



CHILD REGISTRATION FORM

Personal Information

Child's Full Name		Date of Birth	
Known as		Gender	
Child's Religion		Ethnic Group	
First spoken language			

Parent/Carer Name 1		Mobile Number	
Relationship to Child		Email Address <small>Will be used to send newsletters, invoices and nursery updates</small>	
Home Address			Do you have Parental Responsibility? <input type="checkbox"/>
			Child resides at this address <input type="checkbox"/>
Place of Work Address			
Work Telephone			

Parent/Carer Name 1		Mobile Number	
Relationship to Child		Email Address <small>Will be used to send newsletters, invoices and nursery updates</small>	
Home Address			Do you have Parental Responsibility? <input type="checkbox"/>
			Child resides at this address <input type="checkbox"/>
Place of Work Address			
Work Telephone			



Attendance Details

Please mark below the sessions you would like your child to attend

Start Date					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session 8am - 1pm					
Afternoon Session 1pm - 6pm					
Full Day 8am - 6pm					
Breakfast Club 7am - 8am					
Bedtime Club 6pm - 7pm					

Security Collection/Emergency Details

We only allow authorised adults to collect your child with prior notice from you on the day in question. By giving us the details below Enchanted Day Nursery assume that you give consent for collection of your child to the named substitutes below. Please ensure you have the individuals consent to share their details with us.

Name	Relationship to the child	Home Telephone No:	Mobile No:	Password	Contact in Emergency	Permission to Collect



Please answer the questions below to the best of your knowledge.

Does your child have any known allergies?	
If you answered Yes to the above please give details:	
Is your child up to date with immunisations?	
Does your child take any prescription medications on a regular basis?	
If you answered Yes to the above please give details:	
Does your child have any specific dietary requirements?	
If you answered Yes to the above please give details:	
Does your child have any special education needs/disabilities?	

Doctors Name		Telephone No:	
Doctors Address			

Permissions

<p>Consent for taking your child's photo</p> <p>We hereby give consent for EDN to take photos of our child on a nursery camera, to used within nursery displays, learning journals and art work.</p>	
<p>Consent for your child's photo being used in advertising</p> <p>We hereby give permission for our child's photo to be used in advertising such as EDN website, local newspapers and our public nursery Facebook page. These photos may still be used after our child has left the setting.</p>	
<p>Consent for applying sun cream</p> <p>We hereby give permission for Enchanted Day Nursery to apply sun cream to our child.</p>	
<p>Consent for applying nappy cream</p> <p>We hereby give permission for Enchanted Day Nursery to apply nappy cream to our child if necessary.</p>	
<p>Consent to administer medication</p> <p>We hereby give permission for staff to administer prescribed medication or calpol provided by the parent/carer with written consent. (Calpol will be provided by the nursery for occasional use)</p>	
<p>Consent to administer medication in an emergency</p> <p>We hereby give permission for staff to administer medication in the event of an emergency when a parent/carer is not contactable.</p>	
<p>Consent for taking your child out of nursery</p> <p>We hereby give permission for Enchanted Day Nursery to take our child off the premises to go for a walk in the woods, to the shops, to the park or library etc...</p>	
<p>Permission for your child's photo to appear on the Famly newsfeed</p>	
<p>Permission for your child's photo to be taken by a professional photographer booked by the nursery throughout the year (photos will then be able to be purchased by parents/carers)</p>	
<p>Permission for your child to take part in ZooLab Animal Experience (these take place twice a year)</p>	



GENERAL TERMS AND CONDITIONS OF REGISTRATION

Enchanted Day Nursery expect parents/carers to notify the Nursery of any change in registration details, including telephone numbers, and provide necessary information requested concerning their child's care.

- Parents/Carers are asked to accept that Enchanted Day Nursery will NOT use physical punishment in the discipline of their child but will follow our policies and procedures.
- Parents/Carers are requested to notify us of any accident or injury suffered by the child since the last attended session which will then be recorded (please see child protection policy.)
- Written consent will be required each time prescribed medication is to be administered by staff. Calpol can be administered if parents/ carers have given prior written consent or in emergencies verbal consent over the phone. All medication must be provided by the parent/carer and labelled with their child's name.
- This Registration Form gives Enchanted Day Nursery consent, if signed, to take your child on routine outings from the Nursery e.g. Park, Walk in the woods, Library etc. but a specific letter will be sent out to all parents/carers, in advance, to give specific consent for organised trips.
- The Registration Form gives Enchanted Day Nursery consent, if signed, for a member of nursery staff to transport your child to hospital or doctors surgery in the case of an emergency.
- The nursery will NOT accept children who are suffering from any contagious disease (see policies) or who have had diarrhoea or vomiting within the previous 48 hours.
- All fees are invoiced one calendar month in advance, payment to be made by BACS on the 1st of every month.
- Any extra sessions or hours will be added to the next month's invoice.
- Recurring overdue fees will result in the termination of registration without prior notice and action will be taken through a debt collection agency to recover any outstanding fees.
- For late collection of children from the nursery a surcharge of £15 for up to every 15 minutes late will be incurred, with no exceptions, and added to the next invoice.
- If there are any absences, due to child or parent/carer illnesses or missed sessions, then the full contracted fee is still payable. Likewise, if the child is on holiday the full contracted fee is payable.
- We offer Free Early Education at Enchanted Day Nursery, however this is stretched and not term time only. Please see office for more information.
- Fees are still payable when a child is off due to illness, holidays or any other reasons. This includes when the nursery is closed on Bank Holidays.
- Parents are expected to refrain from discussing grievances with Enchanted Day Nursery or any of its staff in any public forum, including social media.
- All information recorded within this registration form is collected in line with the mandatory statutory requirements for the early years foundation stage. Information will be stored, shared and deleted in line with the statutory requirements and GDPR 2018 regulations. Individuals have the right to access their personal data and supplementary information.
- We agree to all of the nurseries policies and procedures and are aware that these can be viewed at any time.

IMPORTANT: 4 weeks notice is required, in writing, if you wish to withdraw your child from nursery or to change their sessions

Parent/Carer 1 full name _____ <input type="checkbox"/>	Date _____
I have read and accept the general terms and conditions of registration	
Parent/Carer 2 full name _____ <input type="checkbox"/>	Date _____
I have read and accept the general terms and conditions of registration	

PRIVACY AND CONSENT STATEMENT

In submitting this form I agree to my details being used for the purposes of registering my child at Enchanted Day Nursery. I consent to the phone numbers and email addresses listed being contacted in future should the need arise. The information will only be accessed by necessary nursery staff. I understand my data will be held securely and will not be distributed to third parties. I have a right to change or access my information. I understand that when this information is no longer required for this purpose, official procedures will be followed to dispose of my data.

I AGREE WITH THE PRIVACY AND CONSENT STATEMENT

I HAVE ENCLOSED A COPY OF MY CHILDS BIRTH CERTIFICATE