

The Faraway Tree Day Nursery Registration Form

Bedford Close Derby DE22 3HQ
Tel: 01332 265593 Out of Hours Tel: 07874691868
Email: thefarawaytreedaynursery@gmail.com





The Faraway Tree Day Nursery



Bedford Close Derby DE22 3HQ

Tel: 01332 265593 Email: thefarawaytreedaynursery@gmail.com

Registration Form

Date received	Received by	Start Date	Key Worker	Deposit Taken
-----	-----	-----	-----	-----

REGISTRATION FORM:

Please complete and return with a copy of the Childs Birth Certificate/Passport

Childs Details

First Name:	Surname:
Date of Birth:	Preferred name:
First Language:	
Birth Certificate Number:	

Parent/Guardian Details

Title:	Title:
First Name:	First Name:
Surname:	Surname:
Home Address:	Home Address:
Telephone Number:	Telephone Number:
Mobile Number:	Mobile Number:
E-Mail:	E-Mail:
NI Number:	NI Number:
Work Address:	Work Address:
Work Number:	Work Number:



Alternative emergency contact details

Title:

Title:

First Name:

First Name:

Surname:

Surname:

Telephone Number:

Telephone Number:

Mobile Number:

Mobile Number:

Relationship to Child:

Relationship to Child:

Authorised to pick up child – Yes/No

Authorised to pick up child – Yes/No

I/we understand that the information given on these registration forms are private and confidential.

I/we confirm that the information given on all the forms is correct and agree to notify The Faraway Tree Day Nursery of any changes in detail:

Name & Signed..... **Date**.....

Parental Responsibility Form

This form confirms which parties have parental responsibility to the child named on the Registration form. By signing this form parties agree to inform of any changes in parental responsibility. If not abided by the concerned party accepts full responsibility for any issues arising as a result.

Childs Full Name..... **Date of Birth**.....

Name of Parents/Guardians with Parental Responsibility:

.....

I/we confirm that I have Parental Responsibility and or legal authority over the child named above.

Signed:.....

Date:.....

Signed:.....

Date:.....



The Faraway Tree Day Nursery Session Details

Childs Name: Required Start Date:

Sessions Required: Please tick as required – **These may be subject to change for funded only children**

	Breakfast 6.30-8.45	Morning am	Lunch 11.45-12.30	Afternoon pm	Supper 3.30-6.30	All Day 6.30-6.30	½ Day AM OR PM
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

We are open 51 weeks of the year.

Closed Bank Holidays.

Closed between Christmas and New Year.

This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. **Please note that completion of this form does not guarantee a place for your child.** One month's notice is required upon termination of contract.

Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records. Your child's birth certificate is required at this point with a copy made for our file. **A registration fee of £25.00 (non-refundable) is required to secure you place. Once a place is offered a "deposit" of £200.00 is required. This is fully refundable when your child finishes at nursery providing all payments have been made in full at the time of leaving. (It is non-refundable only if you no longer require a space that we have been holding and we are unable to fill that space within a month.)**

A settling session will be arranged for your child to attend prior to their start date, these run 9.00 – 11.00 am or 1.00 – 3.00 pm

If you find that you no longer need the place, please inform us as soon as possible.

Toileting

Is your child in nappies (day/night)

Potty Trained

Toilet Trained

How much support do they require?

What additional resources do they require?

Able to wash own hands?



Language

Please provide information on your child's language skills. If they have some individual words, please note them below and what they mean.

Is English spoken at home?

If not what language(s) are spoken?

Are there any outside agencies involved with your child? Please highlight below:

Social Services

Health Visitor

Speech & Language

Physiotherapists

Likes

What activities does your child enjoy doing?

What toys do they like?

Do they have a favourite character?

Dislikes

What does your child not like doing (eg some children do not like messy play and getting their hands dirty)?

How do you comfort your child when they are tired or distressed?

Routines

Does your child have a regular routine (if yes please provide details)?

Sleep

Meals Vegetarian Yes/No

Snacks

(We will make every effort to accommodate your child's routine into ours where possible)

Does your child need a dummy for sleeping when they are resting?

Y/N

Does your child have a comforter of any kind?

Y/N



Feeding

Milk from a bottle/cup?

Juice/water?

Food likes

Food dislikes

Is your child able to feed him or herself independently?

Y/N

What support does he/she require?

Known allergies?

Medication

You will need to complete a permission form, available from the manager if you require us to administer any medication. We can only administer medicine prescribed by a doctor.

Nappies

Parents must provide nappies, baby wipes and cotton wool for the children in our care.

Clothing and Personal Property

A change of clothing, and indoor shoes or slippers must be provided. Comfortable clothing should be worn to enable the child to participate in all the activities available. All clothing including footwear should be labelled clearly with the child's name.

Siblings & Ages

Any other information you wish to share with us.

To comply with the Data Protection Act 1988 and in order to safeguard children, we need your permission before we take or use any photographs of your child.



I give permission for my child _____ to be photographed or videotaped while in the care of the nursery for the following purposes (please tick all that apply)

Internal use (within the setting only)

- Photo Albums (as part of our records)
- Displays
- Course work of staff undertaking qualifications

External use (outside the setting)

- Promotional and publicity literature
- Adverts in local papers
- Parent information packs
- Flyers
- Our own website
- Our Facebook group

If we are approached by a third party, for example a book publishing company, for photographs of the children, we will ask you separately for permission.

Child's Name:

Parent's Name:

Signature:

Date:

Permission to forward your details onto the local Children's Centre

Yes/No

Child's Name:

Parent's Name:

Signature:

Date:

Permission to take children off the premises



As part of early learning planning, the nursery will arrange local visits and walks in the neighbourhood to support children's knowledge, understanding and experiences. For example, they could learn about different kinds of food and cooking ingredients during a trip to a supermarket or collect objects of interest for a collage or table display during a walk in the park.

For your child to take part in such activities we require written permission from their parent(s). All outings away from the nursery will be assessed to identify risks and measures will be put in place to ensure children, staff and assistants are safe during their time away from the nursery (please refer to our visits and outings policy).

Adult to child ratios will be higher than normal on these occasions and we would welcome and appreciate any parents who would feel able to accompany us on short walks and trips.

Please note that separate letters and permission slips will be sent out for visits and trips further afield.

Name of Child _____

*I do/do not give permission for my child to take part in trips off the nursery premises.

*I could/could not be available to help with nursery trips as detailed above. *delete as appropriate

SignedRelationship to Child

Primary carer/ parental responsibility/ other

SignedRelationship to Child

Primary carer/ parental responsibility/ other

Please take some time to read this information.

Behaviour Management

We have a behaviour management policy, which we work to; parents are requested to read this. Children are encouraged to learn to share and care for others, and to develop problem solving skills; this is discussed and reinforced with the children. Adult handling of behaviour is consistent, and any unwanted behaviour will be managed fairly and with a quiet and firm manner. All incidents requiring adult intervention will be recorded. Providing a safe environment for all the children is paramount. Bullying of others is firmly discouraged, and strategies agreed with parents to stop this. Your tolerance would be appreciated if your child is treated unkindly by another child. We are available at all times to discuss any concerns you may have.

English as an Additional Language

We work with Derby Early Years & Childcare Partnership to seek and provide support for parents and children as needed.

EXCLUSION PROCEDURES FOR ILLNESSES/COMMUNICABLE DISEASES

- Minimum Periods of Exclusion from Nursery Disease/Illness Minimal Exclusion Period Antibiotics prescribed 24 hours from first dose
- Chickenpox Until all blisters have fully crusted over
- Common cold/cough (without fever) No exclusion
- Conjunctivitis No exclusion
- Cryptosporidiosis 48 hours from last episode of diarrhoea
- Diarrhoea and/or vomiting 48 hours from last episode
- Diphtheria Exclusion is essential, always consult your local HPU
- E. coli, Typhoid (enteric fever), Shigella (dysentery), Gastroenteritis, Salmonella At least 48 hours from last episode of diarrhoea. Further exclusion may be required, consult your local HPU.
- German measles (rubella) 6 days from onset of rash
- Hand, foot and mouth No exclusion
- Head lice No exclusion. Should be treated.
- Hepatitis A 7 days from onset of jaundice
- Hepatitis B, C, HIV/AIDS No exclusion
- Impetigo Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
- Influenza (flu) Until recovered
- Measles 4 days from onset of rash
- Meningococcal meningitis/septicaemia Until recovered
- Mumps 5 days after onset of swelling
- Pertussis (whooping cough) 5 days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment
- Ringworm Exclusion not usually required
- Scabies Child can return after first treatment
- Scarlet fever, streptococcal infection of the throat Child can return 24 hours after commencing appropriate antibiotic treatment
- Temperature See GP
- Tonsillitis No exclusion
- Tuberculosis Always consult your local HPU
- Warts and verrucae No exclusion

The Faraway Tree Day Nursery Payment Policy

The Faraway Tree Day Nursery has a payment policy in place to ensure the efficient collection of Fees.

Deposits

We require a £200 deposit to secure a place for your child. This deposit is non-refundable if you decide not to take a place at this nursery once it has been offered. The deposit will be returned when the child leaves the setting and all invoices/payments have been cleared.

Method & Due Date

All cash and standing order payments must be received by the **14th of the following month**. Any weekly cash payments must be received by the Wednesday of each week. Monthly cash payments must be received by the second Wednesday of the month.

To pay by standing order the following bank details will be needed as follows, Barclays Bank, Derby Branch.
Sort Code 20-25-85 Account No. 30290998

Please notify us if you wish to pay by the above methods and ensure you add your child's surname as a reference with the payment.

Holidays & Sickness

Fees will not be charged for statutory holidays. If your child is sick you are still required to pay the full fees. If you take your child on holiday nursery fees must still be paid, however, we will be closed between Christmas and New Year and no fees will be payable. For full time children two weeks holiday may be taken without charge.

Late Payments / Non Payment

Parents must discuss with management, as soon as possible, if they are having difficulty with payments. A payment agreement will be arranged. The child's place will be terminated if the agreement is not adhered to. As a last resort the case will be passed to the debt collectors. A late payment fee of £70.00 will be incurred for payments not received by the 14th of the following month. This will be monthly ongoing until the account is cleared.

Late Collection Fees

If you fail to collect your child at the end of your session, you will be charged £40.00 per hour or part thereof.

Funded Educational Sessions for 2, 3 and 4 year olds

This funding is for up to 15 hours per week for 38 weeks of the year for children aged between 2 and 5 years, depending on birth dates. We do also offer the stretched sessions. A consumable charge is payable on all funded 3 & year old spaces.

We also offer the 30-hour funding for 3 & 4 year olds, but places are limited.

Ask our nursery manager for full details on availability.

Important Contact Numbers:

- LSCB 01332 717811
- Safeguarding lead in setting – Laura Fleming 01332 265593
- Nspcc 0844 8920255
- Ofsted 03001231231
- Derby City Council First Contact Team 01332 641172
- Early Help Advisor – Lucy East - 01332642848
- Care Line (Out of Hours) 01332 786968
- Police 101

Parent/Guardian Contract – The Faraway Tree Day Nursery Copy



I/we consent for my child to attend The Faraway Tree Day Nursery; I understand that The Faraway Tree Day Nursery has policies and procedures and that there are expectations and obligations relating to both The Faraway Tree Day Nursery, myself, my child and I/we agree to abide by them.

*Delete where applicable

First Aid–I/we* give permission for a trained member of staff to administer appropriate first aid if required.

Plasters–I/we give permission for a member of staff to apply a plaster if required.

Medical Advice/Treatment–I/we give permission for The Faraway Tree Day Nursery to seek any necessary medical advice or treatment in the event that my child is involved in a serious accident. I expect to be contacted immediately on the telephone numbers given on the Registration Form.

Calpol – I/we give permission for Calpol (which I/we have supplied) to be administered to my child/children under 12 months of age.

Medication – I/we agree to complete a medication form prior to any prescribed medicines being administered.

Sunscreen–I/we give permission for a member of staff to reapply sunscreen when required. I will apply sunscreen to my child before attending The Faraway Tree Day Nursery and supply named sunscreen in the relevant months.

Photography & Video – During session times there are occasions when we would like to photograph or video the children. For internal and external use.

Outings/Walks – We like to take the children for short walks and visit places of local interest. We will always ensure that there are sufficient adults accompanying the children at all times.

Data Protection Policy - All the information that you have provided us is protected by the Data Protection Act and will be treated as strictly confidential. Please let us know if any of this information changes.

I/we have agreed and accept all the conditions within the Prospectus.

All invoices must be paid in full within 14 days of receipt by BACS.

I/we understand that a late payment of fees will result in a £70.00 charge. You must return your invoice slip to complete the payment of your fees. Non-payment of fees may jeopardise my child's continued place.

1 months' notice is required for termination of contract.

I/we understand that a late collection fee (£40.00 per hour or part thereof) will be charged if your child/children are not collected at the end of their session.

I/we confirm that all the information given on all the forms is correct and agree to notify The Faraway Tree Day Nursery of any changes in detail.

I/we understand that the information given on the Registration Form is confidential.

I/we have read and accepted the above conditions for my child attending The Faraway Tree Day Nursery.

Upon acceptance into the Nursery I/we will be issued with a Parent Pack containing all relevant consent forms which need to be signed and returned prior to my child's start date.

Please let us know if you are unhappy with the points stated, otherwise your consent will be acknowledged in the signing of this contract.

I/we hereby agree to the requirements of the Parent/Guardian Contract.

Signed:.....

Dated:.....

Signed:.....

Dated:.....