

Registration Form

Personal details

Full Name of child		
Date of birth		
Age		
Gender		
Home address		
Postcode		
Position in family		
Hair colour		Eye colour
Religion		
Ethnic origin		
Nationality		
Language(s) spoken at home		
Details of any special needs/disabilities		
Present/Previous Childminder/Day Care/Nursery attended		
How did you hear about Chapel Gate Day Nursery?		
Preferred start date		

About your family

Mother/carer	
Title	
First name	
Surname	
Date of Birth	
National Insurance No	
Password	
Home address	
Postcode	
Home tel number	
Mobile	
Personal email	

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

Father/2nd Parent/Carer	
Title	
First name	
Surname	
Date of Birth	
National Insurance No	
Password	
Home address	
Postcode	
Home tel number	
Mobile	
Personal email	
Work address	
Postcode	
Work tel numbers	
Work email	
Hours worked	
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Payment of fees <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Contact in emergency <input type="checkbox"/>

Siblings

Names	
Dates of Birth	

Other contacts

Contact one	
Title	
First name	

Surname			
Relationship to the child			
Date of Birth			
Password			
Address			
Postcode			
Tel 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			
Date of Birth			
Password			
Address			
Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from nursery <input type="checkbox"/>	Contact in emergency	<input type="checkbox"/>

Care Details

Is there/has there been a court order involving this child?	Yes / No
If Yes please specify	
Have you now or ever had an allocated Social Worker?	Yes / No
If Yes please specify	
Is this/has this child been subject to a child protection plan?	Yes / No
If Yes please specify	
Is your child a Look After Child	Yes/No
Is this/has this child been subject to a Common Assessment Framework (CAF)	Yes / No
Name of Outreach Worker:	

Medical details

Does your child have any allergies?	Yes / No (please circle)	
If yes, please give details of the cause and reaction along with treatment given		
Does your child have any special dietary requirements?	Yes / No (please circle)	
If yes, please give details		
Has your child had or is immunised against any of the following?* Please date		Date of immunisation
	Diphtheria, Polio, Tetanus, Whooping Cough and HIB @ 2 months	
	Diphtheria, Polio, Tetanus, Whooping Cough and HIB @ 3 months	
	Diphtheria, Polio, Tetanus, and Whooping Cough @ 3 years & 4 months	
	Diphtheria, Polio, Tetanus, Whooping Cough and HIB @ 4 months	
	Pneumococcal (PCV) @ 2 months	
	Pneumococcal (PCV) @ 4 months	
	Pneumococcal (PCV) @ 12 months	
	Rotavirus @ 2 months	
	Rotavirus @ 3 months	
	Meningitis C @ 3 months	
	Meningitis C @ 4 months	
	Meningitis C @ 12 months	
	HIB Booster @ 12 months	
	MMR @ 12 months	
	MMR @ 3 years 4 months	
	Flu vaccine	
	Scarlet Fever	
	Hay Fever	

	Chicken Pox	
	Asthma	
	Gastroenteritis	

***Please be aware that not all children that attend our Setting have had all immunisations.**

Name of GP	
Name of surgery	
Address	
Postcode	
Telephone number	

Health visitor details	
Name	
Address	
Postcode	
Telephone number	
Have you had any liaison with your Health Visitor	

Other agency details	
Name	
Address	
Postcode	
Telephone number	

Where there any complications prior to, during and/or post-birth to your child or yourself? Was your child a premature or fertility baby? Are there any other details that we should know about from birth to now?

Is your child in receipt of Disability Living Allowance, or shows a high level of Special Educational Needs?

Cultural Needs

Does your child have any religious or cultural needs or celebrated festivals that we should be aware of?

Permission granted for: (please tick all that apply)

Outings – Inside Complex		Face Painting	
Let your child sleep in a pushchair whilst out walking		Hypo Allergenic Plasters	
Use of Large Play Equipment		Treat's (e.g. Chocolate)	
Administer Prescribed Medication		Fluoride Toothpaste	
Administer Emergency Medication		Change of Clothes	
Emergency Medical Attention		Photographs used for Marketing (Facebook/Website)	
*Apply Sun Cream (only if your child attends a SCHOOL SESSION or FULL DAY session)		Photographs used within the Nursery (displays/children's Learning Journeys)	
Apply Eczema cream if needed (provided by the Parent)		Videeing Performances	
Apply nappy rash cream (provided by the Parent)		Exchange of Information with other Providers/Childcare Professionals	
Feedback used for Marketing (Facebook/Website)		Provider checking for 30 Hours Funding Eligibility	

***Please note that it is your responsibility to apply sun cream to your child. This is not done at the Nursery (unless your child attends a **SCHOOL SESSION** or **FULL DAY** session) so please ensure that your child is protected.**

Marketing:

How did you hear about us?.....

Please indicate your reason/s for choosing Chapel Gate Day Nursery:

Location..... Staff..... Price..... Ofsted Report..... Facilities.....

Opening hours..... Other (please specify).....

Finances:

The *full* registration fee of £100 is due at time of registration and will secure your place (*not required if only accessing funded hours*). A place is not secure until the payment has been made and the registration form has been returned.

Holiday Club fees are only accessible to children who claim 15 hours' government funding only.

N.B Our Nursery is open 51 weeks a year, during which time full fees are payable. On Bank Holidays and over the Christmas period we close. We do not charge for Bank Holidays.

- I enclose my administration fee of £25
- I enclose my refundable deposit of £75
- I will provide my child's original birth certificate and a recent utility bill, during my child's first settle session
- I/we agree to copies being made and held for reference purposes.

This information is for the sole use of the Nursery in its administration of your child's place at the Nursery and will in all cases be treated as confidential under the terms defined by Ofsted Standards. Account information will only be used for the purposes of the collection of monies by an approved third party agency

or their Agents, if applicable. All information will be retained and used in accordance with the terms of the Data Protection Act and will not be passed to any third party unless the Nursery is legally required to do so by extant UK legislation in the course of carrying out its statutory duties under such laws

I/WE have read and accept the terms and conditions attached to this registration form (please sign and return one copy and keep the second copy for you records).

Signing this form acknowledges Terms and Conditions have been read and understood.

1st Primary Carer Signed _____ **Name** _____ **Date** _____

2nd Primary Carer Signed _____ **Name** _____ **Date** _____



2017 Prices*

All sessions include lunch, apart from afternoon sessions

Full Week (Mon-Fri, 8am-6pm)	£210
Full Day (8am-6pm)	£46
Morning (8am-1pm)	£27
Afternoon (1pm-6pm, no lunch)	£25
School Day (8.30am-3.30pm)	£38
Normal hourly rate (9am-2pm)	£5.10
Holiday Club (per hour)	£4.25

Under 2s

Full Week (Mon-Fri, 8am-6pm)	£220
Full Day (8am-6pm)	£48
Morning (8am-1pm)	£30
Afternoon (1pm-6pm, no lunch)	£27
School Day (8.30am-3.30pm)	£41

Food Prices

Breakfast (8-8.30am)	£1.25
Snack (8.45-10.30am & 2-3.30pm)	75p each
Lunch (12-12.30pm)	£3.25
Tea (4-4.30pm)	£2.25
Nappies	75p each
Wipes (packet)	£2 each

**The Nursery fee structure is reviewed annually.*

FUNDED NURSERY SESSIONS

Please Tick where applicable

Chapel Gate Day Nursery Preschool 15 hours p/w Government Funded Sessions			
Term Time Only (38 weeks per year) (2 and a half – 5 years)			
	Morning 8am – 1pm*	Morning 9am – 2pm*	School 8.00am - 3.30pm*
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Chapel Gate Day Nursery Preschool 30 hours p/w Government Funded Sessions			
Term Time Only (38 weeks per year) (2 and a half – 5 years)			
	Full Day (8am – 6pm)*	Morning 8am – 2pm*	School 8.00am - 3.30pm* 12pm – 6pm*
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Chapel Gate Day Nursery Preschool 22 hours p/w Government Funded Sessions			
51 weeks per year (2 and a half – 5 years)			
	Full Day (8am – 6pm)	Morning 8am – 1.30pm*	School 8.00am - 3.30pm* 12.30pm – 6pm*
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

*(hot lunch not included/snack 75p per session)

PRIVATE NURSERY SESSIONS

Please Tick

Chapel Gate Day Nursery 2 Years- 5 Years Sessions				
Term Time Only 38 weeks per year <input type="checkbox"/>		All Year Round 51 weeks <input type="checkbox"/>		
	Full day 8am – 6pm	Morning 8am – 1pm	Afternoon 1pm – 6pm	School 8.30am - 3.30pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

UNDER 2'S SESSIONS

Please Tick

Chapel Gate Day Nursery <u>Under 2's Sessions</u>				
Term Time Only 38 weeks per year <input type="checkbox"/>		All Year Round 51 weeks <input type="checkbox"/>		
	Full day 8am – 6pm	Morning 8am – 1pm	Afternoon 1pm – 6pm	School 8.30am - 3.30pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

ALL CHILDRENMEALS REQUIRED :

Please Tick

Meals	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
Lunch					
Tea @ 3.45/4pm					
Snack @ 75p each					

ENTRY FORM

The information you provide will help the allocated key person to assess your child's starting point when they begin at Chapel Gate Day Nursery. This will enable the key person to plan appropriate and challenging learning experiences



Please tick the boxes that you consider apply to your child's current development and any comments would be helpful. Please note that we would not normally expect children starting Nursery to be able to do everything on the list.

PERSONAL SOCIAL AND EMOTIONAL DEVELOPMENT	
Starting to join in play with other children	
Take turns	
Co-operates with adults and children	
Likes role play with other children	
COMMUNICATION AND LANGUAGE	
Uses sentences of four or more words	
Responds to own name when called	
Responds to instruction such as 'please fetch your teddy'	
Understands concepts such as 'big' and 'little' & 'hot' and 'cold'	
Interested in sounds. Songs and rhymes	
Joins in with songs and rhymes	

Communicates freely with other children	
Communicates freely with familiar adults	
Is able to tell others about their experiences	
PHYSICAL DEVELOPMENT	
Climbs stairs with alternate feet	
Climbs confidently on play equipment	
Runs safely	
Can kick a large ball	
Can throw a large ball	
Explores messy activities e.g. sand and paint	
Uses one handed tools such as scissors, paintbrush or crayon	

Is beginning to form recognisable letters	
Is able to drink from an open cup without spilling	
Able to feed themselves with a spoon or fork	
Removes/puts on simple items of clothing	
Able to wipe/blow their own nose	
Indicates need for potty or toilet	
Is toilet trained	
OTHER AREAS OF LEARNING AND DEVELOPMENT	
Enjoys looking at books	
Starts at the beginning and turns the pages of a book one at a time	
Enjoys listening to stories	

Can talk about the main theme of a story	
Recognises name in print	
Gives meaning to the marks they draw, paint or write	
Can write their own name	
Can recite numbers to:	
Can count five objects	
Recognises significant numbers such as their age	
Uses words for shape	
Enjoys making patterns and arrangements with objects	
Uses everyday language relating to time	

In pretend play imitates everyday events at home	
Ask questions about the natural world and their surroundings	
Knows how to operate simple IT equipment i.e. TV remote control	
Enjoys imaginative play with small world toys	
Uses construction toys	
Builds stories around toys	
Interested in colours	
ANY OTHER ADDITIONAL INFORMATON	

Thank you very much for completing this form.

Terms and Conditions



Nursery Places and Bookings

Chapel Gate Day Nursery requires the registration fee, plus a signed and fully completed registration form before a place can be allocated. Full and part time sessions must fit in to the session times detailed on the application form; however, we will attempt to meet individual needs where necessary. A minimum of 10 hours are required.

Registration Fees and Deposits

See charging policy.

Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of Nursery closure or the non-admittance of your child to the Nursery for any reason, including but not limited to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parent's care on Nursery premises, i.e. prior to arrival or after pick up.

We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

We will make reasonable endeavours to keep parents and / or children's property in good order.

Liability for damage of such property is excluded except where caused by our negligence.

Accidents and Illness

We reserve the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by the Nursery to contact the parents but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment. We will administer prescribed medicines if parents complete a 'Medicine Consent' form; however, the first dose of medicine must be given at home and parents must take all medicines home at the end of each day. We may require parents to withdraw their child from Nursery, in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend Nursery. We may also ask parents to withdraw their child from Nursery, if we have reasonable cause to believe that they are or maybe suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the Nursery may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections. Parents are requested to inform the Nursery if their child is suffering from any illness, sickness or allergies before attending Nursery.

If your child has had sickness and/or diarrhoea you are asked to keep them off for **48 hours** until they can attend the Nursery.

We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during Nursery hours.

Security

Under no circumstances will the child be allowed to leave the Nursery with anyone unknown to Nursery staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the Nursery will require the name, address and telephone number of the person permitted to collect the child, proof of identity will be required upon arrival at the Nursery. A list of responsible adults who are authorised to collect the child should be given to the Nursery Manager. The nursery also uses a password system for entry to buildings. No person under the age of 18 is allowed to collect a child.

Nursery Closure

Chapel Gate Day Nursery will be closed from and including the 25th December, up to and including the 1st January each year. The Nursery will also be closed on those Bank Holidays associated with these days, i.e. if Christmas Day, Boxing Day or New Year's Day is on a Saturday or Sunday, the relevant Bank Holiday(s) will be carried to Monday / Tuesday. The nursery will also be closed for all other Bank Holiday(s) during the year. On Christmas Eve we close at 2pm. Our Nursery is open 51 weeks a year, during which time full fees are payable. We do not charge for Bank Holidays.

Bournemouth Sports Club hold a Hockey Tournament annually during the Easter Break and as a result Chapel Gate Day Nursery will be closed from 2pm on the Thursday prior to the tournament. Also the "Rugby 7's" are held annually and as a result Chapel Gate Day Nursery will be closed on the Friday prior to the Bank Holiday at the end of May. You are not charged for these two session closures. If Chapel Gate Day Nursery is closed due to a force majeure / 'acts of god', loss of power i.e. heat and light, infectious diseases, environmental factors (such as snow) or any other event beyond our control, we will not be liable for a refund on your fees

Behaviour Management

We may require parents to withdraw or remove their child from Nursery in the event that the Nursery Manager considers the child to be disruptive or displaying inappropriate behaviour. We will not tolerate Nursery staff being spoken to in an abusive or threatening manner by parents, guardians, carers or children. Such behaviour may result in the termination of a Nursery place.

Insurance

We have extensive Insurance cover - full details of the Insurance is available upon request, from the Nursery Office.

Personal Property and Belongings

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the Nursery staff to ensure the children's belongings are not lost or damaged.

Alongside the uniform, practical 'inexpensive' clothing is strongly recommended for children attending Chapel Gate Day Nursery. It is the parent's responsibility to name and clearly label all items of clothing.

Parents must provide a full range of clothing, suitable outdoor wear including wet weather clothing and wellies
 We suggest that all toys, books or other equipment are left at home.

Policies and Procedure

Chapel Gate Day Nursery has policies and procedures which are reviewed annually or when changes occur in legislation for example. These policies and procedures are available for parents to see at any time. By signing below you agree you have read Safeguarding, Behaviour, Health and Safety, Sickness and Illness, Non Collection of Child and Lost Child.

Parking

Use of the car park is entirely at your own risk.

Employment of Staff

As members of staff are prohibited from working for parents during normal working hours i.e. 7.45am-6.00pm Monday to Friday, parents are requested not to ask staff to breach their employments contracts. Parents can if they wish employ the staff privately outside working hours (e.g. for Babysitting, evening or weekends) provided that all such private arrangements are not made or discussed in the nursery. Chapel Gate Day Nursery accepts no responsibility for staff during private hiring for care of any children. It is however a policy of Chapel Gate Day Nursery, that parents inform the Nursery in writing if they do wish to utilise the services of staff members.

If during this agreement and for a period of six month after the termination of the agreement you employ (directly or indirectly) a member of staff who cared for your child at the nursery you will agree to pay to the nursery a fee equivalent to 50% of that members gross annual salary.

General Information

Within these Terms and conditions, any reference to “Chapel Gate Day Nursery”, “Us” or “We” or “Our” refers to Chapel Gate Day Nursery. Any reference to “You” or “Parent” refers to those who have signed this contract or any person who emulates this position. Parents are requested to inform the Nursery of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the Nursery of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the Nursery of any changes to all information kept in the Nursey

This Agreement

Please sign, date and return one copy of these Terms and Conditions to us and retain another for your records.

These Terms and Conditions in conjunction with the Charging Policy represent the entire agreement and understanding between the parents/carers and Chapel Gate Day Nursery. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update / amend these Terms and Conditions at anytime. Four weeks notice will be given of any changes made.

PRINT NAMES	SIGNATURES	DATE
.....
.....

FOR OFFICE USE

Items Sent		Charging Policy	<input checked="" type="checkbox"/>
All About Me	<input checked="" type="checkbox"/>	Safeguarding Policy	<input checked="" type="checkbox"/>
Welcome Pack	<input checked="" type="checkbox"/>	Behaviour Management Policy	<input checked="" type="checkbox"/>
Transition Policy	<input checked="" type="checkbox"/>	Health & Safety Policy	<input checked="" type="checkbox"/>
Parental Portal	<input checked="" type="checkbox"/>	Sickness & Illness Policy	<input checked="" type="checkbox"/>
Term Dates	<input checked="" type="checkbox"/>	Non-Collection of Child	<input checked="" type="checkbox"/>
Polo Shirt	<input checked="" type="checkbox"/>	Lost Child Policy	<input checked="" type="checkbox"/>
Sweatshirt	<input checked="" type="checkbox"/>	Transition Form	<input checked="" type="checkbox"/>
		Medical Policy	<input checked="" type="checkbox"/>