer's details

Full name:

Address:

### Contact Numbers

Home:

Mobile:

Email:

### Business Address:

### Business Telephone Number

Direct Line:

Mobile:

### Parent / Carer 2 - Details

Full Name:

Contact details:

Home:

Mobile:

Email:

Address:

Post Code:



● **Business Address:** ●

● **Business Telephone Number** ●

Direct Line:

Mobile:

● **Specific Dietary Needs/Food or Drink Allergies** ●

Are there any foods/drinks that your child may not have for the following reasons, i.e. religious, allergy, medical or other, e.g., vegetarian, non-dairy, diabetic (Type 1 and Type 2)

If Yes – please specify

● **Medical/Illnesses** ●

Any serious illness/condition?

(Inhaler, etc)

If yes, please specify

Symptoms/ Medication/Treatment required:

Any skin allergies/conditions?

i.e. eczema

If yes, please specify

Symptoms/ Medication/Treatment required:

Any medication allergies?

If yes, please specify

Symptoms/ Medication/Treatment required:

Any special education needs/disabilities?

i.e. speech therapy, occupational therapy or other

If yes, please specify

Immunisations

Is your child up to date with these?

Please provide details of those received:



Has your child had any childhood infectious disease

Chicken Pox?

If yes, please specify

### External Contacts

G.P Name:

Telephone No: STD

Health Visitor:

Telephone No: STD

Dentist

Telephone No: STD

### Emergency Contacts – Details of two alternative people who we may contact in an emergency if we are unable to contact with you.

Full name including title

Home/work telephone no including STD code:

Relationship to child:

Mobile no:

Full name including title

Home/work telephone no including STD code:

Relationship to child:

Mobile no:

### Consent

The following consents given by you, the parent/carer, remain valid until your child's attendance with Little Wonders Nursery has been terminated in writing or you have otherwise indicated by written amendment which must be dated and signed.

\*Please read each section and delete as appropriate. Your signature is also required against each consent statement to confirm that this is your wish.

### Face Painting

I hereby give/do not give\* permission for my child to have their face painted as part of activities on fun days.

\_\_\_\_\_  
Signature:

### Sun Protection Cream

I hereby give/do not give\* permission for my child to have sun protection applied.

\_\_\_\_\_  
Signature:



### ● Outings ●

I hereby give/do not give\* permission for my child to travel on public transport (with a staff member of the nursery).

\_\_\_\_\_  
Signature:

I hereby give/do not give\* permission for my child to participate on short/nature walks supervised by nursery staff in the vicinity of the nursery. **CONSENT FORM GIVEN**

\_\_\_\_\_  
Signature:

### ● Nominated persons whom may collect your child ●

Please provide details of people whom you give your consent to, collect your child, other than yourselves. On the days when you will not be collecting your child it is extremely important that you provide the nursery staff with the name of one of the following people who you have given permission to do so.

Full name including title

Home telephone no:

Relationship to child:

Mobile no:

Full name including title

Home telephone no:

Relationship to child:

Mobile no:

### ● Photos/Artwork ●

I hereby give/do not give\* permission for my child's **photograph**, as specified by the Manager, to be used/displayed within the nursery.

\_\_\_\_\_  
Signature:

I hereby give/do not give\* permission for my child's **artwork**, as specified by the Manager, to be used/displayed within the nursery.

\_\_\_\_\_  
Signature:

### ● Photos/Artwork ●

I hereby give/do not give\* permission for my child's photograph, as specified by the Manager, to be used/displayed for promotional material belonging to Little Wonders Nursery i.e. Website, Prospectus, Nursery Newsletters and other publications.

\_\_\_\_\_  
Signature:

### ● Any other information you feel we should know about your child? ●



### ● Ethnicity ●

White – British		Mixed – White and Black Caribbean	
White – Irish		Mixed – White and Black African	
Any other White background		Mixed –White and Asian	
Asian or Asian British – Indian		Black or Black British – Caribbean	
Asian or Asian British – Pakistani		Black or Black British – African	
Asian or Asian British – Bangladeshi		Any other Black background	
Any other Asian background			
Chinese			
Any other Ethnic Group			

### ● Parent/Carer Declaration ●

In registering my child, at Little Wonders Nursery, I have read, understood and agree to abide by policies and term and conditions of the nursery, and government legislation.

Parent/Carer (1) \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer (2) \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ● Data Protection ●

In compliance with the current UK Data Protection Legislation, any information you provide to us will be kept confidential and will not be disclosed to any external sources without your prior consent.

### ● Nursery Use Only ●

Instruction																															
Application date:	Date:																														
Commencement date agreed with Parent/Carer as	Date:																														
Introductory/Settling In Sessions agreed with Parent/Carer settling in policy discussed CONSENT FORM LOCAL VISITS CARE PLAN PART A	<b>Date(s) and Times</b>																														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date:</th> <th>Mon</th> <th>Tues</th> <th>wed</th> <th>Thurs</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date:	Mon	Tues	wed	Thurs	Fri																								
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Select session	AM PM																														
Private/Funded	1 2 3 4 5																														
Nursery Team informed and Key Person assigned	Keyworker:																														
Special dietary requirements/ Allergy	ALLERGY: Dietary Requirement:																														
My Care Plan Folder																															



Enrolment fee of	received: Cash	Bank	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Original Birth Certificate Seen <input type="text"/> (staff initials) Photo copy BC	Birth Certificate number: <input type="text"/>
Original Birth Certificate Seen <input type="text"/> (DD/MM/YYYY)	Details recorded by: (staff member signature) <hr/>
Passport number: <input type="text"/>	Evidence of proof of address <input type="text"/>
Country: <input type="text"/>	

## ● Terms & Conditions ●

### Please note the following conditions:

- All belongings/items of clothing need to be clearly named before handing them into the nursery.
- It is parents' responsibility to monitor their child when entering through the main entrance before child is handed over to the nursery staff and after the child has been collected from the nursery.
- If staff doesn't recognise the person who brought the child in the nursery, the person should be ready to provide the information. Parents are responsible to provide the information about the person who is collecting the child other than themselves.
- It is important for the parents to read the newsletter because important information can be missed sometimes.
- We don't encourage children to bring their own toy in case they are damaged or lost.
- It's our responsibility to inform all the parents/carers regarding our child protection policy. Parents are advised to look at our child protection policy, we are ready to answer any questions you may ask.
- Parents are required to update information immediately i.e. change in telephone number, business extension, address (home or place of work), to let us contact the parents/career when necessary.
- When your child returns after an illness, we need child's health details. A member of nursery staff may need to check with you and see your child before he returns to the nursery.
- We have settling in policy, we discuss that policy with parent/carers at the time of registration.

### Terms and conditions – PRIVATE fee for children who are not on the government funded places.

- At the time of registering a child a deposit of 2 weeks' fees must be paid. This deposit can be refunded within 4 weeks if the fees are up to date.
- Two weeks' fee in advance is payable on child's first day at the nursery. After two weeks, we advise to pay weekly fee in advance on Monday. On special circumstances if it's not payable in advance parents may discuss the matter with the manager.
- Fees are not refundable for absence, whatever the circumstances.
- 4 weeks' notice in writing is required if you choose to a take your child out of the nursery. If there isn't a notice you will be payable for 4 weeks' fees. We send you an invoice and expecting to be contacted by you regarding outstand-ing accounts.

### Our nursery is Term Time and you are only paying when nursery is on and it includes sicknesses, absences). If nursery isn't on for any reason we won't charge you for that period.

- If you are taking your child on holidays and you would like to keep your child's place in the nursery you pay a retainer for that period. The retainer is half of the full fee you are paying. If you don't wish to keep the place, then you give us 4 weeks' notice to take the child out. If you wish to re-register the child you may do so but you have to follow the full procedure depending upon the availability of the place.

### For early dropping and late collection prior arrangements need to be made through a member of staff or manager

#### Nursery hours and Fee

Morning session - Monday to Friday: 8am - 12.30pm

Afternoon Session - Monday to Friday; 6 - 1.30pm

Private Enrolment Fee: 25£ (non-refundable for all private children) fees- 20£ per session, minimum 2 sessions.

Toy fund: 5£ monthly (only apply to children who have funded places)



### Agreement

I.....hereby agree to the nursery's terms and conditions. I read and understood the policies and procedures of little wonders nursery.

Sign .....

Parents/Carers .....

Date .....

Manager .....