



Registration Form

Personal details

Name of child			
Date of birth			
Home address			
Postcode			
Boy		Girl	
Religion			
Ethnic origin			
Nationality			
Language(s) spoken at home			
How did you hear about: Little Leaf Nursery?			
Birth Certificate seen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name of previous nursery / playgroup attended or other please specify			
Any other information you wish to share with us?			
Preferred password to be used by others authorised to pick up your child			
Preferred start date			

Normal Sessions (Please tick preferred days & sessions)

Term-time only (38weeks) or Fulltime (51weeks): (delete if applicable)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
7.30am - 6pm					
7.30am -12.45pm					
12.45pm - 6pm					

2-year-old funding only (38 weeks)

Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8am-6pm					
8am-1pm					
1pm-6pm					
8.30am – 11.30am					
12.00pm – 3pm					

3-year-old funding only (38 weeks)

Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8am-6pm					
8am-1pm					
1pm-6pm					
8.30am – 11.30am					
12.00pm – 3pm					

3 – year- old 30 hours funding (38 weeks only)

Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8am-6pm					
8am-1pm					
1pm-6pm					
8am – 2pm					
7.30am – 1.30pm					

3 – year- old 30 hours funding (45 weeks only)

Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8am – 1pm					
1pm – 6pm					
7.30am – 12.30pm					
8am – 6pm					

For office use only

Registration fee paid	
Date	
Deposit paid	
Date	

2 year old funding only	
3 year old funding only	

About your family

Mother/Carer	
Title	
First name	
Surname	
Home address	
Postcode	
Home telephone number	
Mobile	
Email	
Work address	
Postcode	
Work telephone number	
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Payment of fees <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Emergency Contact <input type="checkbox"/>

Father/Carer	
Title	
First name	
Surname	
Home address	
Postcode	
Home telephone number	
Mobile	
Email	
Work address	
Postcode	
Work telephone number	
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Payment of fees <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Contact in emergency <input type="checkbox"/>

Emergency contact other than parents (Must be 16years or over)

Contact one			
Title			
First name			
Surname			
Relationship to the child			
Address			
Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)		Collect child from nursery <input type="checkbox"/>	Contact in emergency <input type="checkbox"/>
Contact two			
Title			
First name			
Surname			
Relationship to the child			
Address			
Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)		Collect child from nursery <input type="checkbox"/>	Contact in emergency <input type="checkbox"/>

Medical details

Does your child have any allergies?			
If yes, please give details of the cause and reaction. We also need to have a copy of any medical records.			
Does your child have any special dietary requirements?			
If yes, please give details:			
Has your child had any of the following immunisations?	Immunisation	Age Due	Date
	DTaP/IPV/Hib and PCV	8weeks	
	DTap/IPV/Hib and Men C	12weeks	
	DTaP/IPV/Hib, Men C &PCV	16weeks	

	Hib/Men C, MMR(1st) & PCV	Between 12 & 13months	
	DTaP/IPV or dTaP/IPV	3years, 4months	
	MMR(2nd)	3years, 4months	
Name of GP			
Name of surgery			
Address			
Postcode			
Telephone number			
Health visitor details			
Name			
Address			
Postcode			
Telephone number			
Other agency details involved with your child			
Name			
Address			
Postcode			
Telephone number			
Any other details that we should know about?			

What special support will he/she require in our setting?

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Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

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General Parental Permissions

Emergency treatment declaration	
In the event of an accident or emergency involving my child I, understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompany by the setting manager or deputy manager for emergency treatment and that health professionals are responsible for any decisions or medical treatment in my absence.	
Signature	
Date	

Sun cream

I give permission for staff to administer hypoallergenic sun cream (supplied by me) to my child if needed.	
Signature	
Date	

Short trip-General Outings

(Delete as applicable) I agree / do not agree for my child to take part in general short trips or outings planned by the setting as part of daily activities. I understand that individual risk assessments are carried out for each type of trip or outing, and available for me to see as required.	
Signature	
Date	

Teething gel or Teething granules (children under 2 years)

I give permission for teething gel or teething granules supplied by me to be administered to my child when necessary-in accordance with manufacturer's instructions and staff to record its use.	
Signature	
Date	

Sharing child's information

(Delete as applicable) I agree / do not agree for Little Leaf Nursery to share information regarding my child with other professionals, e.g. Health Visitor or Speech therapist, in regards to their development. I understand that my views will be taken into consideration before any referrals are made.

Signature

Date

1) Photographs

(Delete as applicable) I agree / do not agree for my child's photograph to be used in-house only, e.g. photo displays within the nursery.

Signature

Date

2) Photographs

(Delete as applicable) I agree / do not agree for my child's photography to be used in nursery publicity material, including on the internet (children's names will NOT be used on any website or in any publicity)

Signature

Date

(Delete as applicable) I agree / do not agree for nursery staff to apply plaster on my child if needed.

Signature

Date

Key-persons- Information for parents

Each child joining the setting will have a key-person appointed to them. It will be the key person's responsibility to ensure that your child receives the best possible attention whilst in our care and ensure that their records are kept up-to-date. Your child's key-person is your first point of contact for anything you wish to discuss about your child. You will be introduced to your child's key person during their settling in sessions.

Policies and Procedures

All policies and procedures can be found at the nursery reception area in the Operational plan folder and other information, which you can access at all times.

Communication Plan

Please tick method of communications regarding sharing information about your child both from nursery to home and home to nursery. Please tick all that apply with your preferred method at the bottom:

Face to face

Via paper documentation, e.g. daily diary, observation sheets

Email

Telephone

The preferred method is _____

Ethnic origin (Tick if applicable)	
White	
British	
Irish	
Scottish	
Welsh	
Mixed	
White and black Caribbean	
White and black African	
White and Asian	
Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
White and Chinese	
Hong Kong Chinese	
White European	
White Eastern European	
White Western European	
Italian	
Turkish	
Turkish Cypriot	
Kurdish	
Sri Lankan Tamil	
Somali	
Greek/Greek Cypriot	
Portuguese	
Japanese	
Korean	
Philipino	
Iranian	
Lebanese	
Croatian	
Nigerian	
Ghanaian	
Other please specify:	

Terms and Conditions

Agreement for payment of fees

Child's name.....

Person responsible for payment of fees

Name.....

Address.....

.....

.....postcode.....

Telephone:

Day.....

Evening

Mobile

I hereby agree to pay the fees for the above child on the date they fall due

Signed..... Date.....

Preferred payment method (*circle*):

Direct Debit

Cheque

Other - specify

Childcare vouchers

Cash

PART B – TERMS AND CONDITIONS

1) REGISTRATION

All Registration forms must be completed & returned before a child can be admitted into Little Leaf Nurseries, along with other forms. Part time sessions must fit into normal session times, e.g. 7.30am – 12.45pm or 12.45pm – 6.00pm.

£55.00 registration non-refundable and £70.00 deposit is required to secure a place for your child.

2) FUNDED HOURS

If your child is attending 15 hours or 30 hours free, then you will not be charged registration fees or deposit. But if you are going to do extra hours on top of the free hours, then you will be required to pay registration fees(non – refundable) and deposit (refundable) if you give a month's notice to terminate your child's place. From September 2018, parents that their children are eating at the nursery will be asked to contribute towards this at a cost of £20.00 per month or bring in packed lunch. This will only applies to children accessing three and 4 year old funding. This will be doing sessions like: 8am-1pm, 1pm-6pm, and 8am – 6pm. This will also affect children that already with us before September 2018.

3) CLOSURES

Little Leaf Nurseries will close on ALL statutory holidays as well as the maximum of one staff training day per year. Normal charges will apply for these days.

4) FAMILY DISCOUNTS

Where two or more children from one family attend the nursery for three full days (7.30am-6pm) or more per week, the oldest child will be eligible for a 10% discount in their monthly fees. Sibling discounts does not apply to extra sessions. Also if your child is attending funded hours and doing other paid sessions, it needs to be atleast three full days aside with the free sessions for the other sibling to qualify for the 10% discount.

5) FEES

Prior to the start date, you shall arrange for the payment of deposit & registration fee. The first month's fees are due prior to the start date, are then payable monthly, in advance, and must be clear by the 28th of each month. For example January fees needs to be paid by the 28th of December. Little Leaf Nurseries shall not be liable to admit your child upon failure by you to pay the deposit and/or fees by the start date or on any subsequent payment date and this may result in termination of the child's place. All absences (sickness and holidays) are charged at the normal rate.

Standard session will be charged at a fixed monthly rate based on the regular attendance of the child, i.e. weekly session x 51 weeks / 12 = monthly fee.

If your child receives Nursery Education Funding as well as additional hours, please note that monthly fees may vary.

6) NAPPIES / SPARE CLOTHS

Please make sure your child has always spare clothes and nappies at nursery to ensure the flexibility of care.

7) LATE COLLECTION

Please ensure you arrive at least ten minutes before your child's session finishes. Parents are required to inform the manager if they are going to be late collecting their child. If children are not collected by the finish time of the session (6pm), it will be necessary to make an extra charge of £10.00 per 15 minutes or part thereof. This is payable at the time of pick up and is at the discretion of the nursery manager.

8) TERMINATION / CANCELLATION / CHANGE

Should you cancel the nursery place before the child starts a month's written notice is required. A month's written notice is also required to terminate the place or change sessions. This must be addressed to the nursery manager. On giving a month's notice, the deposit shall be refunded in the last month's fees. Failure to give a month's notice will result in a forfeit of the deposit and one month's fee is payable.

9) LIABILITY

Little Leaf Nurseries accepts no responsibility for any loss suffered by you arising directly or indirectly as a result of the nursery being temporarily closed or the non-admittance of the child to the nursery for any reason. Little Leaf Nurseries accepts no responsibility for your child whilst in your care on the nursery premises, e.g. at arrival and pick up times.

10) PROPERTY & BELONGINGS

Little Leaf Nurseries cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made to ensure children's belongings are not lost or damaged. Please do ensure all your child's belongings have their name on it.

11) ACCIDENT / ILLNESS

Little Leaf Nurseries reserves the right to administer basic first aid treatment when necessary. Parents will be informed of all accidents and are required to sign their child's accident form. For serious accidents requiring hospital treatment, every effort will be made to contact the parent but failing this Little Leaf Nurseries is hereby authorised to act on behalf of the parents and authorise necessary treatment. Little Leaf Nurseries will only administer medication if a medicine consent form has been completed and the medicine has been prescribed by a GP. Little Leaf Nurseries may require you to take your child home from the nursery in the event that a child requires special medical

attention or if it is considered the child is not well enough to attend. You may also be required to keep your child away from nursery if she/he is suffering from a contagious disease. Little Leaf Nurseries has a realistic attitude towards working parents but we reserve the right to contact parents if a child becomes ill during nursery hours. We also require that parents inform the nursery if the child contracts any ailments or illnesses.

12) BEHAVIOUR MANAGEMENT

Little Leaf Nurseries may require you to withdraw your child from the nursery in the event that the nursery manager considers the child to be displaying disruptive or inappropriate behaviour.

13) SECURITY

Under no circumstances will any child be allowed to leave the nursery with anyone unknown to the nursery staff unless previously arranged with the manager. If parents make arrangements by phone, the nursery will require the name and a brief description of the person and including the password on their arrival.

14) INFORMATION

Parents are requested to keep Little Leaf Nurseries up to date of any changes to information kept at the nursery, e.g. address, contact numbers, marital status etc.

15) POLICIES AND PROCEDURES

Little Leaf Nurseries policies and procedures are available for parents to read along with our health and safety manual at the nursery reception area.

16) STATEMENT OF INTENT FOR EQUAL OPPORTUNITIES

Little Leaf Nurseries takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they be an adult or child. Discrimination on the grounds of sex, race, religion, colour, ability, marital status, ethnic or national origin, or political belief, has no place within this nursery.

17) HOLIDAYS

No discount applies to holiday for only a week. Any holidays over a week, only the 2nd week & 3rd week will be half price. This calculation is done based on the daily rate. This condition does not apply to a child that attends funded hours only.

18) TOYS FROM HOME

For Health and Safety reasons can we ensure that we do not bring toys from home.

19) FOOD

Food of any kind is not allowed in the nursery from home due to allergies.

20) TAPESTRY

This is a secure webpage that we record your child's progress and care routines during the day. Once you register your child, we will ask your permission to set you up onto the page. The Manager will notify you when this will be done. Once you receive an email from this page to set up your password, you need to do so as it will expire within 24 hours from the time you receive the email.

Please note Little Leaf Nurseries reserves the right to update or amend these terms & conditions at any time.

I have read, understood and accept the above terms & conditions.

Signed.....

Print Name..... Date.....

Dear Parents/ Carers,

We are very pleased to announce that from June 2016, Little Leaf Nursery introduced new online learning journals!

Using a piece of educational software called 'Tapestry' every child will have their own individual learning journal. By logging on with a secure email and password you will be able to access your child's journal. Parents are only able to view their own child's journal and all information is stored on a highly secure server, which is monitored closely.

We know how much your children like to bring home their work to show you. Therefore, any work to be included on their learning journal will be photographed and added with an explanation of the learning that took place. Tapestry allows you, as your child's primary educator, to add observations and photographs of your own as well as share your comments. We love to hear about learning and WOW moments from home to share with your child at nursery.

Because children play in close proximity with their friends it does not reflect a true picture of their time at nursery if photographs are only of a single child. Therefore photographs of your child may appear on their friends learning journals.

E-safety is extremely important to us and therefore we ask you to provide us with the following information and to sign the agreement to show that you have read, understood and agree with our guidelines.

If you have any questions, please feel free to ask.

Yours sincerely,

Janet Williams Higgins
Nursery Manager

Online Learning Journal / Care Diary – Parents' Guide

Introduction

All children have a personal on-line Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journal and, in addition to viewing our contributions; we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

Where do I start?

Once you have given us an email address, we will set up an account for you. Go to <https://eylj.org> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile). Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.

Changing your settings

On the computer

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child's Learning Journal – just tick or untick the relevant box if you would like to change this setting.

On iPhone/iPad

To change your settings on the iPhone/iPad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

Viewing my child's Learning Journal

Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to – and we would love to receive such comments!

Adding an entry to my child's Learning Journal

Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

Let us know how you get on!

To be returned to: Nursery Manager

Agreed Guidelines for Accessing and Using
Tapestry 'Online Learning Journals'

As a parent I will...

- **Not** publish any of my child's observations or photographs, Videos on any social media site.
- Keep the login details within my trusted family.
- I accept that my child's photograph may appear on their friends learning journal account and I may see pictures of my child's friends on my child's personal account.
- I will speak to a member of staff if I experiences any difficulties accessing my child's learning journal.
- I agree to the above guidelines and have read accompanying information sheets.

Print name: _____

Name of child: _____

Signature: _____ Date: _____

Email address: _____

By signing and returning this form and providing us with an e mail address you agree to Little Leaf Nursery creating a "Tapestry Online Learning Journal" for your child.