



Registration Form



Start Date

All information will be treated in the strictest confidence

www.paradedaynursery.co.uk**Childs Full Name****Religion****Date of Birth****Male / Female****Ethnicity****Address****Language****Disability****Post code****Email****Mothers Details** (parental responsibility Yes – No)

(Legal responsibility Yes – No)

(Does the child live with this parent? Yes – No)

Fathers Details (parental responsibility Yes – No)

(Legal responsibility Yes – No)

(Does the child live with this parent? Yes – No)

Miss/Mrs**Mr****Phone No. (Home)****Phone No. (Home)****Phone No. (Mobile)****Phone No. (Mobile)****Phone No. (Work)****Phone No. (Work)****Emergency Contact (other than parents)****Name****Relationship****Phone No. 1****Address****Post code****Phone No.2****Who has responsibility for picking up your child****Mother** Yes No**Father** Yes No**Others 1) Name****Relationship****2) Name****Relationship****Doctors Details****Doctors Name****Doctors Phone Number****Address****Post Code****NHS number****Previous Illnesses**

Chicken Pox Yes / No

Measles Yes / No

German Measles ... Yes / No

Scarlet Fever Yes / No

Whooping Cough ... Yes / No

Polio Yes / No

Other 1)

Other 2)

Immunisations

BCG Yes / No

Diphtheria Yes / No

Hib... Yes / No

MMR..... Yes / No

Meningitis C..... Yes / No

Poliomyelitis..... Yes / No

Tetanus Yes / No

Whooping cough..... Yes / No

Please note- There may be children

in the nursery who have not had

MMR or other vaccines

Sessions Required**Full Day****Morning Only****Afternoon Only**

Gov. Funded Yes / No

☐ Mon.☐ Tues☐ Wed.☐ Thurs.☐ Fri☐ Mon.☐ Tues☐ Wed.☐ Thurs.☐ Fri.☐ Mon.☐ Tues☐ Wed.☐ Thurs.☐ Fri.☐ Lunch☐ Lunch☐ Lunch☐ Lunch☐ Lunch

Allergy declaration

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It is a condition of your registration with the nursery that you share with us all the information that you have regarding any allergy that your child has or is currently developing. Failure to disclose this information can result in a registration refusal or if it is subsequently found out that you with held information from the nursery then your placement will be terminated immediately, complete with a charge of four weeks fees.

All fields below must be completed in full.

Please indicate which statement is correct

- 1) Upon registering my child with The Parade Day Nursery Ltd. he/she does not have any known allergy condition(s) to be declared. No Previous medical history is recorded with his/her GP.

(Please sign document at the bottom)

True

False

- 2) Upon registering my child with The Parade Day Nursery Ltd. he/she is known to have an allergy condition.

(Please complete the rest of this document in full)

True

False

Name of food(s) or substance(s) that your child is allergic to:

What are the symptoms?

How soon do the symptoms show?

What recovery action is taken

Has medication been prescribed by the child's doctor?

What specific medication are you putting into the care of the nursery?

Is the allergy life threatening? **YES / NO**

If so, what emergency medication is administered?

What specific training do the nursery staff need in order to administer this medication?

Allergy Declaration Statement

I hereby declare that the above information provided is accurate and to the best of my knowledge at the time of signing this Declaration

Parent / Guardian signature

Date

Print name

Dietary requirements

YES

NO

Details:-

Continue overleaf



Consent Form

www.paradedaynursery.co.uk



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- 1) Do you give consent for my child to receive medication providing I give information about the medicine, dosage, times to be taken and sign the Nurseries' *medication form* on the day medication is required
- YES ☐ NO ☐
- 2) Are there any allergic reactions to any medication that is given to my child. If there are reactions please describe on attached sheet.
- YES ☐ NO ☐
- 3) Do you allow your child to take part in outings by transport (Bus/Taxi/Coach) or on foot accompanied and supervised by Nursery staff. (planned /unplanned) i.e. local park/shops/library etc
- Trips to theme parks etc would be advised to you by a separate letter and consent slip.
- YES ☐ NO ☐
- 4) Do you allow photographs of your child to be displayed and viewed by other parents / carers / visitors
- YES ☐ NO ☐
- 5) Do you allow camcorder videos to be taken of your child together with other children for the benefit of parents viewing their progress and interaction with other children.
- YES ☐ NO ☐
- 6) Do you allow your child to participate in having their face 'painted' on the occasional 'Fun Days' at the Nursery
- YES ☐ NO ☐
- 7) Do you allow your child to have emergency treatment onsite or offsite (every effort will be made to contact the Parent/ Guardian).
- YES ☐ NO ☐
- 8) Do you allow your child to have FIRST AID treatment administered by a senior member of staff.
- YES ☐ NO ☐
- 9) Do you allow your child to use garden toys
- YES ☐ NO ☐
- 10) Do you give permission for the Nursery staff to use medicated wipes and plasters if necessary.
- YES ☐ NO ☐
- 11) Do you allow photos of your child to be used in our prospectus and on our website. (www.paradedaynursery.co.uk)
- YES ☐ NO ☐
- 12) Do you **understand** and **accept** that your child must wear / bring sensible / suitable footwear when in the nursery, especially when the weather is warmer and the children are outside most of the time. Trainers or soft soled shoes that totally enclose the feet are the most suitable form of footwear, as the children play more safely when running and climbing whether in the playground or park. Sandals, flip-flops and healed shoes **are not** appropriate for nursery activities.
- YES ☐ NO ☐

13) Do you understand that the nursery cannot accept any responsibility for accidents to children caused by inappropriate footwear.

YES

☐

NO

☐

14) Do you understand that if your child is under 12 months old he/she can have food as outlined in the Nursery 'Weaning Policy' and 'Weaning menu'. If my requirements differ, I will inform the Nursery in writing.

YES

☐

NO

☐

My child is over 12 months old

☐

My requirements differ YES

☐

15) Do you understand that my child's activities in all class rooms will be recorded via the CCTV system operated by the Parade Day Nursery Ltd. for security purposes only.

YES

☐

NO

☐

16) Do you understand that the information recorded on CCTV will be kept in the Nursery for approx 3 Months before it is automatically erased.

YES

☐

NO

☐

17) Do you understand that The Parade Day Nursery Ltd. cannot accept any responsibility for any accident/incident caused to your child through wearing jewellery. The Parade Day Nursery Ltd will not accept any responsibility for loss of such jewellery items.

YES

☐

NO

☐

18) Do you understand that all children's clothing must be clearly marked with the child's name. The nursery cannot accept any responsibility for lost or damaged clothing.

YES

☐

19) Would you your child to attend swimming lessons. when places become available

YES

☐

NO

☐

My child is not yet old enough to go swimming

☐

20) Do you understand that if I reduce my child's sessions, at least 2 weeks written notice **must** be given to Ann (Manager) or Tracey (Deputy Manager).

YES

☐

NO

☐

21) I have been **made aware/not made aware** that I must provide all necessary creams, nappies and cleansing wipes, this includes sun cream. (these must be labeled with your child's name.)

YES

☐

NO

☐

The Parade Day Nursery Ltd. Reserve the right to remove a child to hospital in an emergency and seek medical attention. By signing this document you are consenting to this condition.

I CERTIFY THAT ALL THE INFORMATION THAT I HAVE PROVIDED WITHIN THIS 5 PAGE DOCUMENT IS ACCURATE AND TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT SHOULD ANY OF THE INFORMATION CHANGE THEN IT IS MY RESPONSIBILITY TO NOTIFY THE NURSERY.

I AGREE TO GIVE 4 WEEKS NOTICE IN WRITING ALONG WITHG FULL PAYMENT SHOULD I WISH TO TERMINATE MY CHILD'S PLACE

Child's Full Name

Signed

Date

Print name

Relationship to child

Terms and conditions

Nothing within these terms and conditions affects the parent/guardian's statutory rights. We require all parents to be aware of, and abide by the following conditions:

1. To register your child at the nursery, a non-refundable (unless we cannot provide a place) registration fee of £65 is payable for each child registered
All fees are charged monthly in advance and must be paid by direct debit on the first day of the month to which they relate. Fees will be invoiced to the person(s) named on the registration form (& Direct Debit Mandate). You will receive an invoice on the 15th of every month for the fees due the following month. Any change in Direct Debit details will incur a £5 administration charge.(payable to Parade Day Nursery Limited). Fees are payable during periods of absence from the nursery, including sickness, holidays and during public and bank.(52 weeks / year)
2. To secure a nursery place, the first month's fees must be paid at the time the place is confirmed by the parent or guardian.
3. Once a place at the nursery is confirmed, 4 weeks written notice is required if you wish to withdraw your child from the nursery. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the place once accepted.
4. Whilst we take all precautions necessary, and have various policies and procedures in place to protect the children in our care, The Parade Day Nursery Limited cannot accept responsibility for accidental injury or loss of property. Copies of the current Employer's Liability and Public Liability insurance policies are displayed on the notice board at the nursery.
5. Parade Day Nursery Limited operates an open access to information policy. This means that parents are welcome to view the policies and procedures under which the nursery runs.
6. Where a member of staff, within three months of leaving the employment of Parade Day Nursery Limited, is employed by a parent/guardian to care for their child, who was previously registered at the nursery, then the parent/guardian will be liable to pay to The Parade Day Nursery Limited a sum equivalent to three months' salary for the employee at the time their employment with Parade Day Nursery Limited terminated.
7. If your child becomes ill during a nursery session, the Nursery Manager will contact the parent/guardian or the emergency contact indicated on the Registration Form.
8. If your child is suffering from a communicable illness, your child should not be brought to nursery until such time as the infection has cleared.
9. If your child suffers from sickness / diarrhea, a period of 48 hours should elapse since the last period of sickness before returning to Nursery.
10. The Parade Day Nursery Limited reserves the right to refuse your child entry to the nursery at any time should the Nursery Manager believe that your child has an infectious illness or in the event that the Nursery Manager believes that your child's presence in the nursery will be detrimental to other children within our care.
11. Parents/guardians are required to notify the Nursery Manager if your child is absent from nursery through sickness. A full copy of Parade Day Nursery Limited infection control policy is available from the Nursery Manager.
12. Parents/guardians collecting children late from the nursery will be subject to a surcharge, details of which are stated in the Fee Schedule. Charges are made for every 10 minutes or part thereof.
13. It is understood that Parade Day Nursery Limited is under an obligation to report to Social Services any incident where we consider a child may have been abused or neglected. This may be done without informing the parent or guardian.
14. **I enclose £65 (non-refundable) registration fee. Please make cheques payable to "The Parade Day Nursery Limited ". Paid / Unpaid**
Anyone other than the recognised parent or guardian will not be permitted to collect the child unless prior arrangements have been made. Please note that identification may be required.

I wish to apply for admission of the child named herein to the nursery. I have received and read these Terms and Conditions of registration, and agree to comply with them and hereby confirm that I/we have given my/our consent to all those matters requiring consent under them.

Parent / Guardian signature

Date

Print name

Where did you find out about the Nursery?

Recommendation Yes / No	Passing by Yes / No	Newspaper Yes / No	Other
Yellow Pages Yes / No	Early years (N'hampton) Yes / No	Web site..... Yes / No	

FOR OFFICE USE

Registration received £ Date Cash / Cheque / Credit Card

Direct Debit Form given Date XF Direct Debit Form returned Date

Introduced by signature

Print name

Child's classroom Managers signatureDate.....



The Parade Day Nursery Limited
401 Wellingborough Road, Abington, Northampton NN1 4EY
Tel: 01604 624641



Childs start date Payment of Fees.

The Parade Day Nursery is a private limited company that strives to provide a safe, warm and friendly childcare environment, where children can develop, grow and achieve their maximum potential mentally, physically, educationally and socially through the 'Development Matters Foundation Stage' provided by highly qualified staff.

We deliver our service in return for an agreed fee from parents and carers and all fees should be paid promptly and in line with the policy set out in this document.

The required payment method is by Direct Debit.

Fees are charged for all contracted hours one month in advance

Direct Debit (via Parenta) YES ☐ NO ☐

Direct Debit payments comes out of your account on the 1st of each month (or nearest working day)

The Nursery has to inform the Direct Debit collection company (Parenta) by the previous 20th of the month, the amount to be collected. Parenta then send you an invoice 3 days prior to taking the fees from your account.

Fees that fail to be collected due to insufficient funds or cancellation by yourself carry an additional £10 fee.

If the Direct Debit agreement is cancelled by yourself, you must inform the Nursery prior to the collection date of the 20th of each month.

Under certain circumstances, fees can be paid by the following means if prior arrangement has been made and agreed by the Nursery Manager.

Voucher YES ☐ NO ☐ Provider of voucher
Start date
Value of voucher

You must inform your voucher provider of the Nursery's fee collection dates and policy.

Credit Card YES ☐ NO ☐ Fees paid by Credit Card must be paid on the Monday of each week or the 1st day of the week your child attends.
Failure to pay fees on time will result in the Nursery charging an additional 'Late payment fee' of £5.00 per day

Cash YES ☐ NO ☐ Fees paid by cash must be paid on the Monday of each week or the 1st day of the week your child attends.
Failure to pay fees on time will result in the Nursery charging an additional 'Late payment fee' of £5.00 per day

Parents/carers who fail to pay their fees on time will be issued with a letter requesting a meeting with The Manager for the purpose of arranging prompt payment of fee or discussing possible temporary suspension of services until the fees can be paid.

The Nursery reserves the right to terminate the contract with the parents/carers with one week's notice if a parent/carers fail to pay fees within 48 hours of receiving a letter from the Manager or where the fees are not paid in line with any agreement reached after the first meeting with the Manager. The Nursery reserves the right to offer vacant places to other parents/ carers on the waiting list.

Where a child is collected after the closing hour of our services, the Nursery will charge a flat fee of £10.00 with an additional £1.00 per minute. The Nursery reserves the right to waive this charge in exceptional circumstances. Where a child is frequently picked up after the closing hour of the service (i.e. by frequent we mean at least three times in a month) the Nursery reserves the right to terminate the contract giving four weeks notice providing all outstanding fees are paid in line with this Policy (including any charges for late picking up) Where fees remain outstanding, the Nursery reserves the right to terminate the contact with one weeks notice.

If parents/carers leave the service without providing proper termination notice and / or with an outstanding fee, the Nursery will contact you immediately to make immediate payment. Failure to pay the fee in this circumstance your account will be forwarded to a debt recovery agent or pursue the matter through the Court. In such cases, a further 25% of the outstanding fee will be included on to your Account.

I AGREE TO GIVE 4 WEEKS NOTICE IN WRITING ALONG WITHG FULL PAYMENT SHOULD I WISH TO TERMINATE MY CHILD'S PLACE

Child's Full Name Date

Signed Print name

Manager Date