**Home from Home**

**Please tick box of relevant nursery**

**The Dovecote, High Street, Kislingbury, Northampton, NN7 4AG**

**Riverside, 8-10 Crow Lane, Great Billing, Northampton, NN3 9BX**

**Parkside, 27-29 St Georges Avenue, Northampton, NN2 6JA**

**Great Houghton, Great Houghton Hall High St Great Houghton Northampton NN4 7AG**

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| **CHILD REGISTRATION FORM*****Please note if your child has a severe nut allergy, unfortunately they are probably not suited to our nursery. Dietary concerns are fine and can be accommodated however due to the large number and varieties of animals at the nursery and their food supplies, nuts are unavoidable.*** |
| **Full Name**  | **Surname** |
| Address of Child |
|  Postcode |
| DOB  | Boy/Girl | Age of Siblings |
| **Details of legal guardians of the afore mentioned child** |
| 1/ Full Name |  Relation to child |
| Address |  |
| Tel no’s | w  | h | m |
| Email Address |  |
| 2/Full Name |  Relation to child |
| Address |  |
| Tel no’s | w  | h | m |
| Email Address |  |
| Emergency Contact (other than parent/guardian/carer) |
| **Password** |
| Details of any special needs or requirements culturally or otherwise you would like us to consider |
| No special educational need Early Years Action/School ActionEarly Years Action Plus /School Action Plus |
| Doctor | Name Telephone No. |
| Surgery Address |  |

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| Additional to aforementioned parents, carer, guardians and emergency contacts please give names of people who have permission to pick up your child |
| Name/Relationship |  Tel no |
| Name/Relationship |  Tel no |
| **Start Date** |  |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **(Please Tick)****Term time****All Year round** |
| From: To: | From: To: | From: To: | From: To: | From: To: |

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| Allergies / Special diets / Health Problems / Childhood illnesses / Medication |
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| Anything else we should know about your child e.g. fears, dislikes, comforters, previous nurseries. Does your child currently attend another setting? Are you claiming funding with another setting? If yes, do you give us permission to share information with this setting?usus us permiss |
|  |
| **Languages** spoken at home are……………………………………………………………………………………………………………………………………………………………..**Ethnicity**- We are required by our Government standards to ask this, but it is not mandatory that you answer. If you do not wish to answer this question, please initial here ……………………………….Please tick where relevant **White** British – Irish – Traveller of Irish Heritage – Gypsy/Roma – Any other white background **Mixed**-White and Black Caribbean –White and Black African – White and Asian-any mixed background **Asian or Asian British** –Indian –Pakistan – Bangladeshi – Any other Asian background **Black or Black British** – Caribbean – African – Any other black background  **Chinese Any other ethnic background** |

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**I hereby consent to follow and meet the terms of business, policies and procedures, separate grant conditions (where applicable) and have received a copy of “All you need to know”. I agree to abide by all these necessary procedures and confirm that I will give the agreed written notice if I require to end this contract. Important communication will be sent to enquiries.the.nannery@gmail.com.**

**Parents/Guardian/Carer Date**

**Terms of Business for all Parents/ Carers:**

1. **Security, Health and Safety:** For security reasons I agree to shut the doors after entry and exit and to ensure nobody else enters or exits the nursery or interconnecting rooms while I do so unless they are in my care. I agree not to smoke or use a mobile phone in the nursery or on nursery grounds.
2. **Sun Cream**: I agree to provide sun cream for my child in the summer months or to subscribe to the nursery sun cream provision. I also agree to my child having sun cream applied by nursery personnel.
3. **Foods:** So many foods now seem to be labelled ‘may contain traces of nut’ or ‘have been produced in a factory where nuts are used’. We therefore cannot guarantee that there will be no nut traces in the environment. If your child is known to be allergic to nuts, please ensure we are informed immediately and that an epi-pen is provided. An epi-pen must be prescribed by a doctor. We will try to be nut free but we cannot guarantee a 100% nut free nursery. I give permission for my child to have food provided by me, the parent/guardian, and will take responsibility for its content.
4. **Collecting my child**:I agree to be responsible for having my child collected immediately, if my child is unwell, or if there is a need for the child to be removed from the nursery. I will ensure that someone will be available with one of the telephone numbers on the enrolment form, or an alternative that I give to the manager for this purpose. I agree to collect my child myself or if somebody else is going to collect him/her I will contact the nursery, so a password can be obtained and given to the person I am authorising to collect my child. I will not give entry codes to third parties.
5. **Payments:** I am aware that **late payments** will be chased and charged, I agree to pay fees by the 1st or by the 7th, as agreed on registration. £20 Admin fee will be added to any late payments which have not been agreed, for each day that they remain outstanding. I am aware that the nursery will give notice to persistent late payers.
6. I am aware that ‘early drop off’ OR ‘late collection’ charges OR emergency overtime will be charged, pro-rata to the next 15-minute band. The charge will be 3 times my hourly rate per band.
7. I am aware that authorised overtime, booked in advance, will be charged at overtime rates, regardless of my normal hourly rate. See the current overtime rate on our website: <http://www.nannery.co.uk/parents/flexibility-and-fees/>
8. **Courtesy Required:** I am aware that the nursery will give notice to abusive/rude persons. I am aware that the nursery will give notice to persistent late or early arrivals that leave their children at a time not booked as this threatens our carer to children ratio and Ofsted registration. The nursery may not be required to give notice in this circumstance.
9. I understand that breach of policy or statute principles may lead to immediate notice.
10. **Medical and Emergency:** I agree to my child being treated by the emergency services should this be required.
11. I agree to a member of staff administrating medicines/providing treatment to my child or in the case of an emergency as staff consider necessary. I understand that if my child suddenly comes down with a high temperature, I give consent for nursery personnel to administer Calpol, or similar in order to urgently bring down the temperature.
12. I will advise the nursery if my child has taken or has any kind of medication that day and will not leave any kind of medication or potentially hazardous substances in my child’s bag or on their peg. I will give it to the Manager or unit Supervisor, and sign the appropriate form if staffs need to administer the medicine
13. I will inform the nursery if my child has had medicine within the last 8 hours, to avoid double dosing.
14. **Records and Data:** I agree to Child Development Studies and Records being kept on my child, this includes photographs being taken and distributed with diaries and via email to myself and the group of parents who are with my child. I also agree to records on my child being kept on computer, please refer to our GDPR Terms and privacy notice. I agree that my child may appear in promotional materials for the nursery.
15. I undertake to advise the Nursery in writing of any changes to the information given as soon as possible after (or before) the change(s) have taken place.
16. I agree that photos and observations on my child may be included in the portfolios of trainee carers and developing nursery staff on the understanding that their real names will not be used, please refer to our GDPR Terms and privacy notice.
17. **Labelling my child’s items:**  I will label all my child’s clothes and possessions that are taken to nursery and provide spare clothes. I will also provide nappies, wipes, cream, labelled drink containers and cotton wool in a bag for my child if they are in nappies. I agree to dress my child in play clothes, shoes with backs and covered toes, (please no heels) and without dangling jewellery i.e. earrings must be studs.
18. **Outings and Play:** I agree to my child going on impromptu trips, going on foot or using nursery or public transport. I will not send my child to nursery that is unwell and ask that they are not sent out.
19. I agree to my child playing in the garden, the garden equipment including the trampoline and take responsibility for this as long as appropriate supervision is in place. I will not send my child to nursery that is unwell and ask that they are not sent out.
20. **Policies and Procedures:** I have access to the nursery list of policies and will advise in writing should a copy of the entire policy be needed (file in reception, a copy can be taken overnight £2 deposit) should I wish to study them further. Policies are all reviewed annually.
21. **Child Absence:** I understand that the charge for attendance is at the currently publicised rate and is payable if the child is absent. The rates are payable during bank holidays and shutdowns to include August week (only in 2020), Christmas (between December 25th and New Year) and other enforced shutdown due to weather conditions, machine function, child illness, government enforcement and any other extreme conditions. This is applied for the current payment period.
22. **Notice:** I understand that 6 week-notice is required for any reduction in hours or for leaving the nursery, with a further two weeks necessary if the notice period includes shutdown. In the case of grant, one term’s written notice must be given.
23. **Changes in hours:** I understand extra sessions, if notice is given in writing and if there is availability, are charged at the rate of authorised overtime. See the current overtime rate on our website: <http://www.nannery.co.uk/parents/flexibility-and-fees/>
24. I understand that any change of hour requests may take up to 6 weeks but may be available sooner for increase hours.
25. I am aware that all change of hour requests will be subject to a £20.00 administration charge.
26. **Change in Fees:** I am aware that prices are reviewed annually subject to viability and ongoing costings analyses. See the current rates on our website: <http://www.nannery.co.uk/parents/flexibility-and-fees/>
27. **Fees for extra Administrative:** I am aware that any administrative requirements are made by parents will be subject to a £20.00 administration charge.
28. **If you are ever less than satisfied:** I understand that if there has been a proven issue with regards the level of service, management will consider a reduced notice. The notice will start at the commencement of the complaint. I understand I will need to apply in writing for this consideration. Please note that 1. another child biting or hitting your child can happen in any educational establishment however outstanding. This is painful and emotional for parents but please allow time for problems to be worked through. Also, 2. a soiled nappy can go undetected even in outstanding nurseries. We will not allow reduced notices for these two circumstances (1 and 2). I understand all complaints must be given in writing within five working days of the incident to be considered as part of the notice period.
29. **Communication:** I understand that important messages relayed to key workers or management of the nursery must be given in writing by email (or by text, accepted in emergency situations where a third party is picking up my child that day) to ensure that there is no ambiguity in the messages given. The company does not take any liability for messages given verbally that can be misunderstood.
30. **I understand the above conditions are subject to annual review. Significant changes will be advised to parents by email. See the updated terms on our website**: <http://www.nannery.co.uk/>

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