



# Registration Form

Child's Details	
Name of Child:.....	Home Address:.....
Preferred Name:.....	.....
Gender:            Male <input type="checkbox"/> Female <input type="checkbox"/>	.....
Date of Birth:.....	Postcode:.....
Age at Registration:.....	Home Telephone:.....
Ethnicity:.....	Mobile Number:.....
Language(s):.....	E-mail Address:.....
<b>Child's password:</b>	
If your child will be picked up by someone else, please inform us and share with them your chosen child's password.	

Parent/Carer Details	
Name:.....	Name :.....
Date of Birth:.....	Date of Birth:.....
Contact Number:.....	Contact Number:.....
Relationship:.....	Relationship:.....
Work Address:.....	Work Address:.....
.....	.....
Work Number:.....	Work Number:.....

Has the above emergency contact given consent to be contacted?

Who does the child normally live with \_\_\_\_\_

Name of carer who has parental responsibility \_\_\_\_\_

Who has legal contact with your child \_\_\_\_\_

Who will normally collect your child \_\_\_\_\_

Who else has permission to collect your child \_\_\_\_\_

National Insurance \_\_\_\_\_

Birth Certificate \_\_\_\_\_



# Registration Form

Emergency Contacts	
Name:.....	Name:.....
Address:..... .....	Address:..... .....
Contact Number:.....	Contact Number:.....
Relationship:.....	Relationship:.....

Has the above emergency contact given consent to be contacted?

Health Details	
Doctor's Name:.....	Name:.....
Doctor's Address:..... ..... .....	Health Visitor's Address:..... ..... .....
Doctor's Number:.....	Health Visitor's Number:.....
Does your child have any health problems/conditions? .....	
Does your child have any allergies? .....	
Does your child have any dietary needs? .....	
Does your child have any special needs? .....	
General Medical Information: .....	



# Registration Form

General Consent	Parent/Guardian Signature
<p><b>Administering plasters:</b> I give consent for a first aid trained member of staff to administer hypoallergenic plasters to my child.</p>	
<p><b>Application of sun lotion or nappy creams:</b> I give consent for nursery staff to apply sun lotion / nappy creams that I have provided when necessary. In the event that I have not supplied nursery with sun lotion, I agree that the nursery staff may will apply an appropriate sun block in order that my child can participate in outdoor activities during hot weather.</p>	
<p><b>Extreme circumstances:</b> I give consent to First Aid treatment to be administered by a trained First Aider. In the event of a medical emergency involving my child whilst he/she is in the care of the nursery, or in the case of a serious accident requiring immediate medical attention, I understand that the staff will endeavour to contact myself as soon as possible.</p> <p>Where this is not possible, I give my consent and authority to the staff of the nursery to seek medical attention, advice or treatment for my child as appropriate. If you or an ambulance is not available, a designated Howgill driver and a member of staff known to your child will escort them to the hospital.</p>	
<p><b>Safeguarding policy:</b> I confirm that I have read and understand the Safeguarding Policy of the Howgill Nursery.</p>	
<p><b>Nappy Changing:</b> I give permission to change my child when wet or soiled.</p>	
<p><b>Sickness Policy:</b> Children must not attend the nursery when they are unwell or suffering from a contagious illness or infection. In the event of a child becoming ill whilst at the nursery, the parent or nominated carer will be contacted to arrange to take their child home.</p> <p>In the case of an infectious condition the recommended exclusion time must elapse before the child can be readmitted to the nursery (the nursery can advise on this).</p>	
<p><b>Short Excursions:</b> I give permission for my child to go on short walks.</p>	
<p><b>Water play:</b> I give permission for my child to take part in water-based activities whilst in the care of nursery staff.</p>	
<p><b>Newsletter:</b> I would like to subscribe to Howgill Family Centre's newsletter</p>	
<p><b>Media Consent:</b></p> <p><input type="checkbox"/> I give permission for my child to be photographed/filmed for the purpose of being published online, on television, radio, and print form</p>	



# Registration Form

<input type="checkbox"/> I DO NOT give permission for my child to be photographed/filmed for the purpose of being published online, on television, radio, and print form.	
<b>Tapestry:</b> I give permission to setup a Tapestry account for my child to use as a secure online learning journal to record photographs, observations, and comments in line with the Early Years Foundation Stage Curriculum	
<b>Smile4Life:</b> I give permission for my child to take part in the Smile4Life toothbrush programme. Children taking part will brush their own teeth each day under the guidance of the staff.	

<b>Confirmed Sessions (Please tick below)</b>									
<b>Mon</b>		<b>Tues</b>		<b>Wed</b>		<b>Thurs</b>		<b>Fri</b>	
<b>AM</b>	<b>PM</b>	<b>AM</b>	<b>PM</b>	<b>AM</b>	<b>PM</b>	<b>AM</b>	<b>PM</b>	<b>AM</b>	<b>PM</b>
<b>Settling Session (One hour only):</b>									
<b>Start Date and Time:</b>									

Do you think your child(ren) qualifies for **15** hours Twos Entitlement Grant\* Yes / No

Ref No TY: \_\_\_\_\_ Start Date: \_\_\_\_\_

Do you think your child(ren) qualifies for Threes or Fours Free hours Entitlement Grant\* Yes / No

If yes, please state **15** or **30** hours \_\_\_\_\_

Ref No TY: \_\_\_\_\_ Start Date: \_\_\_\_\_

\*Check eligibility online or by telephone using the links on the accompanying leaflets. We will be happy to help you with this process.

## Terms and Conditions

**Admission:** A completed and signed Howgill Registration Form is required to secure your child's place.



# Registration Form

**Fees and Invoices:** Our nursery rate is £15 per session. Childcare accounts are payable monthly, in arrears for a calendar month of childcare. Accounts are payable by BACS transfer, cash or cheque made payable to "Howgill Family Centre". We also accept childcare vouchers. We can apply on your behalf for the Free Entitlement from your local LEA (more information will be given to you when your child becomes eligible). Invoices will be issued in the week preceding the start of the month and will be due for payment on the 1<sup>st</sup> of the month. Unless there is a prior arrangement, a charge of £20 will be made for fees outstanding after 5<sup>th</sup> of the month. Any parent or carer whose fees remain unpaid after 5<sup>th</sup> of the month, without prior agreement of the Nursery Manager, risks their child's place at the nursery being withdrawn. Any payments that are cancelled or returned from the bank will incur a £25 administration charge. Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or holidays or unavoidable nursery closure. Be aware that the number of days childcare provided each month may vary. If you expect to be late collecting your child, please notify the nursery as soon as possible. Un-notified late collection will be charged at a rate of £10 per quarter hour to cover emergency staffing and other arrangements. In case of default on payment the nursery reserves the right to apply a £50 administration fee for preparation of court papers and interest will be charged at 8% above the bank's prevailing base rate. The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance. The nursery will give parents and carers two months' notice of increase of fees which will normally be reviewed in April.

**Settling In:** Settling In Parents will be charged during the Settling in period, which is usually up to 3 sessions each lasting an hour at £5.00 per hour.

**Opening times:** The nursery sessions are term time only sessional 09:00–12:00 and 12:15–15:15

**Termination, cancellation and change of sessions:** Four weeks' notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is 4 weeks. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Agreement form.

**Insurance:** The nursery has extensive insurance cover for nursery based activities and outings. Details of the insurance may be requested from the nursery manager. The Certificate is displayed in the nursery.

**Personal property and belongings:** The nursery cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.



# Registration Form

**Accidents and illness:** The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required, the nursery will make all reasonable attempts to contact the parents but if this is not possible, we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a Medicine Consent form.

We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to NHS Guidelines regarding exclusion and incubation periods by which we are bound. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery. The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

**Agreement:** These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/amend these Terms and Conditions at any time. Four weeks' notice will be given of any changes made. The nursery is operated by Howgill Family Centre.

I have read and understand these Terms and Conditions and agree to be bound by them.

Signed (parent): \_\_\_\_\_

Print name: \_\_\_\_\_

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