



HEPHZIBAH DAY NURSERY REGISTRATION FORM

The Registration Form is a written agreement between the parent/carer and Nursery. It details the agreement made by the parent and Nursery about the service and provision of the Nursery and responsibilities within the agreement.

All information contained in the contract is confidential and should not be accessible to anyone else except in cases of Safeguarding where information may need to be disclosed to the local Safeguarding Board.

The contract should be reviewed after six months on initial agreement then on a yearly basis or if there are changes to circumstances (e.g. increase/decrease in parents working hours). The contract is a legally binding document and both the Nursery and parent/carer should retain a copy.

The format of the contract should provide a structured framework for the Nursery/parent to discuss in detail the conditions of the service which meets the individual needs of the child within a safe and secure environment.

Notice to terminate a placement by the parent/Nursery should be made in writing. Both the Nursery/parent, if appropriate serves the agreed period of notice which is 28 days. If this is not adhered to, then either side may claim for loss of earnings. This does not usually apply during the settling in period.

Staffs are required to have on-going training and the setting will be closed on those days. Parent will be notified two weeks in advance of such training.

OUR OPENING AND CLOSING TIME

Our opening and closing time is: 7am – 6pm. We offer this flexibility to support working parents but the nursery will not keep children for eleven hours a day. Kindly see the following arrangement to guide you choose the time you want your child to access the nursery on a full-time base.

EXAMPLE OR GUIDE FOR PARENTS

A parent can choose to bring a child into the setting at 7am	Pick-up time is 5pm
A parent can choose to bring a child into the setting at 8am	Pick-up time is 6pm

Parents are charged for ten hours nursery fees.

The above grid is just an example to guide parents.

PLEASE REMEMBER TO BRING COPY OF YOUR CHILD'S BIRTH CERTIFICATE.

NURSERY DETAILS

Name	Hephzibah Day Nursery
Address	161 Pitfield Way, St Raphael's Estate, Neasden, London NW10 0UW
Telephone	0208 830 1993
Ofsted unique ref number	137805
email	admin@hephzibahnursery.org.uk

CHILD'S DETAILS

Child's Name (as it appears on birth certificate)	
Home address	
Date of Birth	
Commencement / Start Date	

PARENT/CARER 1

Name	
Home address (if different from above)	
Home telephone/mobile	
Place of work/address	
Work telephone	
email	
Parental responsibility Y/N	Child normally lives with you Yes / No

PARENT/CARER 2

Name	
Home address (if different from above)	
Home telephone/mobile	
Place of work/address	
Work telephone	
email	
Parental responsibility Y/N	Child normally lives with Y/N

Residency/Contact Orders if applicable

--

Emergency Contact (other than parent/guardian/carer)

- 1) Name: ----- Telephone number: -----
2) Name: ----- Telephone number: -----

Other Persons that may collect the child:

Name: ----- Telephone number: -----

Name: ----- Telephone number: -----

Name: ----- Telephone number: -----

Child's Doctor

Doctors Name: ----- Telephone No: -----

Address: -----

Languages spoken at home: ----- Child's Religion: -----

**Anything else your Nursery should know about your child e.g. likes/fears/comfort items/
special words:**

1. INFORMATION ABOUT YOUR CHILD

(a) Is your child's eyesight normal? Yes () No ()

If NO please state:

(b) Is your child's hearing normal? Yes () No ()

If NO please state:

(c) Has your child any allergies? Yes () No ()

If YES please state:

(d) Does your child suffer from any of the following?

Fits Yes () No ()

Asthma Yes () No ()

Bronchitis Yes () No ()

If YES to any please state:

(e) Does your child have any physical abnormality yes, internal or External? Yes () No ()

If Yes to any please state:

(f) Has your child been screened for Sickle Cell Anemia? Yes () No ()

If Yes please state results (if known): -----

2. YOUR CHILD'S DIET:

(a) Does your child eat the following food items? :

Pork	Yes ()	No ()
Red Meat	Yes ()	No ()
Poultry	Yes ()	No ()
Fish	Yes ()	No ()

If NO to any item please specify: Please present a letter from your child GP.

(b) Is your child on a special diet? i.e. Kosher/Halal/Vegetarian

If YES please state: -----

(c) Are there any food or drinks your child cannot consume? Yes () No ()

If YES please state: -----

3. YOUR CHILD'S HEALTH RECORD:

When did your last visit the Child Health Clinic? -----

(a) What was his/her weight at that time-----

(b) What was your child's height? -----

(c) Has your child been given any of the following vaccines?

<u>VACCINES</u>	<u>YES</u>	<u>NO</u>	<u>Date</u>	<u>If NO state reason</u>
Whooping Cough	()	()	___/___/___	-----
Tetanus	()	()	___/___/___	-----
Diphtheria	()	()	___/___/___	-----
Polio	()	()	___/___/___	-----
Measles	()	()	___/___/___	-----
B.C.G.	()	()	___/___/___	-----

(a) Is your child currently taking any prescribed medicine? Yes () No ()

(b) If YES please state:

Other charges/arrangement

Planned outing costs	Depends on the distance of the destination and means of transport.
-----------------------------	---

Period of Notice to end the contract: Four weeks

Notice of termination of the contract must be given in writing and should not include a period of holiday or paid time off. If it is necessary to end the contract straight away, then payment in lieu of notice must be made.

If the child's parents/carers' behaviour becomes such, that the safety and well-being of other children in the care of Hephzibah Day Nursery is threatened, then the Nursery may terminate the contract without notice. Any deposit paid by the parent will be returned.)

The Parent(s)/Guardians(s) agree to:

- 1) Pay the fees on time
- 2) Arrive and collect the child on time
- 3) Agree to the Nursery's policies and procedures
- 4) Provide the following items
 - i. Change of clothes:
 - ii. Suitable outdoor clothes for the weather:
 - iii. Nappies/wipes

Meals to be provided by: Hephzibah Day Nursery
Snacks to be provided by: Hephzibah Day Nursery
Water and milk to be provided by: Hephzibah Day Nursery

OUR FEES

Registration fee: £15.00
Deposit: One (1) Weeks' Fees
Fee: £_____

You will be required to pay one week's fee plus one week's deposit at the commencement of this contract. Fees are reviewed annually.

PLEASE CONTACT THE MANAGER FOR DETAILS OF FEES AS WE ARE VERY FLEXIBLE WITH HOURS

Late Payment/Arrears of Fees

Parents who miss making regular payment for three (3) consecutive weeks will be asked to keep their children at home until the arrears are cleared. Any fees accrued within this period are expected to be paid also otherwise the management will follow legal procedures to collect any outstanding arrears.

I _____ have read and I understand this contract.

I also confirm that the following policies and procedures have been explained to me and that I agree with their content and I have also received a copy.

Safeguarding **Sickness/Medication** **Complaints** **Behavioural Management**
Arrival and departure (including uncollected children)

Parent's Signature: _____ **Date:** _____

Manager's Name: _____ **Signature:** _____ **Date:** _____

ESSENTIAL INFORMATION ABOUT YOUR CHILD

This form is designed to help me know your child before care can begin. Hopefully this information will mean that I can help your child settle in smoothly and I can begin to plan appropriate experiences for your child in line with the Early Years Foundation Stage (EYFS) Statutory guidelines.

Child's Name..... **Date of Birth**.....

Age..... **Start Date**.....

Key Person.....

Positive Relationships

Has your child had experience of playing with other children?

Have s/he stayed with other people before? Was s/he happy to be left there?

Who does your child enjoy spending time with? (Grandparents, siblings, close friends etc)

Would you be interested in sharing any of your skills

Do you speak or write any another languages?

Explain to the parents about: **Key person:**

Settling in:

Fee Structure – ensure parents are aware:.....

A Unique Child

What is your child good at?

Is there anything you would like me to know about your child's development? (Talking, walking etc)

Is there anything you would like me to know about your child's behaviour? (Tantrums, shy, sensitive etc?)

What do you do if your child becomes upset or angry? (Cuddle, leave to calm down, gives bottle etc.)

What celebrations is your child involved in at home? Is there anything special in your culture that we could share in this setting? (e.g. places you visit, special people, special objects?)
What makes your child happy/sad?

Explain to the parents about: **Healthy eating policy**
 Celebrating birthdays
 Keeping the children home if they are ill

Learning and Development

What your child spend a lot of time doing? Prompts – Some children like to: Pile up/knock down, push/flick switches, use remote controls, turn tops/other objects, roll/circle, twirl around rooms, heap/scatter objects, fasten/join things together use Lego type construction toys, wrap things up, fill bags cover or hide self/objects, fill and empty containers, carry thing about from one place to another hands/bags etc, line things up, climb, place objects on top/round the edge.
What does your child like to play with in the park? Which equipment? Do they run in straight lines or curves?
Knowledge and Understanding – When out do they notice transport/animals/trees/sky etc.
Reading – Likes being read to/reads to others/self. Favourite story/notices signs and labels.
Music – Joins in sings/dances/listens/favourite songs
Marking – Straight line scribble/circles/says “drawing is something” or “writing something” (what said?)
Number – Likes to count/sequence, one to one?

Explain to parents: **Planning learning through experiences**
 Play based curriculum

Enabling Environments

This setting is set up to allow children independent choice. Do you foresee any difficulties for your child? (mobility, independence, accessing resources/activities)

Explain to parents: Observing, assessing and planning for children
Learning indoors and outdoors
Other services they can access in the setting (e.g. Playgroups, speech therapy, CAF etc)
Children's Centres
Policies, Procedures and Contracts.

Routine outings with the Nursery permission

I/we agree for the child named above to go on routine outings with the Nursery named above. I also agree that staffs can take my child out to explore the community to enhance the child's learning and development.

Sun protection cream application permission

I/we agree for sun protection cream to be applied to the above-named child by the Nursery named above.

Observation permission

I/we understand that ongoing observations will be undertaken of the child named above, to follow and assess their development, in order to support the Nursery in working towards any qualifications. These may be in the form of written statements, photographs/videos or tape recordings.

Outdoor play equipment permission

I/we agree for the child named above to use play equipment in gardens, parks or playgrounds while in the care of the Nursery.

Photo permission

I/we give permission for the Nursery named above, or a person nominated by the Nursery, to take photos of the above-named child for the reasons I/we have indicated below:

- | | |
|--|---|
| <input type="checkbox"/> to record the child(ren's) daily routine | <input type="checkbox"/> to record the child(ren's) development |
| <input type="checkbox"/> to share with the child's parents | <input type="checkbox"/> the Nursery's own album |
| <input type="checkbox"/> the Nursery's promotional literature | <input type="checkbox"/> the Nursery website |
| <input type="checkbox"/> other publications, such as the local newspaper | <input type="checkbox"/> other organisations' websites |

Information Sharing Permission

I/we give my consent for my Nursery to share information **appropriately** with other professionals (for example the inclusion support team, speech therapist.)

Parents Signature: _____ **Print name:** _____ **Date:** _____