Keelby Primary Academy

Belief

Respect

Empowerment

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the enquire learning trust

# Nursery Registration Form

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# Registration form

## Step 1: Child's Details

| | | | |
|---|---|---|---|
| **Child's full name** | | | |
| **Date of birth** | | **Gender** | **Female / Male** |
| **Child's preferred name** | | | |
| **Home address** | | | |
| | **Postcode:** | | |

## Details of Parents / Carers

| | **Details of Parent/Carer** | **Details of Parent/Carer** |
|---|---|---|
| **Full Name** | | |
| **Relationship to child** | | |
| **Home Address** | | |
| **Employer and address** | | |
| **Home Tel No** | | |
| **Mobile Tel No** | | |
| **Work Tel No** | | |
| **Email Address 1** | | |
| **Email Address 2** | | |

| | |
|---|---|
| Copy of Birth Certificate provided: | **Yes / No** |
| Name of adults on birth certificate | **1)**<br><br>**2)** |
| Ethnic Origin: | Religion: |
| Country of Birth: | |
| Date firmly arrived in UK (if applicable): | |

## Details of Nursery place required:

Registration forms will be dealt with in the order that they are received and will be subject to availability of sessions/days required.

| Preferred Sessions | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| Full Day: 8:45am – 3:15pm (6hrs) | | | | | |
| Morning: 8:45am – 11:45am (3hrs) | | | | | |
| Afternoon: 12:15pm – 3:15pm (3hrs) | | | | | |
| Wrap around breakfast club:<br>7:45am – 8:45am | | | | | |
| Wrap around after school club:<br>3:15pm – 6:00pm | | | | | |
| Is there flexibility with your preferred sessions (please circle) | **Yes / No** | **Yes / No** | **Yes / No** | **Yes / No** | **Yes / No** |
| 30 Hour code known? | **Yes / No** | **You must have a 30-hour code by the end of the month before the term starts, (i.e) for a September start, you must have a code by 31st August.** | | | |

## Step 2: Enrolment – your child's needs

| **Child's doctor** | |
|---|---|
| Address | |
| Telephone number | |

| **Child's health visitor** | | |
|---|---|---|
| Address | | |
| Telephone number | | |
| **Has your child had their Health & Development Review (2 Year Check with Health Visitor)** | **Yes / No** | I give permission for school to access this.<br><br>_____(signed parent/carer) |

| **Does your child require regular medication or have an allergy?** | | | | **Yes / No** |
|---|---|---|---|---|
| If yes please give details | | | | |
| **Has your child been immunised against:** | | | | |
| **Diphtheria**<br>**Yes / No** | **Whooping Cough**<br>**Yes / No** | **Tetanus**<br>**Yes / No** | **Polio**<br>**Yes / No** | **MMR**<br>**Yes / No** |

| Is your child toilet trained? | Yes / No |
|---|---|
| If no, please give details of the stage they are at, (i.e) using a potty, pull ups, nappies etc. | |

| Does your child have a SEND need or disability? | Yes / No |
|---|---|
| If Yes, please give details. | |

| Does your family have any Service involvement?<br>(i.e) Social Worker, Early Help Worker etc. | Yes / No |
|---|---|
| If Yes, please give details. | |

### Step 3: Collection of your child and Emergency contacts

In the interests of safety, children can only be collected by written authorised contacts.

**Agreed parental password:** _____

Please nominate at least 2 local emergency people to collect your child if you are not able to collect them (in the event of illness they may need to collect your child within one hour) and give their details below.

Children will only be released into the care of a responsible adult over 18 years old.

| 1st Emergency contact | |
|---|---|
| **Name** | |
| **Address** | |
| **Phone number** | |
| **Relationship to child** | |
| **2nd Emergency contact** | |
| **Name** | |
| **Address** | |
| **Phone number** | |
| **Relationship to child** | |

| 3rd Emergency contact | |
|---|---|
| **Name** | |
| **Address** | |
| **Phone number** | |
| **Relationship to child** | |
| **4th Emergency contact** | |
| **Name** | |
| **Address** | |
| **Phone number** | |
| **Relationship to child** | |
| | |

# The Enquire Learning Trust - Terms and conditions

1. Introduction

These terms and conditions apply to all children enrolled at (Nursery Name) and their parents or carers. By enrolling your child, you agree to abide by these terms and conditions.

2. Child Protection

If nursery staff are concerned about a pre-existing injury on a child, they have a duty to talk to the parents about it. If there are continuing grave concerns about a child's welfare the nursery reserves the right to contact the local safeguarding team without permission of the parents in line with our statutory responsibilities to maintain the health and welfare of each child. We are unable to legally deny access of a child to either parent/carer unless there is an active restraining order notified and on our file.

3. First Aid

Trained first aiders are always on site to ensure the safe and appropriate treatment of the inevitable minor cuts and bruises that are part of childhood. Every accident that needs treatment is recorded and staff will ensure you are informed of the circumstances and treatment at the end of the day. If a child has any injury to the head, you will be informed immediately as it may be necessary to collect your child early.

4. Sickness and Medication

Children should not be brought to Nursery whilst they are suffering with sickness, diarrhoea or any other infectious illness until their symptoms have been clear for 48 hours. If a child becomes ill whilst at Nursery, a member of our team will contact you by telephone to ask you to collect your child immediately. If we are unable to contact you or other parent/guardian we will call the emergency contacts. If serious and required, we will call the child's doctor.

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.
- Children must not attend Nursery for 48 hours after starting a course of antibiotics.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

5. Sun Care

Parents must provide suncream for their child.

6. Special Requirements

If your child has an ongoing medical condition or allergic reaction to certain textures or food, you must inform staff and complete the appropriate nursery medical forms. It is your responsibility to keep staff informed and updated so that relevant and appropriate action can be taken where necessary.

7. Dressing for Nursery and Lost Property

We ask that children wear a uniform that consists of;

- ✓ Navy sweatshirt or cardigan
- ✓ White or navy polo shirt
- ✓ Black of grey trousers, skirt or pinafore (or a navy checked summer dress)

Children may find it easier to wear black/grey jogging bottoms / leggings to enable them to undress/dress themselves when they use the toilet. We also recommend Velcro-fastening shoes (rather than laces or buckles) for children so that they can change in and out of their shoes independently.

Nursery children **will not** need PE kit.

Uniform with our logo on can be purchased from Uniform Direct, however this is not compulsory**.** We aim to play outside in all weathers so please supply your child with a warm coat or raincoat during cold or wet weather and a hat and sun cream during hot weather.

To assist our Early Years team, we ask that all clothes are clearly labelled.

8. Registration / enrolment

If you would like to register your child, please complete our registration form and sign to confirm your agreement to the terms and conditions stated therein. Submitting the registration form does not guarantee you a place at the nursery, and the nursery reserves the right to decline admission based on space availability or other criteria.

Parents must also provide required documentation (i.e. proof of identity) and the nursery will notify parents if any additional information or documents are required.

9. Changes to Sessions or cancellation of your nursery place

If you would like to arrange additional sessions at any stage, please contact the Early Years Lead for availability. We ask for a term's notice in writing (excluding holiday periods,) if your child is leaving nursery or wishes to reduce sessions, otherwise fees will be charged in full.

10. Hours of Operation & Late Collection

The nursery operates from 07:45am to 18:00pm on weekdays, excluding public holidays.

Parents must ensure their child is dropped off and collected within operating hours. If your child is still at nursery after the closing time you will be contacted, along with authorised collectors to make emergency arrangements for your child's collection. Staff will remain on site with your child for a reasonable time until collection. However, if we cannot contact you or the authorised collector's staff may be required to contact the local Social Care team. Late pickups may result in additional charges (£5 per 30 mins).

11. Fees and Payment

Fees are charged on a monthly basis and must be paid upfront. Payment details will be provided upon registration. Fees must be paid in full even if the child is absent due to illness, holidays, or any other reason. A late fee of £20 may apply if payment is not made on time.

12. Refund for non-attendance

While the management team will at all times seek to keep the nursery open during the year to promote continuity of care, we will not refund fees if the nursery has to close due to "acts of God" infectious diseases, pandemics, environmental factors (such as snow or flooding), emergency repairs or any other situation outside of the nursery control.

13. Photography & Media (Data Protection)

The nursery is required to obtain and process personal and sometimes sensitive information about children and families as part of its registration process for childcare services. The information kept is to support development, monitor progress and provide appropriate care for each child in our nursery. Parents have the right to access their child's records upon request.

Consent will be gathered via the Trust multi purpose consent form.

14. Documentation

A copy of your child's birth certificate must be seen by the Office staff before your child can start attending Nursery. Please provide this with these forms, it will be returned to you straight away.

Please provide the following information (to be found on entrance forms) that we require about your child in respect of:-

• Toileting

Any known medical condition, health problem, allergy, or diagnosed dietary requirement;

• Any prescribed medication;

• Any family circumstances or court orders affecting the child

• Any concerns about the child's safety

• Your contact details and those of your authorised persons who may collect the child

You must ensure that these details are accurate and kept up to date by promptly informing us via Bromcom whenever they change

15. Behaviour and Discipline

The Nursery aims to foster a positive and nurturing environment for all children and parents must support the Nursery in its efforts to manage behaviour appropriately. The Nursery reserves the right to suspend or terminate a child's placement if their behaviour is deemed disruptive or unsafe.

16. Parental Involvement

Parents are encouraged to communicate regularly with the nursery staff about their child's progress and well-being. Parents should attend parent meetings, events and reviews when scheduled, and any concerns or issues should be discussed with staff in a respectful and constructive manner.

17. Withdrawal and Notice Period

A written notice period of 12 weeks (one term) is required if parents wish to withdraw their child from the Nursery. The Nursery reserves rights to terminate enrolment if fees are not paid or other terms of this agreement are violated.

18. Nursery Holidays and Closures

The Nursery is open term time only.

19. Liability and Insurance

Our nursery holds liability insurance to cover accidents or injuries that may occur during nursery hours. Parents are required to notify the nursery of any changes to their child's health status that may affect their care.

Complaints and concerns – please address any complaint or concern to the Nursery team in the first instance. Should your complaint remain unresolved please ask for a copy of our Complaints Policy for further information. The complaints policy can also be found on the school's website.

Before signing this registration form you acknowledge the following:

1. You have read the terms and conditions contained within this form

2. You understand the need for the sharing of information with another setting your child attends if appropriate

3. You give your consent for the nursery to hold and process pertinent information about your child

I/We agree that we have had the opportunity to read Keelby Nursery's policies and procedures:

Please print name/s (Parent/Carer):

Signed: _____ Date: _____

**Signatures: Please sign below to agree to abide by all terms and conditions set out in the registration document.**

Please print name (Parent/Carer): _____

Signed: _____ Date: _____