



Registration Form

Kingswood

Daycare Nursery





Child's details

Child's full name:

Date of Birth:

Gender:

Ethnic Background:

Borough of Residence:

Religion:

First & Second Language:

Does your child have any birth marks? If yes, can you please tell us where, the colour and the size.

Child's home address:

Post code:

Child's GP address and name:

Post code:

Dental Practice address and name:

Post code:

Known Allergies / Sensitivities/ Intolerance/ Preferences:

Known medical condition:

Please confirm whether your child has been vaccinated for the conditions listed below since birth.

We kindly request that you provide official documentation of any vaccinations, such as the Red Book or a letter from your GP.

| | | | |
|---|--|-----|---------------------|
| 8 weeks | 6-in-1 vaccine | Yes | No |
| | Rotavirus vaccine | Yes | No |
| | Men B vaccine | Yes | No |
| 12 weeks | 6-in-1 vaccine (2 nd dose) | Yes | No |
| | Pneumococcal vaccine | Yes | No |
| | Rotavirus vaccine (2 nd dose) | Yes | No |
| 16 weeks | 6-in-1 vaccine (3 rd dose) | Yes | No |
| | Men B vaccine (2nd dose) | Yes | No |
| 1 Year | Hib/Men C vaccine (1st dose) | Yes | No |
| | MMR vaccine (1st dose) | Yes | No |
| | Pneumococcal vaccine (2nd dose) | Yes | No |
| | Men B vaccine (3rd dose) | Yes | No |
| 3 years and 4 months | MMR vaccine (2nd dose) | Yes | No |
| | 4-in-1 pre-school booster vaccine | Yes | No |
| Has your child had any infectious illnesses? E.g. chicken pox, Meningitis? If yes, please provide dates and details: | | Yes | No |
| Does the child have a comforter? Dummy/ blanket/ toy? | | Yes | No |
| Who holds parental responsibility for your child? Please specify whether this includes the mother, father, or any other individuals. Additionally, please provide supporting documentation, such as a birth certificate or court order, as evidence. | | Mum | Dad |
| | | | Other please state: |



| | | | | |
|--|-------------------------------|---------|---------|----|
| 2-Year Progress Check: Does your child have a health visitor? If yes, please provide their details. Has the 2-year developmental check been completed? If so, please share a copy of the report. This is compulsory. | | | Yes | No |
| Does your child have any siblings? <input type="checkbox"/> Yes <input type="checkbox"/> No | Siblings' information: | | | |
| | Child 1 Name: | DOB: | School: | |
| | Child 2 Name: | DOB: | School: | |
| Child 3 Name: | DOB: | School: | | |
| Sensitive information Please provide details of outside agencies working with your family. Any details not provided will result in the child's placement being cancelled. | | | | |
| Are there any developmental concerns about your child that we should be aware of? Please give details below: | | | Yes | No |
| Are there any outside agencies working with you or your child and family? E.g. Family support worker/speech and language therapist/social worker: | | | Yes | No |

| Details of Parents/Guardians /carer | |
|---|--|
| 1. PARENT / CARER Full name: | Home address: |
| Parent/carer Date of Birth: | Email Address (please write in capital letters) |
| Relationship to child: | Mobile Number: |
| National Insurance Number: | Occupation: Workplace Place Address & Tel No: |
| 2. PARENT / CARER Full name: | Home address: |
| Parent/carer Date of Birth: | Email Address (please write in capital letters) |
| Relationship to child: | Mobile Number: |
| National Insurance Number: | Occupation: Workplace Place Address & Tel No: |
| Emergency collection password e.g. Numbers/letters/names | |



Fee Structure

| Description | Cost Type | Unit Price | Cost unit |
|---|----------------|------------|-----------|
| 8am-6pm from 3 months to 2 years old (non-funded, including meal provision) | Per Day | £95 | Daily |
| Half-day session from 3 months to 2 years old (non-funded, including meal provision) | Per Day | £50 | Daily |
| 8am-6pm – 2 years old (non-funded, including meal provision) | Per Day | £90 | Daily |
| Half-day session 2 years old (non-funded, including meal provision) | Per Day | £47.50 | Daily |
| 8am-6pm -3, 4 & 5 years old (non-funded, including meal provision) | Per Day | £85 | Daily |
| Half-day session -3, 4 & 5 years old (non-funded, including meal provision) | Per Day | £45 | Daily |
| 9am-12pm- funded session (excluding meal provision – Term time only) | Per session AM | £0 | Daily |
| 1pm-4pm-funded session (excluding meal provision – Term time only) | Per session PM | £0 | Daily |
| 9am-4pm -30 hours funded (including 1 hour lunch -unfunded provision) – Term time only) | Per Day | £12 | Daily |
| 8am-1pm- Funded session (Including meal Provision – Breakfast & Lunch) | Per session AM | £12 | Daily |
| 1pm-6pm – Funded session (Including meal Provision - Tea) | Per session PM | £10 | Daily |
| Additional 1 hour session (subject to availability & management approval) | Per hour | £12 | Hourly |
| Government funding covers childcare only. | | | |
| At Kingswood Daycare Nursery, attendance during mealtimes is considered participation in the nursery's meal provision and your agreement to a voluntary contribution. Contributions to meals are included in the standard fee structure. To ensure the safety of all children especially those with airborne allergies we do not allow any outside food or snacks to be brought into the setting. For families using our services solely under the Free Early Education Entitlement (FEEE), meals and consumables are considered optional extras and will require a voluntary contribution. Kingswood Daycare Nursery participates in Merton Council-funded early education entitlements, subject to eligibility and availability. Government funding covers childcare only. Meals, consumables, registration, deposits, additional hours, uniform and other extras are chargeable. Funded sessions are subject to specific time slots. Any hours beyond the funded allocation will be charged at the standard rate, and parents must provide valid eligibility codes and ensure their total funded hours across providers do not exceed their entitlement. | | | |
| Parents and carers confirm that, during the registration process, they have had the fee structure information explained to them and that they fully understand and agree to the details provided, including any meal charges. I hereby agree that the above fee structure has been fully explained to me. | | | |
| Parents/carers full name/date/signature: | | | |

CHILDCARE SESSIONS REQUIRED minimum 3 sessions or 1 full day and half session (please tick each relevant box)

| Start Date: | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--------|---------|-----------|----------|--------|
| Full Day 8am to 6pm | | | | | |
| Morning 8am to 1pm | | | | | |
| Afternoon 1 pm to 6pm | | | | | |
| Morning 9am to 12pm (Fully funded only) | | | | | |
| Afternoon 1 pm to 4pm (Fully funded only) | | | | | |
| Full session 9 am to 4pm (funded only with 1 lunch provision included) | | | | | |
| Lunch Hour 12 pm to 1pm | | | | | |
| Additional 1 hour session | | | | | |



| | | | | | | |
|--|--------|---------|---------------|----------|--------|----------------|
| Funding hours 15: | Yes | No | Funding code: | | | |
| Funding hours 30: | Yes | No | Funding code: | | | |
| Child will be attending 51/38 weeks please tick one of the boxes | | | | 38 | 51 | |
| Additional charges for consumables or additional charges per day | Monday | Tuesday | Wednesday | Thursday | Friday | Total per week |
| I hereby agree the above weekly fee. | | | | | | |
| Parent/carer signature: | | | | Date: | | |

EMERGENCY CONTACT NUMBERS (people not stated above)

| | | |
|-------------------|---------------|------------------------------|
| Contact 1 details | Full name: | Relationship with the child: |
| | Phone number: | |
| Contact 2 details | Full name: | Relationship with the child: |
| | Phone number: | |
| Contact 3 details | Full name: | Relationship with the child: |
| | Phone number: | |

Drop-off and Collection (not listed above)

The following people are authorised to drop off and collect my/our child from the Nursery at the beginning and end of each session. I confirm that the password will be passed on to them, and they will bring a photo ID on their first visit.

1. Name: _____ Relation to child: _____

2. Name: _____ Relation to child: _____

3. Name: _____ Relation to child: _____



Kingswood Daycare Nursery Terms and Conditions

Please read these Terms and Conditions carefully before signing the registration form. By signing, you agree to be bound by the following terms and conditions. In this document, “the nursery” refers to Kingswood Daycare Nursery Limited and any of its associated companies.

- 1. Admissions** - Admissions are offered on a first-come, first-served basis. Once full capacity is reached, a waiting list will be implemented. To join the waiting list, all admission paperwork must be completed, and a non-refundable £50 registration fee must be paid (this does not apply to Free Early Education Entitlement (FEEE) waiting list). You will be notified once a place becomes available. Acceptance must be confirmed in writing within one week; otherwise, the offer will be withdrawn.
- 2. Fee Payment** - All fees are billed by Kingswood Daycare Nursery Limited and must be paid in advance by the 8th of each month. Accepted payment methods include standing order, cheque, and workplace nursery vouchers. Fees remain payable in full even if your child is absent for any reason, including illness or other personal circumstances, as staffing ratios and resources are pre-booked and allocated to maintain the required level of care. Sessions cannot be swapped, exchanged, or transferred for alternative days or times, and make-up sessions are not permitted. Additional sessions may be booked with prior approval from the Manager and will be charged at the standard rate.
- 3. Deposit and Registration Fee** - To secure a place at Kingswood Daycare Nursery, a £200 deposit and a £50 registration fee are required. Families accessing only Free Early Education Entitlement (FEEE) hours will not be charged a registration fee or deposit. However, if funded hours are combined with additional paid sessions and/or any voluntary contribution then the registration fee and deposit will apply. The registration fee is non-refundable. The deposit is refundable only if your child has attended for at least three months and all fees have been settled in full. If your child is withdrawn before completing three months, the deposit will be forfeited. After the initial three-month period, eight weeks' written notice is required to withdraw your child. Any refunds (if applicable) will be processed via cheque or BACS once the account has been cleared.
- 4. Holiday Discounts** - Holiday discounts apply only to paid sessions outside funded hours. A discount of up to 20% may be granted if at least eight weeks' written notice is provided via email. Discounts are available for up to four weeks per year of absence; beyond this, standard fees apply.
- 5. Late Payment Charges** - Overdue fees are subject to interest under the Late Payment of Commercial Debts (Interest Act 1998). An administration fee of £25 will be charged for each reminder issued more than three working days after the due date. Any bank charges resulting from failed payments will be passed on to the parent/carer. Persistent non-payment may result in the refusal of entry for the child.
- 6. Discounts** - A 10% discount is offered for siblings attending five full days per week or for children attending full-time. This discount will cease if the sibling leaves. Discounts do not apply to funded hours, and funded children must attend at least 80% of their scheduled sessions to retain their funding eligibility.
- 7. Late Collection Fees** - A charge of **£1 per minute** applies for late collections per child. Repeated lateness (three or more times within a month) will result in a review meeting to discuss arrangements. Parents must notify the nursery as soon as possible if delayed.
- 8. Uniform** - At Kingswood Daycare Nursery, wearing the nursery uniform is compulsory for all toddlers and preschool children. For those parents who are attending only Free Early Education Entitlement (FEEE) hours, uniform support is available (please speak to a member of management for details) All items of clothing must be clearly labelled with your child's name to avoid loss or confusion. Uniforms can be purchased on-site, and parents are responsible for ensuring their child wears the correct attire each day. The nursery cannot accept responsibility for any lost or misplaced items that are not clearly labelled.



9. Mealtimes and Fee Contribution- At Kingswood Daycare Nursery, attendance during mealtimes is considered participation in the nursery's meal provision and your agreement to a voluntary contribution. Contributions to meals are included in the standard fee structure. To ensure the safety of all children especially those with airborne allergies we do not allow any outside food or snacks to be brought into the setting. For families using our services solely under the Free Early Education Entitlement (FEEE), meals and consumables are considered optional extras and will require a voluntary contribution. Kingswood Daycare Nursery participates in Merton Council-funded early education entitlements, subject to eligibility and availability. Funding covers childcare only. Meals, consumables, registration, deposits, additional hours, uniform and other extras are chargeable. Funded sessions are subject to specific time slots. Any hours beyond the funded allocation will be charged at the standard rate, and parents must provide valid eligibility codes and ensure their total funded hours across providers do not exceed their entitlement.

10. Collection - Children must be handed directly to a member of staff at drop-off. Only authorised collectors listed on the child's registration form, presenting valid photo identification and the registration password, are permitted to collect the child. Any emergency changes must be communicated in writing to management immediately.

11. Staff Training and Holidays- The nursery closes two days per year for staff training and on all public/bank holidays. Fees remain payable for these days as staff are still employed and operational costs continue. No additional days will be offered, nor can parents swap days.

12. Nursery Closure
The nursery operates 51 weeks per year and closes only for a one-week period over Christmas, two training days and all bank holidays. Fees remain payable during the training days and bank holidays. This means the funding does not cover the full 51-week entitlement. If the nursery is required to close due to circumstances beyond its control (e.g., government restrictions, severe weather, or natural disasters), standard fees remain payable.

13. Food - The nursery provides halal, nut-free hot meals daily. Packed lunches or home-prepared food are not permitted for health and safety reasons. Parents must inform the nursery of any allergies or dietary requirements at registration or as soon as they become aware. The nursery cannot take responsibility for undeclared allergies or dietary restrictions.

14. Emergency Clothing and Personal Items- Parents must provide spare clothing, shoes, nappy cream, and sun cream. Failure to provide these may result in a collection request if necessary. The nursery is not responsible for lost or misplaced items that are not clearly labelled.

15. Fee Review and Notice- The nursery reserves the right to review and amend fees, operating hours, or terms when necessary to ensure the safe and effective running of the setting. Fees are reviewed annually in April. A two-month written notice (or one month's fees in lieu) is required to withdraw or reduce children's hours.

16. Health and Emergency - Fees remain payable during periods of illness. For the safety and wellbeing of all children, we may ask that children who are unwell or contagious stay at home. If a child becomes unwell while at the nursery, we will contact parents or emergency contacts promptly. In urgent situations, staff may act on behalf of parents, including arranging hospital treatment if necessary. For more detailed guidance, please refer to our **Sickness Policy which can be located in the nursery entrance**.

17. Safeguarding - The nursery has a statutory duty to report any suspected abuse or neglect to the relevant safeguarding authorities, even without parental consent. **Please refer to our safeguarding policy which can be located in the nursery entrance.** Kingswood Daycare Nursery is not responsible for pre-existing injuries occurring off-site. Parents/carers have a duty of care to inform the nursery of any such injuries before the child attends nursery on the EYlog App.

18. Data Protection- Kingswood Daycare Nursery handles all personal data in accordance with UK GDPR (2018) and the Human Rights Act (1998). Information may be shared with Merton Council or other relevant agencies solely for funding verification, safeguarding, or regulatory purposes.

19. Security and CCTV- CCTV operates within and around the nursery to ensure the safety of children and staff. Kingswood Daycare Nursery complies fully with UK GDPR, the Data Protection Act 2018, and all relevant child protection legislation. Footage is stored securely for up to 31 days and is deleted automatically thereafter unless required for an investigation or legal reasons. CCTV data is not shared unless legally required, and any concerns about the use of CCTV can be directed to the Nursery Management Team.



20. Funding, Tax-Free Childcare, and Contributions- Parents using government funding, Tax-Free Childcare, or childcare accounts must ensure their eligibility codes remain valid. The nursery management must be informed in advance of any payments made via these schemes. Voluntary parental contributions (such as, meals, consumables, or extracurricular activities) remain payable by funded families who choose to attend any non-funded hours.

21. Additional Needs and Behaviour - Kingswood Daycare Nursery welcomes children with additional needs or behavioural challenges where staffing ratios and resources allow. We adhere fully to the Equality Act 2010 and are committed to supporting every child's inclusion and well-being. Please note that spaces for children with additional needs may be limited due to staff-to-child ratio requirements.

22. Free Early Education & Childcare Funding (Merton Council)
Kingswood Daycare Nursery participates in Merton Council-funded early education entitlements (FEEE) subject to eligibility. Funding covers childcare only; meals, consumables, registration, deposits, additional hours, uniform and other extras are chargeable. Any hours beyond the funded allocation will be charged at the standard rate, and parents must provide valid eligibility codes and ensure their total funded hours across providers do not exceed their entitlement.

23. Parental and Carer Conduct- Parents, carers, and guardians are expected to treat all nursery staff and families with respect and professionalism. Kingswood Daycare Nursery operates a strict Zero-Tolerance Policy against abusive, threatening, or discriminatory behaviour. Such conduct may result in restricted access to the premises or termination of the child's place.

24. General- Kingswood Daycare Nursery reserves the right to amend these Terms and Conditions with reasonable notice. By signing the registration form, parents or guardians confirm that they have read, understood, and agreed to all of the above Terms and Conditions.

25. Attendance schedule - The Baby Room (3 months–2 years) operates on a 51 weeks per year basis. Families wishing to change this arrangement when their child transitions to the Toddler Room must provide 8 weeks' written notice to management. Toddler Room (2–3 years) and Preschool Room (3–5 years) placements may attend either a 38-week or 51-week program

Consents

In the event of an accident or if my/our child/children require emergency medical treatment, I understand that a member of the Nursery staff may contact an ambulance or take my child to the hospital, as needed, after informing me/us.

Parents/carers signature/date:

I understand that Nursery staff may administer Calpol if my child has a high temperature. I confirm my child/children has no known allergies to Calpol and authorise its use even if I cannot be reached. If the temperature (initially 37.8°C) does not drop to 37.5°C within 1 hour, I agree to collect my child, who will be excluded from the setting for 48 hours.

Parents/carers signature/date:

I understand that if my child/children require a course of prescribed medication, I will authorise its administration using the Nursery's Medication Form(s) and administer the medication at home for the first 48 hours before returning my child/children to the nursery.

Parents/carers signature/date:

I understand that Kingswood Daycare Nursery will share information and reports about my child/children with their new school after leaving the setting, record their development on Eylog, and include them in group activity photos. I acknowledge that this is mandatory.

Parents/carers signature/date:

I understand that it is my responsibility to apply or provide cream for nursery staff to apply all-day sun protection to my child on hot, sunny days, as needed. If my child is allergic to certain sun creams, I will provide a suitable alternative. If I do not supply sun cream, the staff will use the nursery's sun cream. I acknowledge that I cannot hold Kingswood daycare responsible for any allergic reaction my child may have to the nursery's sun cream.



Parents/carers signature/date:

I consent to my child being photographed for use in Kingswood daycare Nursery's displays within the nursery. I understand that a separate consent form will be provided for any use on the website or social media.

Parents/carers signature/date:

I understand that my child will be photographed, recorded, and have their learning journey documented on a secure Eylog platform, which is accessible only to parents and the nursery.

Parents/carers signature/date:

I understand that the nursery has the right to apply the safeguarding policy and procedure without parental permission if the safeguarding lead believes the child is at immediate risk.

Parents/carers signature/date:

I understand that information regarding my child/children may be shared with external professionals in accordance with the safeguarding policy and procedures implemented by the setting.

Parents/carers signature/date:

Nursery practice

I understand that Kingswood Daycare Nursery will conduct an assessment of my child/children during their first 8 weeks at the setting.

Parents/carers signature/date: _____

I understand that, following the initial 8 weeks, I will receive a monthly observation on the Eylog platform regarding my child's development and next steps.

Parents/carers signature/date: _____

I understand that my child will be observed, recorded, and photographed on the Eylog online platform for the purpose of documenting their learning and development in accordance with the Early Years Foundation Stage (EYFS). I acknowledge that this platform is secure, with access restricted to me and designated family members via a protected password.

Parents/carers signature/date: _____

I acknowledge my responsibility to immediately inform Kingswood Daycare Nursery if my child is suffering from any contagious illness to prevent the spread of infection to other children.

Parents/carers signature/date: _____

I understand that if my child requires additional support, such as for special needs or behaviours that could pose a risk to themselves or others, their place at the nursery may be delayed or terminated, depending on current availability and staff-to-child ratios. I recognise that the nursery reserves the right to cancel my child's place if there is undisclosed information about professionals involved in my child's life or concerns about their development prior to their start date.

Parents/carers signature/date: _____

I consent to my child being body-checked during nappy changes for safeguarding purposes related to children in nappies.

Parents/carers signature/date: _____

I understand that it is my responsibility to provide nappies, wipes, and nappy cream (such as Sudocrem) for my child.

Parents/carers signature/date: _____

I give permission for my child to use real tools (e.g., scissors, hammers) under close adult supervision.

Parents/carers signature/date: _____

I acknowledge my responsibility to adhere to the nursery's "Child Sickness and Infection Control Policy and Procedure," including the required exclusion periods.

Parents/carers signature/date: _____

I understand that the funded hours can be stretched over 51 weeks, giving 11.18 hours per week for the 15-hour option or 22.35 hours per week for the 30-hour option.

Parents/carers signature/date: _____

I understand the importance of showing respect to the nursery staff at all times. Any use of abusive language will not be tolerated and may result in the immediate cancellation of my child's place at the nursery.

Parents/carers signature/date: _____

I understand that there may be occasions when my child's picture will be shared with other parents on the secure Eylog platform as part of observations and updates.

Parents/carers signature/date: _____



I understand that any group pictures received from the nursery cannot be shared or posted on social media. The nursery will not be responsible for any misuse or posting of such images.

Parents/carers signature/date: _____

I acknowledge that the nursery is not responsible for any lost items that are not clearly labelled with my child's name.

Parents/carers signature/date: _____

I understand that any accidents that occur at home need to be reported to the nursery before my child arrives, either verbally or via the Eylog platform.

Parents/carers signature/date: _____

I understand that the nursery shares its policies and procedures with parents by displaying them in the hallway to keep parents informed about important information.

Parents/carers signature/date: _____

I understand that it is the parents' responsibility to review upcoming events listed in the monthly newsletter sent via the Eylog app.

Parents/carers signature/date: _____

DECLARATION

I have read and agree to the Terms and Conditions, as well as the nursery practices of Kingswood Daycare Nursery. I understand that any omissions or errors in this form may impact my child's placement at the nursery.

Parent Full Name/Signature/Date:

| | | | |
|-----------------|--------------------------|------|--------------------------------------|
| Deposit: | Registration: | | |
| Bank transfer | <input type="checkbox"/> | Cash | <input type="checkbox"/> Date: _____ |

Office Use Only:

| | | |
|--|-----------------------|-----------|
| Employee Name: | Date Received: | |
| Date Deposit & Registration Made: | Amount paid: | |
| Uniform Purchased | Yes | No |

Uniform price list

| | |
|--|-----------------|
| Sweatshirt (Maroon) | £12.00 |
| Joggers (Maroon) | £12.00 |
| Polo T-Shirt (Yellow) | £10.00 |
| Shorts* (Maroon) | £10.00 |
| Summer Cap (Maroon) | £8.00 |
| Rucksack (Maroon) | £15.00 |
| T-shirt, Joggers & Sweatshirt pack | £30.00 |
| Full set – Compulsory at first – does not include shorts | £55 Offer price |
| Summer dresses/ maroon skirt can be worn – this can be purchased from alternative stores | |