



Alpha Community Nurseries Child Registration

Child details (A full birth certificate must be presented to the nursery when registering your child)

Full name of child			
Preferred name			
Gender		Date of birth	
Home address			
	Postcode		
Home telephone number			
Ethnicity		Religion	
First language		Second language	
Details of any other setting your child attends			

Health, medical and dietary details

GP's name		Health Visitor's name	
Surgery address			
	Postcode		
Surgery telephone number			
Please provide details of any other professionals working with your child:			
Does your child have any medical needs?			
Is your child taking any regular medication?			
Does your child have any allergies, sensitivities or intolerances?			
Does your child have any dietary requirements?			
Does your child have any other special needs?			
Please indicate if your child has been vaccinated against the following:			
Tetanus	Yes/No	Diphtheria	Yes/No
Pox	Yes/No	MMR	Yes/No
HIB (Meningitis)	Yes/No	Whooping Cough	Yes/No
		Poliomyelitis	Yes/No
		Chicken	

Attendance

Tick sessions required	Monday	Tuesday	Wednesday	Thursday	Friday
8am to 1pm					

1pm to 6pm					
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Parent/Carer/Guardian details

Name of parent/carer/guardian					
Relationship to child		Do they have parental responsibility?	Yes/No		
		Do they have legal access to the child?	Yes/No		
Home address					
	Postcode				
Telephone number		Mobile number			
Email address					
Name and address of employer		Work number			

Name of parent/carer/guardian					
Relationship to child		Do they have parental responsibility?	Yes/No		
		Do they have legal access to the child?	Yes/No		
Home address					
	Postcode				
Telephone number		Mobile number			
Email address					
Name and address of employer		Work number			

Emergency contact details (must be over 16 years old)

Emergency Contact					
Relationship to child		Do they have parental responsibility?	Yes/No		
		Do they have legal access to the child?	Yes/No		
Home address					
	Postcode				
Telephone number		Mobile number			
Email address					
Name and address of employer		Work number			

Password:

(Given to anyone authorised to collect your child)

Consent Agreement for Parents, Carers and Guardians

Confidentiality agreement

I agree that Alpha Community Nurseries Ltd may hold the information I have given for the purpose of managing the setting and meeting my child's needs and I undertake to advise the manager of any changes to these details.

- I understand that this information will be available to employees and the management and that I may inspect the information relating to my child by giving reasonable notice to the manager.
- I understand that records may also need to be shared in the event of a safeguarding concern.
- I **do/do not** give consent for my child's educational records to be passed to other joint care/ education settings relevant to my child.

Name of parent:

Signature:

Name of child:

Date:

Medication and emergency medical care agreement

If your child suffers from any type of on-going illness or medical condition we will administer the appropriate medication whilst they are in the setting. We will put a care plan in place and follow those guidelines at all times. You will be asked to provide the necessary medication that your child needs so that we can hold it here at the setting.

If your child has to have a course of medication from the GP they are required to have 48 hours of the course given before returning to the nursery. We can then administer the medication, you will be asked to complete a medication form.

The legal guidance allows us to give over-the-counter medication such as pain and fever relief or teething gel when asked to do so by a parent, and if there is an accepted health reason to do so. However, we must have written permission beforehand from parents and we follow the same recording procedures as those for prescribed medication.

- I understand that in the event of my child becoming ill I will be contacted and will be expected to make arrangements for them to be collected as quickly as possible.
- I agree that if my child is sick or infectious that I will keep them at home until they are well enough to return to nursery.
- I **do/do not** give consent for hypoallergenic plasters to be applied to my child when deemed necessary by the nursery staff.
- I **do/do not** give consent for my child to be given children's paracetamol by the nursery staff if they become unwell at nursery and develop a high temperature. I understand that I will be phoned for verbal consent before this is given and that myself, or a named person will come and collect my child.
- I **do/do not** give consent for my child to be given children's antihistamine by the nursery staff if they develop an allergic reaction at nursery. I understand that I will be phoned for verbal consent before this is given and that myself, or a named person will come and collect my child.
- I **do/do not** give permission for nursery staff to use nappy cream on my child if it is apparent when changing their nappy that they have a sore bottom
- I **do/do not** give consent for emergency medical first aid treatment and or advice to be sought for my child as deemed necessary. I give consent for other professionals to treat my child. I understand that if hospital treatment is required transport will be arranged either by ambulance or by accompanying the child in a taxi.

Name of parent:

Signature:

Name of child:

Date:

Other permissions

Do you give permission for your child to take part in local outings in the neighbourhood to support the children's learning and experiences; this may for example include visits to the local park or shops?

Yes/No

Please note for outings outside of the local area additional consent will be sought.

Do you give permission for face paints to be applied to your child?

Yes/No

Do you give permission for fragrance free disposable wipes to be used on your child?

Yes/No

Do you give permission for us to apply sun lotion to your child?

Yes/No

We do ask parents apply sun protection to their child prior to attending their session and we keep a stock of factor 30 sun lotions to reapply during the session if necessary. If you would prefer your child's own brand of sun cream to be applied please provide this clearly labelled with your child's name and inform your child's key person.

As part of our commitment to provide for the individual needs of each child we observe children on a regular basis.

Do you give consent for staff to observe and record your child's progress and development?

Yes/No

The nursery offers training placements for childcare students who. In order to complete training assessments will require to observe play. Do you give consent for childcare students to observe your child's play? **Yes/No**

Name of parent:

Signature:

Name of child:

Date:

Photo permissions

Photographs are a valuable method of recording a child's time at the setting and are used within the child's 'Learning Journey'. From time to time we use children's photographs within our setting displays.

Do you give consent for my child's photograph to be taken and used within their Tapestry Learning Journey? **Yes/No**

Sometimes photographs include your children's friend if they are playing together, in order for photographs to be shared between families.

Do you give consent for photographs of your child to be taken and used in other children's Tapestry Learning Journeys?

Yes/No

Do you give consent for your child's photo to be used on nursery displays in the nursery e.g. key person boards, pictorial evidence of activities?

Yes/No

Do you give consent for my child's photograph to be taken and used within displays?

Yes/No

Do you give consent for your child's photograph to be taken and used within the local press?

Yes/No

If names are to be used separate permission will be obtained

Do you give consent for your child's picture to be used on our corporate Facebook page or our website – faces will be hidden unless separate permission is obtained.

Yes/No

Your child may take part in a nursery event e.g. a nursery play or concert, a fun day, or party. Do you give your consent for photos to be taken by nursery staff or other parents attending the event?

Yes/No

Name of parent:

Signature:

Name of child:

Date:

Financial Terms and Conditions of Alpha Community Nurseries Ltd for Fee Paying Parents

- A) A non-refundable registration fee of £35.00 is payable on submission of the registration forms.
- B) A deposit the equivalent of one week's fees will be charged at registration and held for the duration of your child's time at the setting. This payment will be offset against your final invoice when notice has been given that your child is leaving
- C) All invoices are issued monthly in advance. Fees are calculated by the sessions used in that calendar month.
- D) Alpha Community Nurseries Ltd. Charge for all holidays and bank holidays throughout the year, no exclusions.
- E) Any additional items such as extra sessions, penalty charges, t shirts etc shall be added on to the monthly invoice.
- F) If your child is ill during the day and needs to be collected you are still liable for the full day's fees.
- G) Full fees are payable when a child is off sick and on holiday. Alterations may be made if the period extends 21 days this would be solely at the managers/directors discretion.
- H) One month's written notice will need to be given if you wish to reduce the hours your child is doing. Failure to do so will result in you still being liable for full payment of fees until you do so.
- I) All fees are to be paid as cleared funds by the 28th of each month.
- J) Fees can be paid by cash, cheque, (returned cheques incur a £10.00 administration charge) directly in to the bank through standing order, or over the phone by credit/debit card (charges apply, £1.00 debit card, 2% credit card).
- K) When paying direct to the bank it is the customer's responsibility to put the correct reference of nursery name-child's surname. Failure to do this will result in monies going unallocated and you may be chased for late fees.
- L) The nursery accepts all registered childcare voucher providers either for full payment or part payment towards fees. If the voucher is in part payment it is the customer's responsibility to ensure the outstanding for the full balance is paid in full by the 28th.
- M) If fees are unpaid the nursery reserves the right to terminate the child's place without notice, we will not cancel Free Early Education hours.
- N) In the event fees remain unpaid Alpha Community Nurseries Ltd will take the customer to a small claims court to retrieve all outstanding monies using these signed terms and conditions as evidence. Alpha Community Nurseries Ltd will also add all charges incurred to be recovered.
- O) Termination of all children's places needs to be given in written notice to the nursery manager one month in advance. Failure to do so will mean you are still liable for full fees until notice is given and a one month period has expired. No exclusions.
- P) The customer is not entitled to withhold any monies due to the nursery
- Q) The parent/carer is ultimately responsible for payment of all fees regardless of funding.
- R) Fees will be reviewed annually and you will be notified at least 30 days in advance of any increases.
- S) We reserve the right to apply a late collection charge of £10 for the first 15 minutes and, and then £5 per 15 minutes after this. This applies at the end of all booked sessions.
- T) We offer a 10% discount to parents booking a full time place and a 5% sibling discount of the total bill while both children attend the setting.
- U) Early Education Funding for 2, 3 and 4 year olds
All children who are 3 years old are entitled to free early education the term after they are 3 years old. Some 2 year olds qualify for free early education the term after they are 2. These sessions can be taken flexibly and stretched across the year. Please ask the nursery for details. If you wish your child

to attend outside of their funded hours or entitlement you will be charged at the full session rate. There is no registration charge or deposit if your child only attends for their free entitlement.

These terms and conditions should be read in conjunction with our nursery brochure

I have read all the Financial Terms and Conditions above and confirm that I understand and agree to them.

Parent/carers Name:

Signature:

Child's name:

Date:

Manager's name:

Signature:

Date:

Registration – For office use

Start Date:

1st Visit:

2nd Visit:

Key Person:

Buddy:

Attendance

	8am - 1pm	1pm – 6pm	Funded hours	Notes
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Term time only? (Early Years Funding only)				Yes/No

Finance

Registration fee payable? Yes/No

Weekly fees payable - £

Deposit payable - £

Fees payable by - Parent/Children's Centre/2 Year Old Funding/Early Years Funding/Other

If fees are payable by another agency please add details for invoicing purposes:

Name:

Department:

Address:

Telephone number:

Email address:

Action	Date completed	Notes
Copy of birth certificate taken		
Proof of parent's income if needed (2 year old funding, Pupil Premium)		
Early Education Funding form filled in if required		
Early Years Passport given to complete		
Child's folder made and put in filing cabinet		
Family and child added to Parenta		
Care plan & medication forms completed if required		
Medical, allergies, and dietary needs added to list & Parenta		
First invoice generated and given to parent if applicable		
Child added to key persons list		
Settling in sessions arranged and written in diary		
Diary given to parents if child is under two		
Key person assigned ready for 1 st settling in session		
Photo of child taken for peg, key person board etc.		