



Rydal Day Nursery Registration Form

Name of child (in full)	
Name, known as	
Date of birth	

Parents details

Parent 1 Mother/Father	Parent 2 Mother/Father
Name:	Name:
Address:	Address:
Post code:	Post code:
Home number:	Home number:
Mobile number:	Mobile number:
Work number:	Work number:
E-mail address:	E-mail address:
Do you have parental responsibility for your child: Yes No	Do you have parental responsibility for your child: Yes No
With whom does your child reside: both parents mother father other	

Emergency contact details: *If your child is unwell we do expect you or a representative chosen by you to come to collect your child within 30 minutes.*

Emergency contact when parent is unavailable. If we are unable to contact you and your child is unwell we will contact your emergency contact and asked them to collect your child, we will ask them to present us with identification when they arrive at nursery.			
Contact 1		Contact 2	
Name:		Name	
Mobile number:		Mobile number:	
Relationship to the child.		Relationship to the child.	

All about your child:

Names of brothers and sisters and their ages		
		D.O.B
		D.O.B.
		D.O.B.

Do you have any pets?
Do you anyone who attends Rydal?
Does your child attend groups or settings?

Does your child have any special dietary needs, allergies or preferences?

Doctors name	
Address	
Telephone number	

Are there any professionals involved with your child?			
Health visitor's name:			
Telephone:			
Professionals name:		Contact number:	
Professionals name:		Contact number:	
Does your family have a social care worker for any reason?			Yes/No
Name		Based at:	
Telephone			
What is the reason for the involvement of social care department with your family?			

Since birth has your child ever been hospitalised?
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Does your child have any health/medical needs we need to be aware of?

Which of the following vaccinations/immunisations has your child received									
MMR		Polio		Diphtheria		Tetanus		Meningitis	

Ethnic Background of your child									
White British WBRI		Kosovan		Any other black background					
White Irish WIRI		Serbian		Pakistani APKN					
Traveller of Irish heritage WIRT		Turkish/Turkish Cypriot		Bangladeshi ABAN					
Roma/Roma Gypsy WROM		White eastern European		Indian AIND					
Other white Background WOTH		Polish		White and Asian MWAS					
Any other mixed background		White/black Caribbean MWBC		Any other Asian background AOTH					
Greek/Greek Cypriot		Black Caribbean BCRB		Any other black background					
Any other mixed background MOTH		White/black African MWBA		Chinese CHNE					
White western European		Black-African BAFR		Any other ethnic group					

What language(s) is/are spoken at home

Please state your child's religion?

Do you celebrate any festivals or special occasions (if yes can you support us with sharing these with all our nursery children)

Does your child have any specific needs or a disability?

Is your child in receipt of DLA (disability living allowance)

Will your child need any additional support in our setting?

We will spend additional time with you at your home visit to discuss and plan how we can and will support your child.

Please share with us other information is it important for us to know about your child? For example,

imminent house move, change in family circumstances, hospital spells, long term illness, what they like, or what fears they may have, any special words they use, or what comforter they may need and when. All information is held in strictest confidence as documented in our policy.

I consent for the staff to take my child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that I/have been informed and are on my/our way to the hospital. We will only transport your child to hospital in an ambulance.

Parent 1 signature		Print name	
Parent 2 signature		Print name	
Date		On behalf of Rydal	

I agree to apply sun cream to my child that will last for up to four hours after arrival at the nursery and indemnify Rydal Day Nursery and its employees against any liability arising from reasonable exposure to the sun. *If you do not consent please inform Rydal Day Nursery in writing prior to your child starting.*

Consent

I do authorise employees of Rydal Day Nursery to apply sun cream sent in by parents from home at lunch when their child is attending for a full day. We indemnify Rydal Day Nursery and its employees against any liability arising from adverse reactions to branded sun creams.	
I/We am not aware of any allergies or skin conditions relating to my child.	
I/We consent to employees at Rydal Day Nursery to change my child's nappy/ pulls ups/ pants if wet or soiled and we will provide the nappies/ pull ups and a change of clothes.	
I /We consent to employees at Rydal Day Nursery to use Asda's own brand wet wipes on my child if required.	
I/We will provide nappy rash cream for my child and we will have the cream labelled with my child's name.	
I/We give consent for employees of Rydal Day Nursery to apply cream to my child when changing their nappy. (Cream must be provided)	
Rydal will provide alternative food and drinks should a child have an allergy or medical condition. (All alternatives will be agreed and documented with the parents prior to the child starting with us) We will not provide alternatives for preferences.	

I /We consent to Rydal Day Nursery using photographs of my child in local papers our own web site, Facebook page and learning diaries and for staff's professional development to celebrate Rydal events. (Please delete any you do not consent to)	
I/We give consent for my child to participate in visits to Winash Residential Home. They will always be accompanied and the responsibility of Rydal Day Nursery staff.	
I/We consent for employees of Rydal Day Nursery to change my child's clothes if wet/ dirty or due to weather conditions	
I/We give consent to the employees of Rydal Day Nursery to administer emergency first aid to my child. (we do not take your child to hospital and ambulance will be called)	
I/We give the Senior Team of Rydal Day Nursery to permission to administer Calpol to my child. (Individual Calpol forms must be completed prior to your child starting)	
I/We will notify Rydal via e-mail/phone or text regarding our child's absence including holiday, days out or illness.	
I/We understand Rydal staff will administer medication prescribed by a doctor or dentist, 48 hours after your child has first started taking them. A medication administration form must be completed in full on the day you wish the medication to be administered.	

Declaration

I / We agree that my child may participate in nursery outings.	
I / We agree that my child is fit to participate in such activities	
If I/We accompany my child on an outing I will take full responsibility.	
I / We authorise Rydal Day Nursery Ltd staff to take full responsibility for my child while being accompanied on the outing.	
I/We understand that our further consent will be requested for major outings.	

Child's name	
Parent/guardian name (printed)	
Parent/guardian signature	
Date	

Rydal Day Nursery Contract

Financial agreement between Rydal Day Nursery Ltd and Parent / Guardian

Name of Child	
Registration to start on	
2 year old funding	YES / NO
3 year old funding starts	

We have a limited amount of term time only spaces please note these spaces are available for children in receipt of their 3 year old nursery funding. Term time places are allocated on a first

come first serve basis and your place if available will be confirmed in writing by a member of the management team.

Session Request

Please tick in the box for the earlies, sessions, lunches and teas that you require

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club 8.00-8.30					
Morning, core session, 8.30 - 12.00					
Lunch time 12.00 - 1.00					
Afternoon, core session, 1.00 - 4.30					
Tea time 4.30 - 5.30					
Tea time extended, 4.30 - 6.00					Till 5.30 pm

To register your child the last three forms in the prospectus are to be completed by the parent/ guardian and returned to Rydal Day Nursery enclosing a **£50 non-refundable Registration fee** plus a refundable fee of £17 per session. Please note a deposit is not required for children in receipt of 2 and 3 year old funding Cheques to be made payable to Rydal Day Nursery Ltd

Terms and Conditions of payment and attendance

- PAYMENT OF ACCOUNT:** One calendar month payable in advance by 1st of every month, cheques made payable to **Rydal Day Nursery Ltd**. Other means of payment also accepted are cash, via BACS, Internet banking or Childcare vouchers
- The Failure to comply with prompt payment will result in interest being charged and a charge for reminders maybe incurred. We will charge an additional **5% per calendar month**.
- If we have not received payment after two months we will pass on your debit to our debt management service Kings Ransom.
- Parent / Guardian shall accept the Terms and conditions of Business as set out as part of this agreement.
- Rydal Day Nursery Ltd reserves the right to seek to recover from the Parent / Customer all costs and expenses (including legal costs) incurred in the collection of any overdue amount, especially when assigned to Rydal Day Nursery contracted debt collectors.
- Six weeks' notice in writing** is necessary to terminate sessions *includes* lunch and teas failure to do so will incur the relevant six weeks costs.
- Information sharing, The Data Protection Act 1988 does not prohibit the collection and sharing of information. It does however, provide a framework to ensure that personal information about a living individual is shared appropriately.
- The nursery cannot undertake the care of sick/unwell children. If your child becomes unwell you or your nominated will be asked to collect your child within 30 minutes. As part of our diversity policy children requiring regular medication are welcome when a medical form has been completed.

9. If a child has a life threatening condition that can be alleviated with medication, training will be given to staff, the medication stored in a locked cupboard at nursery and an individual management plan arranged via our health and safety officer.

Anti-biotics will be given at Rydal once the child has been taking them for 48 hours. Parents must complete an administering medication form when dropping their child to nursery and complete all the details asked.

10. Any child appearing to be suffering from any infectious disease or having suffered their last attack of sickness and diarrhoea within the preceding 48 hour period will be refused admittance (please refer to our Sickness policy)

11. A late collection fee of £5 is charged if late to collect your child on 2 occasions per half term. Should the late collection of your continue we will consider your child's place with us at Rydal.

12. Please note that fees are reviewed in January of each year and may increase after this.

13. Please inform Rydal if your child will be absent from nursery. If your child is absent for a week and we have not been informed we will contact you.

14. An emergency contact number needs to be given to Rydal so that your child can be collected within 30 minutes in case of their ill health

15. Children in receipt of Two year old funding will move onto our usual Three year old funding charges when they are eligible for three year old funding

I acknowledge that I have read and understood the above contract and agree to abide by the rules and regulations of the nursery. This agreement shall be binding upon both parties, their successors and assignees.

Signed		Parent / Guardian 1	Date
Name		Work Address: Tel:	
Signed		Parent / Guardian 2	Date
Name:		Work Address: Tel:	
Signed		Rydal Day Nursery signature	Date