



Registration Form

Personal details

Name of child	
Date of birth	
Home address	
Postcode	
Position in family	
Hair colour	
Eye colour	
Religion	
Ethnic origin	
Nationality	
Language(s) spoken at home	
Details of any special educational needs/disabilities	
How did you hear about us Childcare?	
Preferred start date	

About your family

Mother/Carer		
Title		
Home address		
Postcode		
Home number		
Mobile		
Email		
Work address		
Postcode		
Work email		
Hours		
Responsibilities	Parental responsibility <input type="checkbox"/>	Collect child from nursery <input type="checkbox"/>
	Payment of fees <input type="checkbox"/>	Contact in emergency <input type="checkbox"/>

Father/Carer		
Title		
Home address		
Postcode		
Home number		
Mobile		
Email		
Work address		
Postcode		
Work email		
Hours		
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/>	Collect child from nursery <input type="checkbox"/>
	Payment of fees <input type="checkbox"/>	Contact in emergency <input type="checkbox"/>

Emergency contacts

Contact one

Title		
First name		
Surname		
Relationship to the child		
Password for collection		
Address		
Postcode		
Phone number		
Mobile		
Responsibilities (Tick all that apply)	Collect child from nursery <input type="checkbox"/>	Contact in emergency <input type="checkbox"/>

Contact Two

Title		
First name		
Surname		
Relationship to the child		
Password for collection		
Address		
Postcode		
Phone number		
Mobile		
Responsibilities (Tick all that apply)	Collect child from nursery <input type="checkbox"/>	Contact in emergency <input type="checkbox"/>

Medical Details

Does your child have any allergies?	Yes / No (please circle)	
If yes, please give details of the cause and reaction		
Does your child have any special dietary requirements?	Yes / No (please circle)	
If yes, please give details		
Has your child had any of the following immunisations? Please tick and date	Immunisation	Date of immunisation
	BCG	
	Diphtheria	
	HIB	
	MMR	
	Meningitis C	
	Poliomyelitis	
	Tetanus	
Whooping cough		
Any other immunisations		
Name of GP		
Address		
Postcode		
Phone number		

Health visitor details

Name	
Address	
Postcode	
Phone number	

Other agency details

Name	
Address	
Postcode	
Phone number	
Any other details that we should know about?	

Sessions

Please indicate your preferred sessions

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day					
Part time AM 9am-1pm					
Part time PM 2pm-6pm					

Meals	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
Lunch					
Tea					

Funded sessions

Such as 15 or 30 hours

If you require funded sessions, please provide your funding code below

Funding Code	
National Insurance Number	

Funded Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day					
Part time AM 9am-1pm					
Part time PM 2pm-6pm					

Please indicate if you require a term time only space (Pre school only)

Yes		No	
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Permission Form

Visits and Outings

I hereby give permission for my child to visit local facilities by car, on foot or local public transport accompanied by a member of Amazing Days staff.

I understand that, whilst every care will be taken, I cannot hold Amazing Days responsible for any mishaps occurring as a result of my child not obeying instructions.

Signed _____ Date _____

Sun cream Application

I hereby give permission for a member of Amazing Days staff to supervise my child in the application of sun cream in hot conditions when appropriate.

Signed _____ Date _____

Toileting Needs

I hereby give my permission for a member of staff to assist my child to clean his/herself should a toileting accident occur.

Signed _____ Date _____

Emergency Medical Treatment

I hereby give permission for a member of Amazing Days staff to seek necessary emergency advice. Please be assured, we will always try to contact parents/named carers first before taking this action.

Signed _____ Date _____

Date of last Tetanus _____

Photographs and Videos

I hereby give permission for any photographs or videos of my child to be used for the following reasons:

Student portfolios

Publicity items

Prospectuses

Display purposes

Signed _____ Date _____

Use of Internet

I hereby give permission for my child to access the Internet (website contents are filtered).

Signed _____ Date _____

Face Painting

I hereby give permission for my child to have his/her face painted whilst at Amazing Days Nursery.

Signed _____ Date _____

PG Permission

I hereby give permission for my child to watch PG certificate movies at Amazing Days that have been pre-approved as suitable by Amazing Days Nursery.

Signed _____ Date _____

Collection

I hereby give permission for my child to be collected from school and transported back to Amazing Days by car, on foot or by local public transport accompanied by a member of Amazing Days staff.

I understand that, whilst every care will be taken, I cannot hold Amazing Days Nursery responsible for any mishaps occurring as a result of my child not obeying instructions.

Signed _____ Date _____

Contract Information

Fees

Fees are calculated over 52 weeks of the year and divided by 12 months. This means you will pay the same amount each month unless your child attends extra sessional hours which you will be invoiced for.

Fee structure

	Full Time (8am-6pm)	Part Time (9am-1pm or 2pm-6pm)
Under 2's	£55	£45
Over 2's	£50	£40

A £300.00 deposit must be paid before your child begins his/her nursery attendance.

After the deposit has been paid, parents must then pay the contracted monthly fees before the child begins his/her attendance. Monthly fees must be paid in advance on the 1st of each month by bank transfer. We do not take cash at the nursery.

Name: Amazing Days Nursery

Account: 23877612

Sort Code: 20-41-50

Please use your child's name as reference for transactions.

Please be reminded that late fee payment may result in a charge of 10 % of the monthly amount. Anything paid after the 1st of the month is considered late payment.

If your child is unable to attend the nursery due to illness or holidays, you will still be charged for his/her nursery place.

If both parents are named on the contract, both parents will be liable for nursery fees and any late fee charges.

Late collection will be charged at £1 per minute.

Discounts

If you have been given a discount from the date on your contract and you decide to terminate your child's contract within twelve months of starting, you will forfeit your rights to any discount and be liable for paying the full two month's fees.

Non-Payment of fees

All parents must remember that unpaid fees may result in suspension of attendance from the setting until such times as the fee being fully paid.

Extending or reducing hours/days

Should parents wish to extend children's attendance times or hours, please provide one month's notice in writing and management will inform parents as to availability or none availability. Should you wish to shorten children's attendance times or hours, you will also need to provide one month's notice before. Invoice will reflect reduction of times or hours after one month.

Term Time

All parents are reminded that the nursery only offers term time only to children attending under the Nursery Education Funding.

Student Finance

Parents receiving student finance must pay four week's deposit before children begin their attendance. Parents will pay fees on the 1st of each month and a late payment fee of 10% will be charged as above.

Extending or reducing hours/days

Should parents wish to extend children's attendance times or hours, please provide one month's notice in writing and management will inform parents as to availability or none availability. Should you wish to shorten children's attendance times or hours, you will also need to provide one month's notice before. Invoice will reflect reduction of times or hours after one month.

If you would like to arrange extra hours for your child, you will be charged sessional fees according to your child's age. Fees must be paid in advance.

If your child has a funded space i.e. 15/30 hours you will need to pay a deposit of £30 to cover lunches as this is not covered. You are responsible for the payment of lunches and we will invoice you in advance. This will be £2.80 per session which may also be subject to change.

Termination of contract with the nursery

Should you wish for your child/children to leave the setting, please provide one month's notice in writing and your deposit will be returned to you subject to any deductions of prior none payment of nursery fees.

Withholding Important Information

If your child has a medical condition that you already know about and you have not declared the condition on the registration form, you will automatically be in breach of this contract. You must declare medical conditions and any special educational needs that your child may have, prior to signing this contract.

This contract may be terminated by Amazing Days with immediate effect if any of the following apply:

- **Verbal or physical abuse, threatening or inappropriate behaviour against any of the Amazing Days staff. Racist, sexist or other seriously inappropriate comments**
- **Failure to adhere to our fee policy**
- **Failure to adhere to our nursery policies**

Please note the nursery closes at 5pm, 1 day a month, for in depth, compulsory training. This is usually takes place on the first Wednesday the month.

Settling

Our settling periods start from 10am and is usually around 3 consecutive days before your child starts. This will consist of

Day 1 10.00 - 11.30 You stay with your child for an hour in the setting.

Day 2 10.00 - 14.30 You stay with your child for the first 30 minutes.

Day 3 10.00 – 16.00 You stay with your child for the first 20 minutes.

Please note: This is a guide and settling times can be extended or shortened depending on the child.

Please bring an item of comfort from home to help ease your child's settling process. The following are some examples:

Photos of parents and extended family

Photos of siblings

Photos of any pets

Favourite book/toys

Nursery Apps

Within the nursery, we use **Tapestry** for our observations and care diaries. You may also upload pictures and observations to aid us in helping your child develop.

When sending important information to parents and carers, we use **Parentmail**.

The Tapestry and Parentmail apps are available free of charge from the Apple/Android app stores. You can also sign in online. On completion and return of the registration form you will receive emails on how to activate your accounts. In some cases, you may need to check your spam folder. Please ensure we have your correct contact details so you can receive all of our correspondence.

In regard to dietary requirements, any changes must be made in writing. We also advise that you speak to your local health visitor or dietitian before making changes.

Please ensure all of your children's belongings are labelled so items do not end up going home with the wrong people.

Agreement

I agree to abide by the terms, conditions, policies and procedures provided by Amazing Days Nursery

Signed _____ Date _____

Print name _____

Relationship to child _____

Signed _____ Date _____

Print name _____

Relationship to child _____

Monitoring form

Take up/usage			
1 – 15 hours per week		16 – 30 hours per week	31 – 50 hours per week

Work/training			
Children in lone parent family		A parent now in higher/further education	
A parent working full time (35 hours +)		A parent taking skills for life or step into learning	
A parent now working more than 16 hours		A parent now working less than 16 hours	
Parent(s) are not working/training			

Ethnic origin			
White		Black or black British	
British		Caribbean	
Irish		African	
Traveller		Other	
Other			

Mixed		Asian or Asian British	
White and black Caribbean		Indian	
White and black African		Pakistani	
White and Asian		Bangladeshi	
Other		Kashmir	
		Other	
Chinese		Other ethnic group	
Chinese		Other	
Other			

Financial support			
Parents access CTC		Receipt of 2-year-old funding	
Parents access WTC		Parents access Care 2 Learn support	
Parents access HE childcare access fund support		Place sponsored by regeneration scheme e.g. SRB	
Financial support from employer		Receipt of 3 and 4-year-old funding	

Additional needs			
Cognition and learning difficulty		Behaviour, emotional & social needs	
Communication and interaction needs		Other/combination of needs	
Sensory and/or physical needs			