



# Railway Children's day Nursery Registration Form

Lawn Lane, Creeton, Grantham, Lincs, NG33 4QB Tel:01780 410055

EY547036

Proprietor Donna Goring

Please make sure the details you give on this form are accurate and updated when needed

|  |   |
|--|---|
| <b>Child's Full Name</b>                     | <b>Name to be called</b> (if different) |
| <b>Address</b>                               | <b>Date of Birth:</b>                   |
|  | <b>Ethnic Origin</b> (optional):        |
|  | <b>First language:</b>                  |
|  | <b>Religion</b> (optional):             |
| <b>Person with parental responsibility</b>   | <b>Address</b> (including postcode)     |
| <b>Relationship to the child</b>             |   |
| <b>Telephone number (Day &amp; Evening)</b>  |   |
| <b>Signature of consent for holding data</b> | <b>Email:</b>                           |
| <b>Person with parental responsibility</b>   | <b>Address</b>                          |
| <b>Relationship to the child</b>             |   |
| <b>Telephone number (Day &amp; Evening)</b>  |   |
| <b>Signature of consent for holding data</b> | <b>Email:</b>                           |
| <b>Person with legal contact</b>             | <b>Address</b>                          |
| <b>Relationship to the child</b>             |   |
| <b>Telephone number (Day &amp; Evening)</b>  |   |
|  | <b>Email:</b>                           |

|  |                |           |
|--|----------------|-----------|
| <b>Signature of consent for holding data</b>             |                |           |
| <b>Name of authorised person to collect your child 1</b> | <b>Address</b> |           |
| <b>Telephone number (Day &amp; Evening)</b>              |                |           |
| <b>Signature of consent for holding data</b>             |                |           |
| <b>Name of authorised person to collect your child 2</b> | <b>Address</b> |           |
| <b>Telephone number (Day &amp; Evening)</b>              |                |           |
| <b>Signature of consent for holding data</b>             |                |           |
| <b>Name of authorised person to collect your child 3</b> | <b>Address</b> |           |
| <b>Telephone number (Day &amp; Evening)</b>              |                |           |
| <b>Signature of consent for holding data</b>             |                |           |
| <b>Name of Emergency contact 1</b>                       | <b>Address</b> |           |
| <b>Relationship to the child</b>                         |                |           |
| <b>Telephone number (Day &amp; Evening)</b>              |                |           |
| <b>Signature of consent for holding data</b>             |                |           |
| <b>Name of Emergency contact 2</b>                       | <b>Address</b> |           |
| <b>Relationship to the child</b>                         |                |           |
| <b>Telephone number (Day &amp; Evening)</b>              |                |           |
| <b>Signature of consent for holding data</b>             |                |           |
| <b>Do you access a Children's centre?</b>                | <b>Yes</b>     | <b>No</b> |
| <b>Which children's Centre(s) do you access?</b>         |                |           |
|  |                |           |

|   |                             |    |
|---|-----------------------------|----|
| Does your child attended an additional childcare provider?                              | Yes                         | No |
| If your child attends an additional childcare provider, Please include contact details. | Name of childcare provider: |    |
|   | Address                     |    |
|   | Telephone Number            |    |

|  |  |
|--|--|
| <p align="center"><b>I authorise Railway Children's Day Nursery to share relevant information regarding my child's learning, development and experiences with others who are involved in their care in order to help them compile a comprehensive picture of my child.</b></p> |  |
| Signed   |  |
| Print Name   |  |
| Date   |  |
| <p><b>Has your child previously been involved with social services, or social services are currently involved? If so, please give details.</b></p>   |  |
| <p>Name of social worker:<br/>Address:<br/><br/>Telephone number:<br/><br/>Email address:</p>  |  |
| <p><b>To the best of your knowledge, can you think of any further information we may need to know?</b></p>   |  |
| <p align="center"><b>Does your child have any medical problems?</b><br/>Please detail any medical procedures which are prohibited by family religion or belief.<br/>Please detail any religious or cultural considerations to be made when caring for your child.</p>          |  |
| <p>Details</p>   |  |
| <p><b>Does your child have any known allergies/intolerances?</b></p>   |  |

**Details**

**Child's Doctor**

**Address**

**Telephone Number**

**Child's Health Visitor**

**Address**

**Telephone Number**

**I consent to any emergency medical treatment being given to my child during the session. Please sign and date**

**Yes**

**No**

**I consent to the seeking of emergency treatment during the session. Please sign and date**

**Yes**

**No**

|  |           |
|--|-----------|
| <b>I consent to plaster being used on my child when needed</b>   |           |
| <b>Yes</b>   | <b>No</b> |
| <b>I consent to nursery staff applying sun cream that I have provided and when needed nursery sun cream, which is factor 25+</b> |           |
| <b>Yes</b>   | <b>No</b> |
| <b>I give permission for the nursery staff to take my child out on small walks in the local area.</b>                            |           |
| <b>Yes</b>   | <b>No</b> |
| <b>I give permission for my child to use toothpaste provided by the nursery</b>  |           |
| <b>Yes</b>   | <b>No</b> |
| <b>I give permission for staff to use face paint on my child.</b>  |           |
| <b>Yes</b>   | <b>No</b> |
| <b>I give permission for staff to use the internet with my child.</b>  |           |
| <b>Yes</b>   | <b>No</b> |
| <b>I give permission for my child to use the nursery climbing frames.</b>  |           |
| <b>Yes</b>   | <b>No</b> |
| <b>I give permission for my child to be given Calpol provided by the nursery in emergency cases (high temperature)</b>           |           |
| <b>Yes</b>   | <b>No</b> |

**If for any reason your child may need to be given any emergency or long term medication i.e. Insulin injection or an Epi-pen the please discuss this with the manager or SENCO who will arrange a Health care plan and long term medication form.**

**Photograph Authorisation**

Staff members at the nursery, may wish to take photographs of the children during session times. This may be for the purpose of supporting part of their training, when photographs will be used as evidence of activities that they have provided, or it may be to record a special event, such as a party. In these cases records of names will be restricted to the use of first names only.

Occasionally, photographers may be invited from newspapers to publicise events that have taken place, or are to take place, at the nursery, additional permission will be sought for these occasions.

All parents are asked to sign a permission slip (see below) to say that they will allow their child to be photographed whilst they are attending, this will be permission for photographs to be taken off site too as the nursery may be away on a trip.

No photographs will be put on the Internet.

If permission is not given this will be recorded and every effort will be made to remove the child from any photo opportunities without the child being upset.

Please complete the permission slip below.

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**Photograph Permission Slip**

(Please delete as necessary)

I hereby \*give/do not give permission for my child to be photographed or video taped when involved in activities connected with the day-to-day care at the Railway Children's Day Nursery

I \*give/do not give permission for photographs to be taken by a newspaper photographer for the purpose of publication.

My Child's/children's name(s)\*may/may not be given to a journalist for the purpose of publication.

No commercial gain will be made of these photographs or videotapes; most will be used for our own promotion of the nursery within the area.

Child/rens name/s: -----

Parents/carers name/s -----

Sign: ----- date: -----

## **Transportation**

This applies if children travel in Matthew Goring's car

- **Only one child will sit per seat- no sharing**
- **The vehicle must have fitted seatbelts**
- **It must have a valid M.O.T. certificate**
- **It must have a complete first aid kit**
- **There will be no side facing seats- just front facing**
- **The nursery will be insured for liabilities to third parties, (which covers passengers in the vehicles)**
- **The driver will hold a full current licence**
- **Permission is asked from parent before children are transported in the vehicle**
- **All transport used by staff must be covered for business use insurance, a copy of which is held at the nursery**

**I GIVE PERMISSION FOR MY CHILD \_\_\_\_\_ TO USE THE  
NURSERY TRANSPORTATION TO GO ON SHORT TRIPS**

**SIGNED \_\_\_\_\_**

**DATE \_\_\_\_\_**

**SHORT TRIPS WILL BE TO THE SPINNEY (PLAY AREA) OR TO OTHER  
LOCAL AREAS**

|  |              |             |
|--|--------------|-------------|
| <b>I hereby give consent for the information above to be held on file in<br/>compliance with the Data Protection Act 1998 and GDPR 2018.</b> |              |             |
| <b>Signed</b>  | <b>Print</b> | <b>Date</b> |
|  |              |             |

## Enrolment contract

|                            |                   |
|----------------------------|-------------------|
| Child's Name               | Parent/Carer Name |
| Address                    |                   |
| Daytime and Evening Number | Mobile number     |

Please tick which sessions you would like your child to attend.

| MONDAY |    | TUESDAY |    | WEDNESDAY |    | THURSDAY |    | FRIDAY |    |
|--------|----|---------|----|-----------|----|----------|----|--------|----|
| AM     | PM | AM      | PM | AM        | PM | AM       | PM | AM     | PM |
|        |    |         |    |           |    |          |    |        |    |

**First session date:** \_\_\_\_\_

All fees are payable in advance of sessions.

Please make cheques payable to:

*"Railway Children's Day Nursery".*

**Please Tick**

|  |             |
|--|-------------|
| I have received a copy of the brochure.  |             |
| I have seen copies of the policies and procedures.   |             |
| I understand that I may withdraw my child at any time by giving 1 months notice.                                       |             |
| I hereby give consent for the information given above to be held on file in compliance of the Data Protection Act 1998 |             |
| <i>Parent / Carer sign</i>   | <i>Date</i> |

Birth Certificate seen by manager - \_\_\_\_\_ (date)

Manager Sign \_\_\_\_\_

Date



## **Terms & Conditions of the Nursery.**

In order to maintain the highest standards, you are asked to adhere to the following regulations:

1. **Hours of opening:** The nursery is open between the hours of 7.30am to 6.00pm, Monday to Friday, offering both full and part time care with a minimum of two sessions per week available. We cater for children aged eight weeks to school age (5yrs).
2. **Termination / Change of sessions:** Parents wishing to terminate their child's place at the nursery, or change the sessions required, must give **ONE FULL MONTHS PAID NOTICE**.
3. **Child collection:** If any other person other than a parent is collecting the child, the nursery **MUST** be informed in advance; otherwise the child will not be allowed to leave the building with that person. Please collect your child promptly at the end of the session. Any late collection will be charged at a rate of £5 per 10minutes overdue or part thereof.
4. **Holidays:** The nursery is open throughout the year, except for a full week' close down at Christmas, and statutory bank holidays. These days are free.
5. **Absence:** It is important that you notify the nursery of any absence by phone. Full fees must still be paid during any absence, as the cost of staffing and other overheads still have to be met by the nursery. **This includes all holidays.**
6. **Fees:** All fees are payable monthly in advance as set out in the fees handout sheet, and are payable on the first of each month. Invoices will be sent out, and each invoice covers a one month period from the first day of the month to the last day of the month inclusive. Fees can be paid by cash, cheque, child care vouchers or direct to our bank. Unfortunately, **non-payment means non-attendance**. Please discuss any difficulties with the Proprietor / Manager. The management reserve the right to increase fees if necessary in line with inflation or other circumstances that may occur beyond our control. Any increase in fees will be notified six weeks in advance.
7. **Illness:** Please refer to our illness and exclusion policy; there is also a poster which is displayed in reception with guidelines on. If you are unsure of weather to bring your child to nursery due to illness always call beforehand and discuss this with a member of staff, they will be happy to help.
8. **Medication:** Please inform your child's key person if your child is taking any medication prescribed by a doctor, and bring any medicines clearly labelled with the child's name, amount and time of day to be taken. Parents are asked to sign and date a form stating that the nursery has been given permission to administer the medicine on their behalf, and each dose given must be signed for a the end of the day.
9. **Clothes, personal property and valuables:** All clothing must be clearly marked with the child's name. A utility bag is provided by the nursery for the child's use, to provide daily: a spare set of clothing including underwear, toothbrush and toothpaste.
10. **Food:** The nursery provides all meals, drinks and snacks (apart from baby formula milk feeds) so it is not necessary to send your child with any other foodstuffs. Special dietary needs can be arranged as requested. Please feel free to discuss this with our staff.
11. **Nappies & Other such items:** The nursery does not provide nappies, wipes and creams etc for the babies / toddlers. Please bring these items with your child for their utility bag.
12. **Off Site Visits:** No child will be taken off site without the prior parental consent, with the exception of short walks.
13. **Parking:** There is a car park situated to the side of the nursery, please use this if you are intending on staying for any period of time.
14. **Records:** Regular records are kept for all children attending the nursery. Your child's records are available for you to view at any time during the nursery's opening hours.
15. **Complaints:** Please feel free to discuss any problems queries or complaints with the Manager and or Proprietor. If you feel that the nursery management has not dealt with any complaint satisfactorily, you may contact Ofsted Complaints Investigation and Enforcement Team (CIE), National Business Unit, Piccadilly Gate, Stone street, Manchester, M1 2WD. [Tel:0300 1231231](tel:03001231231).
16. **Policies:** A full copy of the nursery's policies is available on request and can also be located in reception. These cover a wide range of issues and are guided by OFSTED and the EYFS. A full copy of the last OFSTED report is available on request and is displayed in reception.

**I agree to all the above terms and conditions**

**I have read and agree to the nursery's policies and procedures**

Print name of child.....

Signed.....Parent

Signed.....Nursery Manager