



Day Nursery & Pre-school

Scallywags Day Nursery, Overton House, 42 Cold Overton Road, Oakham, Rutland, LE15 6NT

Tel Number: 01572 723810. Email: info@scallywagsoakham.co.uk. Website: www.scallywagsoakham.co.uk

Confidential
Registration Form

Child's Full Name:..... Gender:.....

Date of Birth: ___/___/20___ Religion:..... Ethnic Origin:.....

Parents/People holding legal parental responsibility Names:

.....

Address:

.....
.....

Email Address:.....

Home Tel No.:.....

Parent 1 Name

Mobile Tel No.:.....

Parent 2 Name

Mobile Tel No.:.....

Please give details below of where you can be contacted during nursery hours in case of an emergency.

Parents/Guardians 1 workplace..... Tel. No.:.....

Parents/Guardians 2 workplace..... Tel. No.:.....

Additional contact (e.g. relation or neighbour).....

Address:..... Tel. No.:.....

Date I wish my child to start at the nursery:.....

Sessions Required

Monday to

Tuesday to

Wednesday to

Thursday to

Friday to

Medical Details

Doctors Name:.....

Address:.....

Tel. No.:.....

Health Visitor's Name..... Tel No:.....

Has your child been immunised against the following:

Tetanus..... Diptheria..... Polio..... Measles..... MMR.....

Whooping cough..... Hibs.....

Any allergies or dietary needs:.....

Any other medical details:.....

In cases where you are unable to pick up your child from the nursery, you may nominate other persons, who with your full consent and knowledge of the agreed password may collect your child.

Please list below the names of persons who will be authorised to pick up my child:

.....

.....

.....

Agreed Password:.....

I wish my child to be enrolled at Scallywags Day Nursery. I have received, read and understood the terms and conditions of the nursery as detailed in the attached document. I agree to comply with them and any other conditions, which may be required in the future.

Signature of person holding legal parental responsibility.....
Date:.....

I agree that Scallywags Day Nursery may take appropriate emergency action and seek medical help if I cannot be contacted. We will continue to try to contact you or your emergency contact to ensure that you are aware of the situation:

Signature of person holding legal parental responsibility.....
Date:.....

I agree that Scallywags Day Nursery may administer the appropriate dose of Calpol or similar, when required.

Signature of person holding legal parental responsibility.....
Date:.....

I give my permission for my child to be taken out on the occasional outing during nursery hours, provided there is adequate supervision.

Signature of person holding legal parental responsibility.....
Date:.....

I give my permission for sun cream to be applied to my child when appropriate. The sun cream will be provided by the parents/carers of the child.

Signature of person holding legal parental responsibility.....
Date:.....

I give my permission for nappy changing cream to be applied to my child. This will be provided by the parents/carers of the child.

Signature of person holding legal parental responsibility.....
Date:.....

I understand that the mandatory 2 year old progress check will be undertaken at the appropriate time. I understand that I will be asked to participate in this process.

Signature of person holding legal parental responsibility.....
Date:.....

Please detail below any other information, which you may feel, is relevant to your child. For example; specific routines your child may have, the name your child likes to be known as (pet name), any other relevant medical details, food preferences etc:

Additional Information

Ethnicity - Please tick below or tick here if you prefer not to state _____

White British	White Irish	Traveller (Irish Heritage)	Any other white background
Mixed - White & Black Caribbean	Mixed - White & Black African	Mixed - White & Asian	Any other Mixed background
Asian / Asian British Indian	Asian / Asian British Pakistani	Asian / Asian British Bangladeshi	Any other Asian background
Black or Black British Caribbean	Black or Black British African	Any other Asian background	Chinese

Religion: _____

Language: _____

Prefer not to state ()



Medicine Consent

If you wish to have a small bottle of Calpol (or similar) kept in Nursery for emergencies it must be clearly marked with your child's name on the bottle and written permission given. If your child has to take Capol regularly they may be too ill to be in nursery and we advise you see a Doctor.

I hereby give permission for Calpol (or similar) to be given if in the opinion of Senior Nursery Staff my child's symptoms will be relieved. I understand that Sallywags Day Nursery will seek to notify me of their intention to administer medication prior to giving my child medication and if this is not possible will seek to notify me as soon as possible, on each administration.

*Please note that we will not administer medicines containing aspirin or ibuprofen, without permission from your GP.

Name _____

Signed _____

Child's name _____

Date _____



Photography Consent Form

We ask permission is given to enable staff or individuals validated by the Nursery to take occasional photographs for display, special occasions, developmental evidence, evidence of best practice and publicity shots.

It is the individual preference of Parent / Guardians to decide whether or not they give their permission for their child to be photographed.

Where photographs are made available to media (i.e. For fund-raising events / special occasions) they will not be released until your permission has been sought and granted for the specific occasion.

(Please delete as appropriate)

I / we give do /do not give permission for

to be photographed whilst attending Scallywags Day Nursery..

If you give consent for your child to be photographed please complete the following

I / we consent for photographs of my child to be used for :

(Please tick any you give consent for)

	Type / Use	Permission for Name to be used	Please tick if consent is given
Parental Request <input type="checkbox"/>	Birthdays Parties		
In House - staff	Nursery displays Christmas cards / calendars / Sports Day		
Staff - college work	Evidence of activities	Will only be identified by gender and initial letter of name	
Students - Local college placements	Evidence of activities	Will only be identified by gender and initial letter of name	
Tapestry - videos and photographs	For assessment purposes only. Manager checks content before uploading to your account.		
Press - local newspaper	Publicising special events (e.g. Children in Need)	Identified by Christian name.	

I / we are aware that at any time this consent form may be amended.

Signed: _____

Date: _____



TERMS & CONDITIONS

Acceptance of a Nursery Place

On accepting a nursery place you are required to pay deposit of two weeks fees is payable in advance, if there is a waiting time of more than one month. The deposit is deducted from the first month's fees.

Prior to joining Sallywags Day Nursery you are advised to arrange an induction program for your child. We offer a free 2-hour induction block. It may be necessary to have a longer induction period, which will be charged at either the hourly or session rate.

On joining us you are required to complete a nursery registration form, which includes child health details, emergency contact details, consent form. Sallywags Day Nursery cannot accept any child without the necessary paperwork. It is the responsibility of the parent/carer to ensure any amendments to information held by the Nursery is forwarded in writing with immediate effect.

Hours of opening

We are open from 7.30am to 6pm Monday to Friday. The Nursery is open all year with the exception of Bank Holidays and Christmas week. Attendance times are to be agreed and adhered to between parents and Nursery.

Any extra sessions or days are to be booked in advance with nursery management.

If your child is not collected by 6pm (or at the agreed end of session) a further charge of £10 for every 15 minutes to those staff in attendance will be made at the discretion of the management. If you are going to be delayed please contact the nursery as soon as possible.

Fees

Fees are payable throughout the year and for all periods of absence (sickness, holidays and Bank Holidays).

All fees are payable in advance, on the 1st of each month. Nursery fees are paid monthly by cheque, standing order, direct debit or child care vouchers. Fees are calculated at 51.5 weeks per annum. When joining the nursery, parents/carers are requested to pay for the first month's fee via cheque (less deposit) and to instruct a standing order, direct debit and/or vouchers to be set up for the start of the second month.

Nursery fees are to be paid promptly. Should any Parent/Carer fall 6 weeks behind in payment, Sallywags Day Nursery reserves the right to suspend your nursery place until payment has been remitted.

The person responsible for your account will be the Nursery Manager.

Childcare Vouchers For those parents wishing to use childcare vouchers to pay all or a proportion of Nursery fees, the childcare provider name, amount and method of transfer must be provided to the Nursery. Childcare vouchers are the responsibility of the parent/ employer and nominated voucher provider and as such take responsibility for ensuring payments are remitted to the Nursery accurately and promptly.

Conditions of Attendance

Parents are asked to supply nappies for those children who are not toilet trained, and we happily work alongside parents who are toilet training their child.

We also ask you to supply your child with a set of spare clothes. Practical clothing is strongly recommended. Please ensure that your child has suitable clothing for weather conditions, and that

your child's belongings are clearly labeled. Scallywags Day Nursery accepts no responsibility for loss or damage to children's property (unless it is clearly due to negligence of our staff).

Security

Your child will only be allowed to leave the Nursery if the person collecting the child is over 16 years of age and is known to the nursery. In the event of someone else collecting your child, prior arrangement with staff must be made using a chosen method of identification (either passport, driving license or individual password).

Absences/Sickness

We would appreciate it if parents would inform us of any absence due to sickness (or any other unexpected absence) at your earliest convenience.

If your child is not in by 11am (unless by prior arrangement) their lunch will be cancelled.

If your child is unwell, has a rash or diarrhea, sickness etc., s/he should not attend Nursery until s/he has been seen by a doctor and it has been confirmed that the illness is not infectious. Children suffering from diarrhea and/or vomiting must be **48 hours** clear of all symptoms before their return to nursery.

If your child is suffering from an infectious illness s/he **MUST NOT ATTEND NURSERY** until completely better.

If your child appears unwell at Nursery you will be contacted and asked to collect your child as soon as possible.

Scallywags reserve the right to refuse any child who appears unwell on arrival at Nursery.

Meals

Meals which are provided at the Nursery are: Breakfast, a mid-morning snack, lunch, an afternoon snack, and tea, and are appropriate to the particular session attended. We make every effort to comply with dietary needs such as vegetarian and/or religious etc., however in some cases it may be necessary for parents to supply certain food items.

The Nursery should be notified of any allergies etc., when your child enrolls. You are responsible to ensure that we are updated with any change/development in circumstances with regard to your child's needs.

Medication & First Aid Arrangements

We reserve the right to administer basic first aid and treatment where necessary.

Parents are informed of all accidents and will be required to sign the *Accident/Incident book*. In the event of an accident of a more serious nature, we endeavor to contact parents. If hospital treatment is involved and efforts to contact parents have failed, Scallywags Day Nursery is hereby authorized to act on behalf of parents and authorize necessary treatment.

Scallywags Day Nursery staff will administer medication providing that parents/carers complete and sign the *Medication book* on arrival at Nursery.

We also have a *Home Accident & Ailment book* to inform us if your child has been unwell or has had an accident at home, which we ask you to complete on your arrival at nursery.

Termination of a Nursery place / Change of session.

The enrolment may be terminated by either parents or Nursery by giving one months' notice in writing. Any outstanding fees must be paid at this time.

The deposit is not refundable if less than one months' notice is given when terminating a place before enrolment (start date).

Parents wishing to decrease their child's sessions at The Nursery are asked to give the Nursery one months' notice. Parents/Carers wishing to extend their child's sessions at the Nursery are asked to make their request in writing as soon as is practicable. If the place is not available with immediate effect, the request will be placed upon the Nursery's waiting list.

Additional information

- There is parking available within the Nursery premises and parents park there at their own risk.
- For two children there are discounts available for the second child.
- Scallywags Day Nursery and its grounds are strictly No Smoking.

(N.B. Scallywags Day Nursery reserves the right to amend/update these regulations & conditions at any time.)

Reviewed January 2014.