

## REGISTRATION FORM

### Key Information

Child's Surname			
Child's First Name(s)			
Date of Birth			
Sex	Boy		Girl
Religion			Ethnicity
First language			
Any other language spoken			
<b>Parent/Carer 1</b>	Relationship to the child		
	Parental Responsibility		Yes No
Name			
Address			
			Post Code
Email Address			
Telephone Number	Home		Mobile
Place of Work			
Address			

			Post Code	
Telephone Number			Ext.	
Able to Collect Child	Yes		No	
<b>Parent/Carer 2</b>	Relationship to the child			
	Parental Responsibility		Yes	No
Name				
Address				
				Post Code
Email Address				
Telephone Numbers	Home		Mobile	
Place of Work				
Address				
				Post Code
Telephone Number			Ext.	
Able to Collect Child	Yes		No	

## 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		

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. Our nursery premises are protected by 24 hours Audio and video surveillance for the safety and security of the children, parents and staffs.

### Sessions Required

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

Select childcare package: Term Time only: (Yes) (No)  All year round: (Yes) (No)
How did you hear about us?

## Medical Details

Doctors Name:	
Address	
Tel. No.	
Health Visitor Name	
Address	
Tel No.	

## 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					

## 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>		
<b>I hereby give consent for the staff of Immaculate Tots Nursery to ...</b>		
Administer emergency first aid	Yes	No
Seek emergency medical and dental attention including hospital treatment if it is deemed necessary	Yes	No
Administer medication (prescribed and non prescribed)	Yes	No
To apply a plaster when necessary	Yes	No
To apply sun cream factor 30+. I understand that is my responsibility to provide sun cream hat and appropriate clothing during the summer months.	Yes	No
To apply nappy cream to my child if necessary	Yes	No
Signature..... Date .....		

<u>Outings</u>		
<b>I hereby give consent for the staff of Immaculate Tots Nursery to ...</b>		
To take my child on local visits and outings	Yes	No
To travel on the company mini bus	Yes	No
To travel on public transport	Yes	No
Signature..... Date .....		

<b><u>Photographs</u></b>		
<b>I hereby give consent for the staff of Immaculate Tots Nursery to ...</b>		
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 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 nursery website	Yes	No
Use photographs of my child for advertising purposes	Yes	No
Signature..... Date .....		

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





## Registration Fee

A Registration Fee of £30 is due with this Registration Form, this fee is not refundable. (To cover administration cost) A deposit of one-week fee is payable on the day of booking your child's place at the Nursery. Please make the payment to the account below: We ask for you to set to

Immaculate Tots Childcare Limited  
Account Number: 13504727 Sort code: 20-11-43

Name of person signing: .....

Signature: ..... Date: .....

Office use only

Details of Placement.....

Date Received.....Date Acknowledged.....

Registration Fee.....

Staff Name.....Date.....

**Questions to help us get to know your child**  
**(This will be given to the room leader)**

- What does your child enjoy playing with?
  
  
  
  
  
  
  
  
  
  
- Does your child have any names for significant people (e.g. grandparents) or pets which you would like us to use?
  
  
  
  
  
  
  
  
  
  
- Is there any particular likes or dislike that your child has?



- Are there any ways in which your child might need particular help/ support from a member of staff?
  
- Does your child wear nappies? If so what size? If toilet trained, how does your child let you know if they need the toilet? ( A charge will be issued if parents don't supply nappies or wipes for their child)
  
- Does your child have any know allergies?
  
- Any other relevant information?



### **Terms and Conditions**

All hours requirements must be confirmed in writing.

A minimum of 4 weeks notice for all session/hours changes must be given.

Children must be registered for a minimum of 20 hours per week.

Please, note that once the contract is signed and the child did not start or take up the space for any reason, full charge will still apply, unless we are given at least four weeks' notice in advance in case of any changes.

### **Shift Patterns**

We will try our best to accommodate shift patterns subject to availability of places but in order for us to manage this irregular booking pattern, hours must be confirmed at least two weeks in advance in writing. This is to make sure that there is space available. Availability cannot be guaranteed for any notice that is not up to two weeks.

### **Opening Times**

Our nursery would be opened from Monday to Friday 7.00am to 7.00pm. Let us know if you require an earlier start or later finish, please just ask the nursery Manager for details. Fees are based on 52 weeks per year, paid monthly in advance by direct debit. The nursery will be opened all year-round including Bank Holidays. We are only closed on Christmas Day, Boxing Day and New Year's Day. Charges still apply.

### **Fee Payment:**

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

Payment is collected by Direct Debit. £30.00 would be charged for payments not received by the 7th of the month. Payment can also be made via Childcare vouchers. Childcare vouchers will be deducted from the direct debit amount.

The Nursery has the right to suspend childcare place if there are arrears in payment.

The monthly amount will be the same each month unless a change has been made to your session pattern.

The monthly amount is figured out by:

Sessions x 52(weeks) / 12 (months) = same amount each month.

All fees are charged to the nearest half an hour, we do not charge by 15 minute slots, therefore 15 minutes is rounded up to 30 minutes and 45 minutes rounded up to 1 hour.

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**Sterling House, Danebury Court, Old Sarum Park, Salisbury, SP4 6EB**

**Immaculate Tots Childcare Limited™ ©**

**Tel: 01722 237200**

**Email: [info@immaculatetots.co.uk](mailto:info@immaculatetots.co.uk)**

**[www.immaculatetots.co.uk](http://www.immaculatetots.co.uk)**



### **Term time only contract**

A 7.50 per day retainer fee is required to retain the space.

### **DROP OFF**

The agreed drop off time must be adhered to at all times. If you intend to arrive earlier from the contracted one, please notify the nursery in advance, if you arrive early without prior notice, the door will not be opened until your contracted time.

### **COLLECTION**

Where you are not able to collect your child, please notify us, we will agree a password which the nominated person will have to tell us when they come to collect your child. We will not allow your child to be taken if we are not fully satisfied that this have been agreed by you. This is for your child's protection. If your child is not collected within 30 minutes and we have not heard from you, we will try contacting you, we will then try the emergency contact numbers.

Meanwhile, will continue to care for your child, after one hour from the agreed collection time, if we have not heard from you or emergency contact, we will notify the Local Authority duty social worker and follow their advice

Furthermore, please inform us if you intend to collect any earlier than the contracted times as we may be in the middle of an activity, we have a routine, although we try to be as flexible as possible. This will allow us get your child ready, to avoid rushing about, which can be chaotic sometimes and not keep you waiting.

Late drop-off does not constitute late collection, you will still be charged normally for your contracted hours and for any extra hour(s) used.

When you ring, we may not be in the position to get the door immediately, refrain from ringing repeatedly. Please kindly wait for a member of staff to open the door for you.

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Page 13



**Nappies and wipes:**

Nappies, wipes and cream need to be supplied from parents. If for any reason this does not happen, a charge will be issued on the invoice that month. (The amount will depend on how many the child needs.)

**Holidays:**

Charges still applies for holidays you take as we have to staff for your child's place for the whole year.

**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. 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.



**Clothing and Personal Items:**

Any items brought to Nursery **MUST BE CLEARLY NAMED**. The Nursery cannot be responsible for un-named items The Nursery cannot accept responsibility for loss or damage to personal items or clothing. Therefore all clothing and personal belongings must be labelled.

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.

**Car Parking:**

There are designated parking bays for dropping off and collecting children. If these bays are full please ensure that you park your car carefully. Under no circumstances should any car be left parked in an unsuitable manner that could cause danger to children or to the general public.

**AGREEMENT**

I agree to comply with the terms and conditions set out by Immaculate Tots Childcare Ltd.

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

Name.....



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