

St Paul's First School Nursery Registration Form

Key Information



Child's Surname			
Child's First Name(s)			
Known As			
Date Of Birth			
Sex	Boy		Girl
Religion		Ethnicity	
First Language			
Any Other Language spoken			
Parent/Carer 1	Relationship to the child		
	Parental Responsibility	Yes	No
Name			
National Insurance Number			
Address			
		Post Code	
Email Address			
Telephone Number	Home		Mobile
Place of Work			
Address			
		Post Code	
Telephone Number		Ext.	
Able To Collect Child	Yes		No
Parent/Carer 2	Relationship to the child		
	Parental Responsibility	Yes	No
Name			
National Insurance Number			
Address			
		Post Code	
Email Address			
Telephone Numbers	Home		Mobile
Place of Work			
Address			
		Post Code	

Telephone Number		Ext.	
Able To Collect Child	Yes	No	

Do any other individuals have legal contact arrangements with the child	Yes	No
If Yes please provide details below and a copy of relevant documentation		

Emergency Contacts Other Than Parents/Carers

	Contact No. 1	Contact No. 2
Name		
Relationship To Child		
Address		
Tel. No		
Mobile No.		
Password for Collecting child		

As security is of the utmost importance we request that you inform the nursery of any delay or changes to collection arrangements. The person collecting your child should be known to the nursery and be aware of your chosen password.

Sessions Required

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Am Session					
Pm Session					
Full Day					
Additional Requirements					
Start Date					

Medical Details

Doctor's Name:			
Address			
Tel. No.			
Health Visitor's Name:			
Address			
Tel No.			
Does your child have a Personal Child Health Record book (Red Book) If yes, please bring to induction visit.	Yes	No	

Are there any other services involved with the child or family?

Family Nurse	Yes	No	Date Involvement commenced	
Name				
Contact Information and Telephone Number				
Social Worker	Yes	No	Date Involvement commenced	
Name				
Contact Information and Telephone Number				
Speech and Language	Yes	No	Date Involvement commenced	
Name				
Contact Information and Telephone Number				
CAHMS	Yes	No	Date Involvement commenced	
Name				
Contact Information and Telephone Number				
Any Other Service	Date Involvement Commenced			
Main Service Provided				
Main Contact Name				
Contact Information and Telephone Number				

Immunisations – Please Tick If Your Child Has Been Vaccinated Against The Following:

	Yes	No		Yes	No
Diphtheria			Tetanus		
Hib			Mumps		
Measles			Rubella		
Polio			Whooping Cough		
Details Of Other Vaccinations					
Has Your Child Had Any Infectious Diseases?			Yes		No
If Yes Please Give Details					

Individual Requirements and Details

Has Your Child Any Food Allergies or Special Dietary Requirements?			Yes		No	
Please Give Details						
Are There Any Foods You Do Not Want Your Child To Have?			Yes		No	
Please Give Details						
Has Your Child Any Cultural Or Religious Requirements?			Yes		No	
Please Give Details						
Any Other Details That May Be Useful						

Consents

<u>Medical Treatment</u>		
I hereby give consent for the staff of St Paul's First School Nursery to ...		
Administer Emergency First Aid	Yes	No
Seek Emergency medical and dental attention including hospital treatment if it is deemed necessary	Yes	No
Administer medication	Yes	No
Signature..... Date		

<u>Outings</u>		
I hereby give consent for the staff of St Paul's First School Nursery to ...		
To take my child on local visits and outings	Yes	No
Signature..... Date		

<u>Photographs</u>		
I hereby give consent for the staff of St Paul's First School Nursery to ...		
Photograph my child and for those photographs to be used in my child's file and displays around the nursery	Yes	No
Use photographs of my child taken at St Paul's First School Nursery in another child's file or diary (as a group)	Yes	No
Use photographs of my child in newsletters	Yes	No
Use photographs of my child on the school website	Yes	No
Use photographs of my child for advertising purposes	Yes	No
Signature..... Date		

<u>Sharing information</u>		
I hereby give consent for the staff of St Paul's First School Nursery to ...		
Share information about my child with other agencies such as : Speech and Language, Health Visitors, Special educational need support	Yes	No
Signature..... Date.....		
Please note staff will share information without consent if they are concerned about the welfare of the child		

St Paul's First School Nursery

Terms and Conditions

Sessions:

Full Day Session	=	8:50 am – 3:00 pm
Morning Session	=	8.50am – 11:50 am
Afternoon Session	=	12.00 pm – 3:00 pm

All session requirements must be confirmed in writing.
A minimum of 4 weeks' notice for all session changes must be given.
Children must be registered for a minimum of 5 sessions per week.

Shift Patterns

The nursery can accommodate some shift patterns subject to availability of places but in order for us to manage this irregular booking pattern, sessions must be confirmed one month in advance in writing.

Fee Payment:

Fees must be paid one month in advance by the first day of the month.

Payment is required by Parent Pay or the cheque. Details of Parent Pay accounts can be requested from the school office staff.

A £10 administration fee will be charged on a weekly basis for all late payments.

You will be issued with an invoice on a monthly basis.

Holidays:

The nursery will be closed during school holidays. School term dates, INSET days and holiday dates can be found on the school's web site.

Sickness/ Absence:

Children who have, or develop, an infectious illness must be excluded from nursery for a minimum of 48hours.

This is in the best interest of the child and the other children and complies with regulations set out by the Environmental Health Department. The nursery must be notified of all absences.

Sickness or absence from Nursery does not qualify for a reduction in fees.

Notice:

One month's written notice, by either party is required to terminate a child's place at nursery. One month's fees in lieu of notice will be charged.

Fees are still payable for the months' notice even if the child does not attend the nursery.

Family Discounts:

Where two or more children from one family attend the nursery or before/after-school club, the oldest child will be eligible for a 5% discount in their monthly fees.

Clothing and Personal Items:

The Nursery cannot accept responsibility for loss or damage to personal items or clothing.

A nursery uniform is available to purchase from Crested Uniform in Cannock.

Parents should supply sufficient clothing for their child's daily needs and a spare set of clothing in case of accidents.

Sun cream and sunhats should be supplied in the warmer months. Suitable footwear and clothing for outdoors must also be provided.

AGREEMENT

I agree to comply with the terms and conditions set out by St Paul's First School Nursery.

Signed.....Date.....

Name.....