



# Registration Form 2017

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Address: Kingswood House, 31-39 Miles Road, Mitcham, CR4 3DA  
Telephone Number: 0208670100,  
Ofsted Registration Number: EY450932  
Manager: Afsheen Siddik



A: DETAILS & HISTORY OF CHILD																			
First Name:		Surname:																	
Date of Birth:		First Language:																	
Sex:		Second Language:																	
Ethnic Background:		Religion:																	
<b>Who has parental responsibilities for your child? Mum, Dad any others? Please specify, also please provide birth certificate as evidence:</b>																			
<b>DOCTOR</b>	Name:	Tel No:																	
	Address:																		
<b>MEDICAL HISTORY</b>	<b>INFECTIOUS DISEASES:</b> Please advise if your child has been vaccinated against the following:  <table style="width: 100%; border: none;"> <tr> <td><i>Tetanus:</i></td> <td>YES / NO</td> <td><i>Diphtheria:</i></td> <td>YES / NO</td> </tr> <tr> <td><i>Chicken Pox:</i></td> <td>YES / NO</td> <td><i>Whooping Cough:</i></td> <td>YES / NO</td> </tr> <tr> <td><i>Poliomyelitis:</i></td> <td>YES / NO</td> <td><i>MMR:</i></td> <td>YES / NO</td> </tr> <tr> <td><i>HIB (Meningitis):</i></td> <td>YES / NO</td> <td></td> <td></td> </tr> </table> Please could you provide proof of any vaccinations of the above, e.g. red book?  Has your child had any infectious illnesses? If so please provide dates and details:			<i>Tetanus:</i>	YES / NO	<i>Diphtheria:</i>	YES / NO	<i>Chicken Pox:</i>	YES / NO	<i>Whooping Cough:</i>	YES / NO	<i>Poliomyelitis:</i>	YES / NO	<i>MMR:</i>	YES / NO	<i>HIB (Meningitis):</i>	YES / NO		
	<i>Tetanus:</i>	YES / NO	<i>Diphtheria:</i>	YES / NO															
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<i>Poliomyelitis:</i>	YES / NO	<i>MMR:</i>	YES / NO																
<i>HIB (Meningitis):</i>	YES / NO																		
Known Allergies / Sensitivities:																			
<b>ABOUT YOUR CHILD</b>	Please circle one of the following options, for your child meal or our standard meal will be given; <u>Standard, Gluten free, Dairy free or Egg Free or please specify.</u>																		
	Health Visitor Name, address and telephone number:																		
	Has the health visitor carried out the 2-year-old developmental check on your child, if yes are you willing to share a copy:																		
	Is your child given the government funding? If Yes, please provide us the funding code																		
	Does your child see any other professionals? E.g. speech therapist or family support worker?																		
Does the child have a comforter? E.g. dummy/blanket/toy etc.																			



B: DETAILS OF PARENT / GUARDIAN / CARER			
PARENT / CARER  1 Mother	Full Name:	DOB:	Home Tel No:
	Home Address:		Mobile No:
	Workplace Address:		
	Workplace Tel No:		Email:
PARENT / CARER  2 Father	Full Name:	DOB:	Home Tel No:
	Home Address:		Mobile No:
	Workplace Address:		
	Workplace Tel No:		Email:

C: EMERGENCY CONTACT NUMBERS (other than Parent / Guardian / Carer)		
CONTACT 1	Name:	Tel No:
	Relationship to Child:	Email:
CONTACT 2	Name:	Tel No:
	Relationship to Child:	Email:

D: CHILD CARE SESSIONS REQUIRED (please tick each relevant box)					
Start Date:	Monday	Tuesday	Wednesday	Thursday	Friday
Early Session 7.30am to 8am					
Full Day 8am to 6pm					
Morning 8am to 1pm					
Afternoon 1pm to 6pm					
Funding hours:					

E: Uniform purchased	Yes / No	
F: Child will be attending 51/38 weeks please tick one of the boxes provided	<input type="checkbox"/>	<input type="checkbox"/>
	51	38



## Terms and Conditions 2017

*Parents/Guardians are strongly advised to read the following terms and conditions thoroughly. You are reminded that having signed the application form to register your child with Kingswood Daycare Nursery you have agreed to be bound by these terms and conditions as stated. Within the terms and conditions 'the nursery' is Kingswood Daycare Nursery or any other of its holding companies. We reserve the right to change hours, fees or terms and conditions without notice to facilitate the safe and effective running of the nursery.*

1. Admissions are based on a first come first served basis. If the nursery is full then a waiting list system will be in operation whereby all paperwork for admission is signed and completed and a non-refundable registration fee £50.00 is paid to guarantee the next available place. We will inform you as soon as a place becomes available. If you do not confirm within a week that you will take the place, it will be withdrawn.
2. All fees will be billed by Kingswood Daycare Nursery Limited. All payments are due by the 15th of each month in advance and must be paid in time to secure your child's place. Fees may be paid by standing order, direct debit, cheque or workplace nursery vouchers. Fees are payable in all cases of non-attendance. It is not possible to arrange for a child to 'make up' time in the case of an absence from nursery. Children can attend extra sessions by prior arrangement with the Manager.
3. In cases of overdue fees, the Nursery shall be entitled to charge interest and compensation at the rates prevailing from time to time under the 'Late Payment of Commercial Debts -Interest- Act' on any sum, as well as before or after any Judgment, not paid by the parent by the due date. An administration fee of £25.00 will also be payable together with any charges made by our bank arising out of the non-payment of any standing order / direct debit or cheque. Any reminders for non-payment of fees will incur a fee of £25.00 per reminder.
4. We offer a 10% reduction for any siblings - based on 5 full days of attendance per week. This offer will expire once a sibling leaves the Nursery and a 10% discount for a child attending 5 days. This offer is not applicable to children on funded hours.
5. Kingswood Daycare Nursery will be closed on all public and Bank holidays, as well as five working days during the month of December. (Christmas)
6. Home food or packed lunches will not be permissible at Kingswood Day Care Nursery. The nursery has a strict policy of providing hot meals for all children. Each child's dietary requirements will be catered for by the nursery. Please ensure you have informed Kingswood Daycare Nursery of your child's specific requirements.
7. A rate of £15 will be charged for every 15 minutes that any child is collected later than their pre-arranged time, and £50 for every hour thereafter or part there of as this can severely affect the staffing ratios, as laid down by Ofsted, requiring us to pay staff for remaining on duty beyond their normal hours. Parents are expected to inform nursery as soon as possible when running late. See collection policy.
8. Parents are asked to provide a full change of clothing to be kept at nursery for emergencies. Also any creams for nappy rash and sun cream.
9. Fees will be reviewed annually in September and you will be informed accordingly of any fee change. If you intend to remove your child from Kingswood Daycare Nursery or reduce their hours of attendance, **a minimum of 2 month's written notice / one month's fees in lieu of notice is required.**



10. Children/families may be suspended or given notice at the discretion of the management, such reason for this includes behavior by you or your child which is deemed by us to be unacceptable or dangerous or affect the well-being of other children in the nursery. Any suspension will continue while we address these problems with you. In the event of your child being suspended fees will be credited for that period. If the suspension lasts for more than one month either party may terminate this agreement by giving one months' notice.
  
11. You will immediately inform us if your child is suffering from any contagious illness, and to prevent the spread of infection to other children, not allow them to attend the nursery. The nursery reserves the right to refuse entry to any child which the nursery manager considers to be unwell or suffering from any contagious or infectious complaint. If your child becomes ill during nursery we will attempt to contact you. If we are unable to contact you, we will contact the authorised people on your enrolment form. The nursery staff may act in loco parentis for the child in case of illness, accident or emergency. Staff will take such actions as the manager sees fit, including hospitalization, whether or not the parents or next of kin have been informed. Every possible effort will be made to contact the parents or authorized people. Under these circumstances, in case of any absences, fees are still payable for non-attendance.
  
14. We have the obligation to report to the relevant authorities' circumstances where we consider a child may have suffered neglect or abuse we may do so without your consent and/ or without informing you.
  
15. I acknowledge the use of CCTV/WEBCAM system in the nursery for monitoring and security purposes. I agree that images on the system may be stored by the nursery for up to 21 days or longer if required as evidence in any investigation or inquiry.
  
16. I agree to the use of relevant marketing material such as photographs of my child at Kingswood Day Care Nursery for advertising including the use of interne marketing and other types of marketing for advertising of the Nursery.
  
17. No pets will be allowed into the nursery premises without prior written consent.
  
18. Nursery uniform is compulsory for children 2 -5 years of age. Children not wearing uniform will be sent home.
19. New funding forms for the term will be expected to be signed by parent/carer before each term starts.
20. For safeguarding reason parents/carers are expected to personally sign child register every day.
21. Parents are expected to label child's belongings. (You could use company such as Label Planet to have it done professionally).

<b>Office Use Only:</b>	<b>Date Received:</b>
Employee Name:	
Date Deposit & Registration Made:	
Fees Agreed Upon:                      Number of funded Hours:	

<b>E: DECLARATION</b>
<p><b>I have read and agree to the Terms and Conditions of Kingswood Day Nursery. I enclose a non-refundable cheque of £ 50.00 for registration and a deposit of £150.00 to secure a place for my child.</b></p> <p><b>Signature:</b> _____ <b>Name: (PRINT):</b> _____ <b>Deposit:</b> _____</p> <p><b>Registration:</b> _____</p>



<b>Child Full Name:</b>	<b>Date of Birth:</b>
<b>Name of Parent / Guardian / Carer:</b>	<b>Security Password for Pickup of the child:</b>

**A: MEDICATION & MEDICAL HELP**

<p>1. In the event of my / our child requiring a course of prescribed medication, I / we undertake to authorize this through the use of the Nursery's individual Medication Slip(s), as appropriate:</p> <p>2. In the event of an accident, or my / our child requiring emergency medical treatment, I / we consent to a member of the Nursery staff to take the child to a GP, or hospital, as needed after being informed:</p> <p>3. In the event of my / our child suffering a high temperature, I / we give consent for Nursery staff to administer <i>Calpol</i>. I / we confirm that the child does not have any allergy to <i>Calpol</i> after being informed:</p>	<p>Signature: _____ Date: _____</p> <p>Signature: _____ Date: _____</p> <p>Signature: _____ Date: _____</p>
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**B: TRIPS & OUTINGS**

I / we give consent to my / our child being taken out of the Nursery on day trips and outings locally and any trips will be informed of and will be asked to fill in a consent form accordingly.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**C: DROP-OFF & COLLECTION**

The following people are authorized to drop my / our child off at the Nursery, and to collect him / her at the end of the Nursery session:

1. Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

4. Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

**D: HUMAN RIGHTS**

1. I / we understand that, on occasions, the activity programs in the Nursery may involve my / our child's face being painted. I / we give our consent to this/ I don't give permission: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. I / we give our consent to my / our child/ I do not give consent to my child to be photographed and this can be published as part of Kingwoods Daycare Nursery literature and also displayed within the Nursery surroundings, social media and nursery website.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_