



Registration

Form

2023-2024

Address: 157 London Road, Mitcham, CR4 2YR

OFSTED Registration no: EY539235

Telephone Number: 0208 646 6868 / 07840 112423

Manager: Daniela Bradiceanu

Email: danielabkingswood@gmail.com and info@kingswooddaycarenursery.co.uk



DETAILS & HISTORY OF CHILD			
Child Full Name:		Date of Birth:	
Sex:		First & Second Language:	
Is your Child on funding?		Religion:	
Ethnic Background:		Borough of residence:	
<i>Who has parental responsibilities for your child? Mum, Dad any others? Please specify, also please provide birth certificate as evidence:</i>			
DOCTOR	Name:		Tel No:
	Address:		
MEDICAL HISTORY	<u>INFECTIOUS DISEASES:</u> Please advise if your child has been vaccinated against the following:		
	<i>Tetanus:</i> YES / NO		<i>Diphtheria:</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	
Please could you provide proof of any vaccinations of the above, e.g., red book? Has your child had any infectious illnesses? E.g., chicken pox If so, please provide dates and details			
Known Allergies / Sensitivities/Intolerance/Preference:			
ABOUT YOUR CHILD	Does your child have a health visitor? if so please provide details and has the health visitor carried out the 2-year-old developmental check on your child, if yes are you willing to share a copy:		
	Are there any outside agencies working with you or your child and family? E.g., Family support worker/ speech therapist/ social worker?		
	Is there any developmental concern you have for your child that we should be aware about?		
	Does your child have any birth marks? If yes, can you please tell us where, the colour and the size.		



	Does your child have any sibling? YES/ NO		
	Child 1 Name:	DOB:	School:
	Child 2 Name:	DOB:	School:
	Child 3 Name:	DOB:	School:

DETAILS OF PARENT / GUARDIAN / CARER		
PARENT / CARER 1	Full Name:	NI Number:
	DOB:	Relationship to child:
	Home Address:	
	Occupation:	Mobile No:
	Workplace Tel No:	Email:
	Do you have legal contact with your children?	Yes / No
PARENT / CARER 2	Full Name:	NI Number:
	DOB:	Relationship to child:
	Home Address:	
	Occupation:	Mobile No:
	Workplace Tel No:	Email:
	Do you have legal contact with your children?	Yes / No
EMERGENCY CONTACT NUMBERS (people not stated above)		
Contact 1	Full Name:	Tel No:
	Relationship to Child:	Email:
Contact 2	Name:	Tel No:
	Relationship to Child:	Email:
Contact 3	Name:	Tel No:
	Relationship to Child:	Email:



CHILD CARE SESSIONS REQUIRED (please tick each relevant box)					
<u>Start Date:</u>	Monday	Tuesday	Wednesday	Thursday	Friday
Full day 9am to 4pm					
Morning 9am to 12pm					
Afternoon 1pm to 4 pm					
Lunch hour 12pm to 1pm					
15 hours Funding:					
30 hours Funding					

DROP-OFF & COLLECTION	
<p>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:</p>	
1. Name: _____	Relation to child: _____
2. Name: _____	Relation to child: _____
3. Name: _____	Relation to child: _____
4. Name: _____	Relation to child: _____

MEDICATION & MEDICAL HELP	
<p>1. In the event of my / our child requiring a course of prescribed medication, I / we undertake to authorize this using the Nursery's Medication Form(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 child suffering a high temperature, I / we give consent for Nursery staff to administer Calpol and confirm my child has no allergies to Calpol and for it to be administered even if I am unable to be reached when contacted.</p>	<p>Signature: _____ Date: _____</p> <p>Signature: _____ Date: _____</p> <p>Signature: _____ Date: _____</p>

Parental Choice
<ul style="list-style-type: none"> I / we give consent to my / I do not give consent 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. 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 do not give permission. I / we give/ I do not give consent to my child to be photographed and this can be published as part of Kingwoods Daycare Nursery literature and displayed within the Nursery surroundings, social media and nursery website.



Terms and Conditions 2023/2024

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 Early Years Nursery you have agreed to be bound by these terms and conditions as stated. Within the terms and conditions 'the nursery' is Kingswood Early Years 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 8th of each month in advance and must be paid in time to secure your child's place. Fees may be paid by cash, bank transfer, student childcare grant 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. When parents sign up for a place at Kingswood Early Years Nursery, we require a deposit of £150 and registration fee £50 not refundable for anyone doing more than the funding hours. If parents decide not to accept place after they make a commitment to the nursery for any reason the nursery will not refund the deposit or registration fees. If parents take the place, child must attend at minimum 1 month, after which they must give nursery 6 weeks' notice. Once they leave and have made all payments the deposit will be refunded by cheque or BACS, up to 10 working days.
4. 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. Kingswood Early Years Nursery reserves the right to refuse a child entry if the monetary sum outstanding is not being paid in accordance with nursery terms.
5. 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.
6. Training our staff is off high priority to us to ensure your children receive the best education and care. The Nursery will close 3 days per year for staff training, fees remain payable during these times.
7. Kingswood Early Years Nursery is a term time 38-week nursery and will be closed on all public and Bank holidays.
8. Kingswood Early Years Nursery operates 38 weeks of the year, however, should the nursery close due to reasons outside the nurseries control and not of fault of the nursery including, government-imposed closures, Natural Disasters and or Extreme Weather conditions, nursery fees will remain payable during these periods.
9. Home food or packed lunches will not be permissible at Kingswood Early Years 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 Early Years Nursery of your child's specific requirements.
10. There is a charge of **£1 for every minute** passed your regular collection time.



Parents/careers are expected to inform nursery as soon as possible when running late. See collection policy.

11. 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. Parents will be contacted to collect the child in case of any accident when an extra pair of clothes is not provided.
12. Fees will be reviewed annually in April, and you will be informed accordingly of any fee changes. If you intend to remove your child from Kingswood Early Years Nursery or reduce their hours of attendance, a minimum of 6 weeks written notice / one month's fees in lieu of notice is required.
13. The nursery have a legal obligation to report or contact the relevant authorities in circumstances where we consider a child may have suffered neglect or abuse, we may do so without your consent and without informing you.
14. I acknowledge the use of CCTV/WEBCAM system in the nursery for monitoring and security purposes. I/we agree that images on the system may be stored by the nursery for up to 7 days or longer if required as evidence in any investigation or inquiry.
15. Nursery uniform is compulsory for all children in Kingswood Early Years, any child that do not wear uniform will be sent home or give the opportunity to purchase a new one.
16. New funding forms for the term will be expected to be signed by parent/carer before each term starts. Parents receiving 30 hours funding will be required to inform the management of any changes in circumstances, they must revalidate their codes in-order to continue receiving their funding. If parents will be using the tax-free childcare, management must be informed prior to using this service, parents must allow 8 working days for this payment to be received by the nursery after being actioned for nursery to receive payments.
17. Kingswood Early Years Nursery have limited spaces available for children with additional needs or challenging behaviour, the nursery reserves the right to refuse or delay the child space according to ratio management in the room.
18. Kingswood Early Years Nursery have record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the General Data Protection Regulations (GDPR, 2018) and the Human Rights Act (1998).
19. Kingswood Early Years Nursery is required to process relevant personal data or share personal information with outside agencies as part of its operation and takes all reasonable steps to do so in accordance with General Data Protection Regulations (GDPR, 2018) and the Human Rights Act (1998).
20. Kingswood Early Years Nursery retain children's records for three years after they have left the setting; except records that relate to an accident or child protection matter, which are kept until a child reaches the age of 21 years or 24 years respectively.

DECLARATION

I have read and agree to the Terms and Conditions of Kingswood Early Years Nursery.

I agreed to pay £ 50.00 non-refundable registration fees and a deposit of £150.00 to secure a place for my child. If I choose to not take the place, I will forfeit the deposit and registration fees.

Signature: _____ Parent Full Name: _____

Deposit: _____ Registration: _____

Security Password for Pickup of the child: _____



Office Use Only:	Date Received:
Employee Name:	
Date Deposit & Registration Made:	
Fees Agreed Upon:	
Number of Funded Hours:	
Uniform Purchased	

HUMAN RIGHTS

- I / we give our consent to my / our child to be body checked during the nappy time for any safeguarding related matters for children in nappies.
- I understand it is my responsibility to ensure an all- day sun protection cream is applied to my child on hot sunny days (when needed). If my child has an allergy to certain sun-creams, I agree to provide my own. I understand that if I do not supply my own sun-cream, the staff will apply the setting's. If my child has an allergic reaction to the setting's sun-cream, I cannot hold Kingswood Early Years responsible.
- I / we give our consent to my / our child/ I do not give consent for Kingswood Early Years Nursery to share information and reports on my children with the new school they will attend when they leave the setting.
- I understand it is my responsibility to provide nappies, wipes, Sudocream (or other nappy creams)
- I give permission for my child to use "real tools" (scissors, hammers, etc) with close adult supervision.
- I/we give consent of my child/children to be observed, record and photograph on Eylog online platform in order for staff to document my child's learning and development accordingly with EYFS (Early years foundation stage). I understand that this is a secure website and only I/we and requested family's members will have access to this via a protected password.
- I / we understand that any extra session I/we need to pay upfront prior to booking.
- I/we understand that the nursery has a right to enforce closure due to unforeseen circumstances.
- I/we understand that any information that is not disclosed to the nursery may affect my child's place.
- I/we understand that Kingswood Early Years will do an assessment on my child/children for their first 6 weeks at the setting.
- I/we understand that in a case of my child/children requesting additional support e.g may have additional needs or behaviour that may harm themselves or others, the child's place may be delayed or terminated, depending on places available at the time and staff ratio management.
- I/we understand that any hidden information regarding professionals involved in my child's life or any concern regarding the child's development prior to their start date, the nursery has the right of cancelling my child's/children's place.
- I/we understand that I/we will have the full responsibility to follow the nursery "Child sickness and infection control policy and procedure, alongside with the exclusion period."
- I/we understand if anyone else will collect the child from nursery, the manager needs to be informed prior in the day and they must bring photo identification and password of the change in collection.
- I/we **declare that the information** I/we have provided is true and correct at the time of completion.

Parents Name: _____ **Signature:** _____ **Date:** _____



Get to know your child.

What are your child's interests, like and dislikes? (Particular activities games they like)	
What does your child find challenging or what would you like us to support your child with? (For example, mealtimes, listening, sitting at activities)	
What is your child current routine?	
Are any outside agencies working with your child or family? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please state <u>any/all outside agencies</u> involved with your child including social services:
Is your child potty trained/training? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please provide more details:
Does your child have any dietary requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide details regarding dietary needs:
Has your child attended another nursery setting? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please provide details:
Do you have any concerns regarding your child's development or how they would settle into a new nursery?	
Is there anything other information you wish to add to help us get to know your child?	