

Buntings Nursery

Registration Form

Child's Details

Child's full name	
Age	Date of Birth
Languages spoken	
Home address	
Ethnic origin	
Religious beliefs	

Legal Guardians

Name of first LEGAL GUARDIAN	Name of second LEGAL GUARDIAN
Tel	Tel
Mobile	Mobile
Occupation	Occupation
Lives with child?	Lives with child?

Contact email address	
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Are you happy to support Buntings going green and receive the majority of communication via email, including invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Do parents require separate letters/emails?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Who should be first contact during the day?	
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Please indicate a PASSWORD that may be used in case of an emergency collection	
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Emergency Contacts

Please give two emergency contacts that can be used if we CANNOT get in touch with either legal guardian:

Name of first emergency contact	Name of second emergency contact

Tel	Tel

Health & Medical Information

Doctor's name	
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Name of Health Visitor	
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Surgery address	
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Tel	NHS number

Are there any other professionals involved with your child and their development? (e.g. Health Visitors, Speech Therapists, Physio Team, Paediatrician)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please provide relevant contact details below:

Professional contact details	
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Do you have an Early Support Family File or CAF?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If so, please share with your child's Key Person and Buntings SENCo to enable us to support your family.

Do you give permission for first aid to be administered in the event of an accident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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In the event of a serious accident an ambulance may be called. Do you have any medical preferences that you wish us to pass on to the ambulance team and hospital?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please give details:

Medical preferences	
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Do you give permission for the SENCo at Buntings to contact any other professionals to work with them to support your child's development?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Please could you provide us with copies of any reviews that may be of help to us, to enable staff to support other professionals and your child's development.

Please list any ALLERGIES	
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Please detail any DIETARY REQUIREMENTS	
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Does your child have any birth marks or scars?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please give details:

Birth marks / scars details	
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Is your child taking any medication?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please give details:

Medication details	
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Child's Development & Additional Needs

If any, which of the below would you describe your child as having? Please tick all that apply.

<input type="checkbox"/>	Medical conditions
<input type="checkbox"/>	Sight difficulties
<input type="checkbox"/>	Communication difficulties
<input type="checkbox"/>	Hearing difficulties
<input type="checkbox"/>	Social difficulties
<input type="checkbox"/>	Physical difficulties
<input type="checkbox"/>	Learning difficulties
<input type="checkbox"/>	Any other difficulties

If you answered YES to any of the above, please provide further information so that staff can support your child as needed.

Further details	
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Are you a member of the local YMCA Children's Centre, Bramble Hill?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Do you attend local Stay & Play sessions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are you aware that you can access an Outreach Worker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Childcare Transfer

Are you transferring from another childcare provider?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please give details:

Previous childcare provider details	
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Sessions Required

Which sessions would you like your child to attend? (Minimum of 2 sessions)

Session	Mon	Tues	Wed	Thurs	Fri
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Child's start date

Parental Permissions

Do you give permission for your child to be photographed and for Buntings to use them within the setting and on our website?

Yes

No

Do you give permission for the child to go on a supervised activity in the local area on foot, e.g. to the park?

Yes

No

Do you give permission for your child to have sun cream applied to them by Buntings staff?

Yes

No

Do you give permission for your child to have a plaster applied if needed?

Yes

No

Do you give permission for your child to be face painted?

Yes

No

Do you give permission for observations to be completed on your child, including an Individual Assessment of Early Learning and Development (IAELD), to aid your child's development and review our provision by Buntings staff?

Yes

No

Do you give permission for staff and volunteers to carry out observations on your child to aid their professional development? (Your child will be anonymous throughout)

Yes

No

Contract of Childcare — Terms & Conditions

- 1 Hours of opening** — The nursery is open between 8:00am until 6:00pm, Monday to Friday. It will be closed on Bank Holidays. We do not refund missed sessions or swap sessions.
- 2 Payment of fees** — Fees, in accordance with the current prospectus, are due by the 10th of each month payable by cheque or balance transfer. Bank Holidays are included in our fees. Late payment will constitute a breach of contract and may result in the termination of a child's place in the nursery. Fees will be reviewed annually on the 1st of September. One month's fees will be required in advance. This can be paid in instalments but must be settled to reserve your child's space. The deposit will be held against your account and used towards your last month's fee at Buntings. We regret that under no circumstance will the registration fee or deposit be refunded. If your child/ren are entitled to 15 or 30 hours government funding, this will be claimed via the nursery (a funding form will need to be completed by parents/carers and a copy of your child's proof of birth will be required) Funded hours will shown on your invoice as completely funded sessions with no fee to pay. We stretch the funded hours (which are only received term time only) over the complete year of care so no fee will be due for your usual funded sessions in school holidays. For children who are eligible for 3 and 4 year funding may be charged a consumable charge. This will be noted on your invoice as a consumable charge. This payment is towards food, supplies, resources, trips. This amount will be a minimal charge and will increase every 2 years (In April)
- 3 Delivery and collection** — Children must be placed into direct care of the nursery staff on arrival. Children will not be released into the care of anyone other than the person who is named on the collection board. If this changes during the day then a phone call to the nursery should be made by the child's parent/carers.
- 4 Late collection** — If a child is collected late from Buntings, there will be a fee of £5.00 per 15 minutes late for the first half an hour then £10.00 per 15 minutes thereafter. We strongly advise that parents arrive about 10 minutes early to collect their child to ensure a prompt departure for all children and staff.
- 5 Lost Child** — Buntings will follow our procedure if a child is lost. If, after a thorough search of the immediate surroundings, the child cannot be found, the police will be notified and then the parent/carers.
- 6 Clothing and personal property** — Children's clothes must all be labelled clearly. The nursery does not accept responsibility for the loss or damage of personal belongings brought onto the premises by children or parents/carers. It is the parents/carers responsibility to provide appropriate clothing for their child. Buntings will get your child messy!
- 7 Absences** — Parents are asked to notify the nursery as soon as possible if their child will be absent through holidays or sickness. In the event of absences, pre-booked or not, we cannot refund fees or offer alternative sessions.
- 8 Illnesses** — Any child who is unwell should not be brought into the nursery and we reserve the right to refuse to accept the child until we are satisfied that they are not infectious. Children should not attend if they have vomited, had diarrhoea or a high temperature within a 48 hour period. We will only administer medicine on written authorisation by parents. No liability will be accepted by Buntings and its staff in relation to any matter arising from the administration of any medicine authorised by the parents. If a child is taken ill or injured, First Aid will be administered and the parents will be advised. If a child requires emergency treatment, Buntings reserves the right to take them to hospital and inform the parents as soon as possible.
- 9 Discipline** — The nursery has a written policy on behaviour management. The use of any form of physical chastisement, verbal humiliation or aggressive handling of a child is not accepted at Buntings.
- 10 Car parking** — Buntings does not accept responsibility for injury or loss to persons or property due to the use of the car park.
- 11 Visits** — Buntings may occasionally take the children for a walk or visits off premises during the course of their session in accordance with statutory staffing requirements.
- 12 Notice** — One month's notice must be given in writing when terminating a child's day care contract or changing sessions. The nursery reserves the right to exclude a child for any breach of contract including late payment of fees.
- 13 Childcare records** — All nursery records relating to your child must be completed and returned to Buntings prior to your child's starting date. It is the responsibility of the child's parent or guardian to keep these forms up to date.

Declaration

This Contract is for childcare between Buntings nursery and the parent/guardian/carers of:

Child's name	
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I have read the Contract of Childcare and agree to comply with the terms and any amendments as notified.

Signed by Parent/Guardian/Carer	Date