



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			

For office use only

Registration fee paid	
Date	
Deposit paid	
Date	

9 months – 23 months	
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:

	NHS Vaccination Schedule	Age Due	Date
	6-in-1 vaccine <ul style="list-style-type: none"> • diphtheria • hepatitis B • Hib (Haemophilus influenza type b) • polio • tetanus • whooping cough (pertussis) Rotavirus Vaccine MenB	8weeks	
	6-in-1 Vaccine (2nd dose) Pneumococcal (PCV) Vaccine Rotavirus Vaccine (2 nd dose)	12weeks	
	6-in-1 Vaccine (3 rd dose) MenB (2 nd dose)	16weeks	
	Hib/MenC (1 st dose) MMR (1 st dose) Pneumococcal (PCV) Vaccine (2 nd dose)	1 year	
	Flu Vaccine (Every Year)	2 to 10 years	Yes or No
	MMR(2 nd dose) 4-in-1 pre-school booster	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 (50 Factor recommended)

I give permission for staff to administer hypoallergenic sun cream (supplied by parent's) to my child if needed.

Signature

Date

Short trip-General Outings

(Circle your answer) 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

(Circle your answer) 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 permission will need to be given to the nursery before any referrals are made.

Signature

Date

1) Photographs

(Circle your answer) 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

(Circle your answer) 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

3) First Aid Treatment

(Circle your answer) I agree / I do not agree for nursery staff to administer first aid treatment within the first aid box in case of accident. Parents can request to see the contents of the first aid box if they wish to before they sign this. Plasters are included but is your child allergic to plasters? Yes or No?

Signature	
Date	

4) Request of Information

I give/ do not give permission to Little Leaf Nursery to collect information about my child's development from previous nursery. If your child has not attended another nursery before, leave this section blank.

Name of Nursery/ contact Person/ Details	
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. You 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. Your Key person name can also be found under about section within the family app.

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

Through Family App

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.

£65.00 registration non-refundable and 50% deposit of child's contracted session (refundable) is required to secure a place for your child. Please ensure that you return the form within 30 days, if you are not able to do this always call the nursery to check if anything has changed since the last time you viewed. To submit your form always call the nursery to make an appointment.

2) FUNDED HOURS

If your child is attending 15 hours or 30 hours funded hours (applies only 3 year old funding), then you will be charged registration fees only (non-refundable). 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, then the deposit will be refunded in the last monthly fees. You will also be required to give a month notice even if you do not pay deposit, as given a month notice is applicable to all parents and no exceptions. Parents that their children are eating at the nursery will be asked to contribute towards this at a cost of the meal per month or bring in packed lunch. This will only applies to children accessing 3 and 4 year old funding. This will be doing sessions like: 8am-1pm, 1pm-6pm, and 8am – 6pm.

3) CLOSURES

Little Leaf Nurseries is open only 51 weeks and 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. Days will not be swapped as a result of this.

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 at least three full days aside with the free sessions for the other sibling to qualify for the 10% discount.

5) FEES/LATE PAYMENT

Prior to the start date of your child, you shall arrange for the payment of deposit & registration fee if applicable. 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 you fail to make payment in full by the due date (28th) an administration fee of £30 will be charged along with an interest charge of 2% on the fee outstanding for every day the invoice remains unpaid. This will be enforced without exception. We reserve the right to terminate your child's place with immediate effect if you fail to pay the fee within 14 days of the due date.

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

If your child attends term – time only session then daily rate is used to calculate the fees based on session attended over the month. Any extra session will not be added to normal monthly fees and parents will be required to pay any extra session in advance before the session is confirmed.

6) NAPPIES / SPARE CLOTHS

Please make sure your child has always spare clothes and nappies at nursery to ensure the flexibility of care. If your child has not got nappies at nursery and you have been asked but did not bring in, we will contact you to bring the nappy in as we cannot use spare nappies due to health and safety reasons and also Covid-19. If we used spare cloths for your child, please make sure it's returned back in a clean condition.

7) LATE COLLECTION

Please be informed that we are regulated to open 7.30am – 6pm. 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 parents are late for first time we will pardon them, but another late they will be charged. If child/children are not collected by the finish time of their contracted session it will be necessary to make an extra charge of £15.00 per 15 minutes or part thereof. This is payable at the time of pick up and is at the discretion of the nursery manager. If in some instances if we identified that parents are constantly late, we may discuss finding an alternative childcare/ nursery with opening and closing hours that maybe suitable as due to insurance purposes and regulated hours we cannot keep closing after 6pm. If we have functions within the year that may go beyond 6pm, like parents evening etc, this is something required within the nursery procedure.

8) TERMINATION / CANCELLATION / CHANGE

A month's written notice is also required to terminate the place or change sessions, this applies to all children. This must be addressed to the nursery manager in writing or by email, verbal notice will not be acceptable. 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, in some instances that is unforeseen circumstances happens it will be at the discretion of the Manager. If you also secure the space in advance and then decides not to take the place you will lose the deposit which you originally paid to secure the space.

The nursery reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

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/ incidents on the family app and are required to sign and acknowledge accident/ incident on family app. 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.

Little Leaf Nurseries reserve the right to charge you full nursery fees when your child is sick as we still needs to keep your child's space. In cases whereby the nursery has to shut down for a duration due to a pandemic or other conditions, then we will follow national guidelines at the time of what to do regarding fees.

12) 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 if we are meeting the person for the first time.

Parents should always close the main door when entering and exiting the nursery and parents should not allow any other person or known parents to enter the building.

13) 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., medical conditions, allergies etc. The nursery will not take any responsibilities for any information that was not communicated properly and there is an error as a result.

14) POLICIES AND PROCEDURES

Little Leaf Nurseries policies and procedures are available for parents to read at the nursery reception area. During the pandemic rules on distancing measures, parents can still read the policies by making an appointment to come in the nursery and go through specific policies with the Nursery Manager. Policies cannot be emailed or sent offsite.

15) 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.

16) 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.

17) TOYS FROM HOME

For Health and Safety reasons can you ensure that we do not bring toys from home. The nursery reserves the right to dispose of or will not take any responsibility of loss of any toys that is brought into the nursery without permission from the Manager or been requested to do so.

18) FOOD

Food of any kind is not allowed in the nursery from home due to allergies. Packed Lunch conditions will only apply to 3 year & 4 year old funding session that prefers bringing food from home instead of meals prepared onsite. If you are bringing in packed lunch from home it needs to be in date with original packaging with ingredients, and healthy for the child, unless food is freshly prepared at home. Please also consider that we have nut allergies etc. at the nursery when preparing or buying the food. Packed lunches needs to be handed to the nursery staff when dropping off your child and not left in their bag.

19) FAMILY APP

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. You will receive an email to set up your account. Please complete all section that is applicable, including "all about me section", before your child attends the first settling in session that is booked with the Manager.

20) ALCOHOLIC DRINK

Parents / Carers under the influence of Alcohol should make alternative arrangements for their child to be picked up. The nursery will refuse parents picking up their child if the nursery feels that the child is not going to be safe leaving the nursery. If parents does not arrange for alternative childcare then if they arrive onsite we will contact a suitable person on the registration to pick up the child. If no one can be contacted then we will contact the police.

21) IF A CHILD BREAKS A TOY AT NURSERY (Applies only to children aged 3 years onwards)

Nursery will bear the cost if your child breaks a toy up to £100 and after that parents will bear the cost. We will inform you anytime your child breaks a toy and how much it costs. This policy will only apply to children aged 3 years onwards as we want to teach

children to learn to value and look after what they have. This policy will then be fair on both parties.

22) SAFEQUARDING AND APPEARANCE OF YOUR CHILD

If your child comes into nursery with dirty or smelling clothes or belongings we have the right to question the parents to avoid this from happening in future. If this continues then we will conduct a meeting to find out ways this will not continue to happen.

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

23) ISSUEING OF MONTHLY INVOICES

Invoices for the following month will be issued between the 15th - 20th of each month to give parents enough notice of costs etc. Once invoices are issued it cannot be changed so any change of sessions etc. parents needs to inform us in advance before then. If parents inform us about any changes after invoice is issued, to issue a new invoice there will be an admin cost of £30.00

24) BREAKFAST

Breakfast will start from 7.30am-8.30am, if you require your child to have breakfast please arrive within the times.

25) CONCERNS

We operate in Open Door Policy so parents can always talk to us about any concerns they have in a professional and respectful way, we will not tolerate any abusive behaviour towards our staff, as we need to take care of their MENTAL HEALTH.

26) EXTRA SESSION

Extra session once booked cannot be refunded, including meals Payments will need to be made to confirm the session. Cancellation of session requires 30 days advance notice.

27) ZERO TELERANCE POLICY

Little Leaf Nursery is here to help. Our Staff have the right to be always treated with dignity and respect without the risk of threatening behaviour, any form of verbal abuse or violence. This behaviour will not be tolerated towards staff, as this may result in your child's place been terminated without notice.

Signed.....

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

Tel. 01895438876
e-mail:littleleafwestdrayton@gmail.com

www.littleleafnurseries.co.uk

Dear Parents/ Carers,

Family App Online Software

Family is a GDPR - Compliant digital platform that offers nurseries an all in one solution for communicating, learning journals etc. Parents are able to do the following within family:

- See your child's daily activity
- Edit their information
- Answer permissions
- Add Contacts
- Access Learning Journals
- Message the nursery (About sickness, holidays, who is picking up your child etc)
- Add own observations of their child from home
- And many more
- If you are stuck in any way through the setup process you can always go to: support.family.co and search for any information you would like to know. Also there is parent's PowerPoint with step by step guide and contact information for help. Please email us on: littleleafwestdrayton@gmail.com if you have any questions.

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. Family allows you, as a child's main 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 a single child. Therefore photographs of your child may appear on their friend's 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

To be returned to: Nursery Manager

**Agreed Guidelines for Accessing and Using
Family '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.

As a Nursery we will

- Only publish your child's observations and activity pictures to promote and track learning on the family app
- All incidents / accidents will be put on bodymap and no real pictures of the child
- We will not put your child's pictures or video during activities in any social media sites without prior permission from parents
- There will be no communication between nursery and parents outside normal working hours of (Monday to Friday), 7.30am-6pm or bank holidays or other closures.

Parent's Full Name in Capitals: _____

Child's Name in Capital: _____

Signature: _____ Date: _____

Email Address in Capital: _____

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

Permission for Little Leaf Nursery Website, other social media (Facebook/Twitter/Instagram)

Dear Parents / Carers,

As we continue to update our website and other social media information, we want to make sure we have the permission to use your child's photos etc. Their names will not be included in any correspondence. Please sign below to give us permission or otherwise.

I am happy for Little Leaf Nursery to use my child's photos on nursery website, other social media websites and now on yell.com

Child's Full Name:

Parent's Signature:

Date:

I do not wish for Little Leaf Nursery to use my child's photos on the nursery website, other social media websites and now on yell.com.

Child's Full Name:

Parent's Signature:

Date:

Health care plan (If Applicable)

Please note that this form must be used alongside the individual child's registration form which contains emergency parental contact and other personal details. Please only complete if your child has any Medical or Health issues requiring monitoring.

Name of Child	
Date of Birth	
Child's address	
Contact information for family or main carers	
1.Name	
Relationship to child	
Contact numbers	
2. Name	
Relationship to child	
Contact numbers	
Medical diagnosis, condition or allergy	
Clinic or Hospital contact	
Name	
Phone no.	
GP/Doctor	
Name	
Phone No.	

Describe medical needs and give details of symptoms

Risk assessment completed?

If no, please state why?

If yes please include details here

Date completed:

Daily care requirements e.g. before meals/going outdoors

Describe what constitutes an emergency for the child and what actions are to be taken if this occurs

Name/s of staff responsible for an emergency situation with this child

Parent/carer and person completing this form must sign below to indicate that the information in this plan is accurate and the parent/carer agrees for any relevant procedures to be carried out

Parent's name	Signature	Date
Key person's name	Signature	Date
Setting Manager's name	Signature	Date

For children requiring lifesaving or invasive medication and/or care, for example, rectal diazepam, adrenaline injectors, Epipens, Anapens, JextPens, maintaining breathing apparatus, changing colostomy or feeding tubes, approval must be received from the child's GP/consultant, as follows:

I have read the information in this Individual Health Plan and have found it to be accurate.

Name of GP/consultant:		Date:	
Signature:			

Review completed (at least every six months)

Parent's name	Signature	Date
Key person's name	Signature	Date
Setting manager's name	Signature	Date

Copies circulated to:

Parents

Child's personal records (with registration form)

GP/Consultant – if required