

THE MULBERRY BUSH NURSERY
REGISTRATION FORM & CONSENT FORM

Child's First Name	
Child's Middle Names	
Child's Surname	
Child Known As	
Date of Birth	
Gender M / F	
Address	
2 nd Line	
Post Code	

Parent/Carer 1 Name	
Relationship to Child	
Address if different to above	
Landline Phone	
Mobile Phone	
Email	
Name of Employer (For Emergency Situation)	
Address Of Employer (For Emergency Situation)	
Work Telephone Number	

Parent/Carer 2 Name	
Relationship to Child	
Address if different to above	
Landline Phone	
Mobile Phone	
Email	
Name of Employer (For Emergency Situation)	
Address Of Employer (For Emergency Situation)	
Work Telephone Number	

Do both parents have responsibility?	Yes	No
If No, please provide details court order and birth certificate as proof.		
Who has the Primary residence of child if the parents are living separately.	Mother	Father
If neither, please provide details.		
Who has legal contact with your child?		

Doctors Name		
Doctor's address		
Doctors Telephone Number		
Health Visitors Name		
Health Visitors Address		
Health Visitors Telephone Number		
Child's NHS Number		
Would you like a home visit prior to your child's transition to Nursery at an additional cost of £30 to cover staffing costs?	Yes	No
Does your child attend any other Ofsted registered child care settings/provider?	Yes	No
If Yes, please provide name, address and sessions attended.	Name & Address	Sessions Attended
When would you like your child to commence their sessions at the Nursery?		
Would you like your child to attend Term Time Only?	Yes	No
What sessions would you like your child to attend? Eg Monday 9-1	Monday Tuesday Wednesday Thursday Friday	

Emergency Contacts

I/We give permission for my/our child to be released to the following person(s) in the event of emergency or illness, if I/we cannot be contacted or am unable to collect him/her. They should be able to collect my child within 1 hour.

IF A PERSON COLLECTING YOUR CHILD IS *UNKNOWN* TO US WE WILL REQUIRE PRIOR NOTICE OF THIS AND YOU WILL NEED TO PROVIDE BOTH THEM AND US OF A PASSWORD THAT THEY WILL NEED TO TELL US ON ARRIVAL AT THE NURSERY BEFORE WE WILL ALLOW YOUR CHILD TO GO HOME WITH THEM.

Person 1	Details	Parent 1 initial	Parent 2 initial
Name			
Address			
Address line 2			
Address Line 3			
Relationship to child			
Landline			
Mobile			
Permission	I confirm the above named person has Given their permission for me to share their details with the nursery.		

Person 2	Details	Parent 1 initial	Parent 2 initial
Name			
Address			
Address line 2			
Address Line 3			
Relationship to child			
Landline			
Mobile			
Permission	I confirm the above named person has Given their permission for me to share their details with the nursery.		

Child's ethnicity (Voluntary – to support equal opportunities, diversity and personal celebrations)		
Child's Religion (Voluntary – to support equal opportunities, diversity and personal celebrations)		
Does your child have any dietary requirements?		
Does your child have any additional needs such as hearing impairment or visual impairment? If so, please provide details		
Does your child receive any support from any of the following services, if so please provide details.		
Health Visitor	Yes	No
Speech and Language Therapist	Yes	No
Educational Psychologist	Yes	No
Occupational Therapist	Yes	No
Paediatrician	Yes	No
Portage	Yes	No
Portage	Yes	No
Physiotherapy	Yes	No

Calpol Consent

As most parents are aware, children do get high temperatures at one time or another. We do have a policy on medication and Calpol and it will not be administered before a parent has authorised the administration on each occasion it may be required. However, for our information it would be helpful if you could answer the questions below so that we are aware of any allergies your child may have to Calpol or any other reason they may not have it.

My child does not have an allergy to calpol.	Yes	No
My child does have an allergy to calpol.	Yes	No
My child cannot be administered calpol for other reasons.?	Yes	No
<i>IN THE EVENT YOU ARE UNABLE TO CONTACT ME AND MY CHILD HAS A TEMPERATURE OVER 38, AND MY CHILD HAS BEEN IN NURSERY FOR OVER 4 HOURS. I GIVE PERMISSION FOR YOU TO ADMINISTER CALPOL AS SPECIFIED ON THE CALPOL PACKAGING.</i>	Yes	No

Medical Consent

I / We give my/our permission for :-

	Yes	No
My/Our child to receive first aid by a trained member of staff during any on-site or off-site activity.		
My/Our child to receive any urgent medical or dental treatment, including anaesthetics that may be considered necessary by professional medical authorities present during any on-site or off-site activity.		
My/Our child to be transported to the hospital in an ambulance with a member of staff in an emergency.		
My/Our child's information to be shared with the NHS or any other relevant health professionals.		
Plasters to be applied to my child		
2 members of staff to transport my child to the local doctor's surgery for medical treatment in the nursery vehicle or a work insured vehicle if required.		

	Yes	No
Staff to administer specific medications such as antibiotics/creams/ inhalers as detailed on a signed medication form.		
Staff to apply sun cream, either their own brought in from home or the nursery sun lotion as per the conditions of our Sun Policy.		
Staff to apply nappy cream if necessary. The nursery supply will be sudocrem. Should you need wish to use alternative creams these will need to be supplied by yourself.		
Staff to use wet wipes on your child's face and hands after eating and for nappy changes.		

Medical Conditions and Allergies (including Asthma & Eczema)

Please detail below any medical conditions or allergies your child suffers from:-

Medical Condition / Allergy

.....

.....

.....

.....

Reactions

.....

.....

.....

Medication / Treatment (including occasional inhalers)

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.....

.....

Are there any other medical conditions you may think we should know about, eg premature birth.

.....

.....

Activities

Please initial each box below to indicate your consent for your child to participate in the following activities.

On-site – I/We give our permission for my/our child to:

Activity – please bear in mind any allergies your child may have in regard to the activities.	Yes	No
Take part in messy play such as foam, hair gel, gloop, cooked pasta, jelly etc		
Take part in food preparation/cooking and tasting activities		

Off- Site – I/We give our permission for my/our child to take part in:

Activity	Yes	No
Supervised visits and walks to local destinations such as the farm, up the lane, the local library, or park		
Supervised visits to other local venues such as the bowls club for sports day and graduation day or the local residential home for activities. (Permission slips will still be required for individual visits)		
Holiday Club Only Supervised one day visits as organised on the Holiday plans to farms, seaside, museums, bowling, cinema etc (Permission slips will still be required for individual visits)		

Use of Information and Image (including photographs and video recording)

I / we give permission for my / our child's:	Yes	No
Image to be used as part of the nursery wall displays		
Image to be used in other children's Learning Journey's (Not named)		
Image to be used on the nursery website (Not named)		
Image to be used on our Face Book Page (Not Named)		
Image to be used in external media such as newspapers to celebrate special events and for advertising purposes. (Not Named)		
Image to be taken when the photographer attends yearly for individual photographs		
Named work to be displayed around the nursery on wall displays		
Photographs to be taken during special events such as Sport Day and Graduation. (consent forms will be sent out for events also)		

Sharing information

I / we give permission for my/our child's	Yes	No
Funding and development information to be shared with dual settings if they attend more than one setting		
Learning and Development progress to be shared with other professionals / agencies or interested parties to support their learning. (Prior consent would be required)		
Tapestry account to be transferred to another setting with Tapestry if they left our nursery.		
<i>Occasionally students who are training with us are required to make observations relating to their course. Children will remain anonymous. Please indicate your consent for students to observe your child.</i>		
<i>In order to develop inclusive practice within our Nursery we can seek advice from other professionals from time to time on how to adapt our practice to meet individual needs. Please indicate you acknowledge your agreement with this.</i>		

Where applicable please complete the following information regarding your child's care needs :-

Diet/Food

Particular Favourites

Dislikes

Intolerances

Allergies

Preferred Drink Water..... Milk.....

Food Preparation - Pureed..... Mashed..... Chopped.....

Where Fed - Bouncer..... High/Low Chair..... Table & Chair.....

Bottles

Does your child require formula milk whilst in nursery? Yes/no

Amount..... Type.....

Times.....

Sleep

If your child still has a nap during the day please provide details of :-

Time of sleep.....for how long.....

Where -cot.....bed.....buggy.....other.....

Settling routine.....

Does your child have a special comforter yes/no (please bring it to nursery.)

Description of comforter.....

Toileting

Nappy..... Needs help with toilet.....Goes to toilet on.....

Personal Information

We are required to see personal identification of your child when registering with our nursery.

Please provide your child's birth certificate, Passport or red book for a member of management to check and record the identification number.

ID Seen	Reference Number	Seen By	Dated
Passport			
Birth Certificate			
Red Book			

Communication

I give permission for the nursery to contact me via the following methods and to receive regular emails and communication from the setting:

	Yes	No
Phone (Landline/Mobile/Work)		
Email via mail chimp for large setting emails, including weekly room news, newsletters, new menus etc.		
Email via outlook for more individual communication such as your child's sessions and finance arrangements.		
Receive communication via Tapestry our online Learning Journey regarding my child's progress and development.		
Receive invoices from the nursery software which records all children's data.		

Please note there is a one month retainer fee to reserve bookings for longer than one month, the retainer fee must be paid within 7 days of being raised to reserve the sessions.

CANCELLATION OF YOUR CHILD'S PLACE WITHIN ONE CALENDAR MONTH PRIOR TO THE STARTING DATE WILL INCUR ONE MONTH'S NURSERY FEES.

PLEASE ENCLOSE THE £20 REGISTRATION FEE WITH THIS FORM IF YOUR CHILD WILL BE ATTENDING OVER THE 15 or 30 FREE GOVERNMENT FUNDED HOURS.

I agree that the Mulberry Bush Nursery may hold the information I have given for the purposes of managing the nursery and undertake to advise the nursery of any changes to these details. I understand that this information will be available to employees and management of the Mulberry Bush Nursery and that I may inspect the information relating to my child(ren) by giving reasonable notice to the Manager. I confirm the information I have provided in the registration & consent form to be true to my knowledge and I agree to inform you of any changes that may arise as soon as is possible

The information in this form will be used throughout your child's time at nursery. You may withdraw your consent at any time by contacting Tracy Green in the nursery office on 01379 871412 or by email at eye@mulberrybushnursery.co.uk.

Please sign and date below to confirm your consent and return to the nursery office.

Parent 1 Name.....

Parent 1 Signature.....

Date

Parent 2 Name.....

Parent 2 Signature

Date

Terms and Conditions :

The following terms and conditions govern the basis on which we agree to provide childcare services to you

1. Our obligation to you

1.1 Once you have viewed the nursery and you have confirmed you would like to book your child at The Mulberry Bush Nursery you will be required to complete the Registration forms and pay a non-refundable registration fee of £20.00 if you are attending more than the government funded 15 hours a week or not in receipt of funding. If you are registering for a place more than one month ahead then we also require a retainer fee equal to the full amount of the first months' fees. This will be held and allocated against your first nursery invoice.

1.2 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare at the nursery subject to availability.

1.3 We will notify you as soon as possible of any days on which the nursery will be closed.

1.4 We will provide you with regular verbal updates as to your child's progress.

1.5 We will try to offer sessions to any of your other children a place at the nursery. However, we cannot guarantee that a place will be available.

2. Your obligation to us

2.1 You will need to complete and return to us our Registration forms before your child can start at our nursery.

2.2 You must inform us immediately of any changes to your contact details, personal details or your child's health details.

2.3 You must inform us as soon as you know that your child is suffering from any contagious disease /illness. For the benefit of the other children in the nursery, you must not knowingly allow your child to attend nursery if they have a contagious disease / illness as this can easily be passed on to another child during the normal daily activities of the nursery.

2.3.1 In line with government health guidelines, children should not come into nursery for a minimum of 48 hours after sickness or diarrhea has occurred.

2.3.2 We reserve the right to contact you requesting that you collect your child if he/she becomes unwell during nursery hours.

2.3.3 Full details must be given of anything affecting your child's health including allergies, conditions or additional needs.

2.3.4 In order for staff to administer medicine you must authorize by signing a medication consent form before leaving the premises. Both parties must follow the nursery's policy and procedure on medication and illness.

2.4 You must keep us informed as to the identity of the persons who will be collecting your child from our nursery. If the person collecting your child is not usually responsible for collecting them we will require a password to be set up or proof of identification. If we are not satisfied that an individual is allowed to collect your child, we will not release them into their care.

2.5 You must advise us as soon as possible if you are unavoidably delayed and you are unable to collect your child from nursery by the official end of their session. A late payment charge will be applied as detailed on the fees sheet.

2.6. You will not bring your child(ren) to be left at the nursery prior to the start time of their session without prior agreement. Without such agreement, we will be unable to allow them to be left in the care of our staff

2.7 You will provide us with at least 4 weeks written notice of your intention to decrease the number of hours your child will be attending nursery or to withdraw your child from our nursery (and end this agreement). If insufficient notice is given you will be responsible for the full fees for your child for 4 weeks from the date notice was given .

2.8 You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

2.9 All children must bring in at least one change of clothing. All clothing needs to be clearly labeled with the child's name. Please supply a pair of wellington boots.

2.10 Please provide the nursery with sufficient nappies and wipes, these can be provided in an emergency at an extra cost.

3. Payment of Fees

3.1 The nursery is open 51 weeks of the year excluding weekends and bank holidays. Fees are invoiced monthly in advance. We may review our fees at any time but we shall send out notification 4 weeks prior to it taking effect. If you do not wish to pay the revised fee, you may end this agreement by giving us 4 weeks written notice.

3.2 Fees must be paid monthly in advance. The first month's fees should be received by the nursery no later than the start date, but if you are booking in advance a retainer fee of one month's fees will be raised to hold your child's space. Failure to pay will result in a loss of place.

3.3 If payment is made by cash or cheque it is your responsibility to obtain a receipt as proof of payment – preferred payment is via online banking stating your child's name and month of payment as a reference – bank details may be obtained from the office. Payment is due the 7th of the month the care is provided, late payment will incur a late payment fee of £30.00.

3.4 If the payment of fees referred to in 3.3 above is outstanding for more than 21 days then the nursery may terminate this agreement immediately. Upon termination of this contract the child shall cease forthwith to be admitted to the nursery and the nursery's notice to so terminate shall be regarded as formal demand for all outstanding monies.

3.5 No refund will be given for absence.

3.5.1 The nursery is closed on bank holidays and for a week between Christmas & New Year – this will be automatically deducted from your bills.

3.5.2 In the event of an emergency or bad weather resulting in the Nursery closing we will inform parents as soon as possible by e-mail. Fees will not be refunded in these circumstances.

3.6 In the event of late collection of your child from their normal session time, we reserve the right to charge for each additional 15 minutes a set rate of £5 per 15 minutes unless the late collection is after 6 p.m. where the charge will be £20.00 for every 15 minutes.

3.7 Holiday entitlement can be taken up to a maximum of 10 days per year (excluding bank holidays and Nursery Christmas closure) and is worked out on a pro rata basis, depending on your sessions. Two weeks' notice is required. Children who attend full time will receive an extra 2 days entitlement. 2, 3 and 4 year old funded children will not receive holiday entitlement.

3.8 2, 3 & 4 year olds in receipt of Early Education Grant and Extended Hours may attend term time only if you wish. We also offer stretched entitlement over each term should you want your child to attend throughout the year and spread the funding. If you want your child to change and attend term time only or reduce their sessions please give 4 weeks' notice.

3.9 Children in receipt of any funding cannot swap their booked sessions. They need to advise the nursery of any absence so the child can be removed from the register. Additional sessions can be booked if required subject to availability and will be charged at the hourly set rate.

4. Suspension of a child from nursery

4.1 We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.

4.2 If the period of suspension for non-payment of fees exceeds 4 weeks, either of us may terminate this agreement by giving written notice, which will take effect on receipt of the notice.

4.3 We do not support the exclusion of any child on the grounds of behavior. However, if your child's behavior is deemed by us to endanger the safety and wellbeing of the child and/or other children and adults at the nursery it may be necessary to suspend the provision of childcare to the child whilst we try to address these issues with you and external agencies.

4.4 If your child is suspended part way through a month, under the conditions stated in clause 4.3 we shall give you a credit for any fees you have already paid for the remaining part of that month. This credit may be offset against any sums payable by you to us.

5. Termination of the agreement

5.1 You may terminate this agreement at any time, giving us at least 4 weeks written notice.

5.2 We may immediately end this agreement if –

5.2.1 You have failed to pay your fees as detailed in 3.3 & 3.4

5.2.2 You have breached any of your obligations under this agreement and you cannot put right that breach within a reasonable period of time of us asking you.

5.2.3 You behave unacceptably, as we will not tolerate any physical or verbal abuse towards staff.

5.2.4 We take the decision to close the nursery. We will give you as much notice as possible in the event of such a decision.

6. General

6.1 If the nursery has to close or we take the decision to close due to events or circumstances that are outside of our control (e.g. extreme weather conditions) we shall be under no obligation to provide alternative childcare facilities to you.

6.2 If you have any concerns regarding the service we provide please discuss these with your room leader or any member of the management team. Customer satisfaction is of paramount importance to us and any concerns/complaints will be recorded as per our complaints policy and followed up accordingly. Please familiarize yourself with the nurseries policies which are located in the entrance cloak room.

6.3 We will always seek your consent where we need to share information about your child with any other professional or agency outside the nursery. We are required by law to override your refusal to give consent only in specific circumstances where a child or someone in the family may be in danger if we do not share that information.

6.4 This agreement contains the full and complete understanding between parties and supersedes all prior arrangements and understandings whether written or oral relating to the subject of this agreement except to the extent that we vary the terms from time to time.

6.5 Acceptance of a place at the nursery will be deemed as acceptance by you of these terms and conditions.

6.5.1 If you breach any of your obligations under this agreement, fail to pay your fees as detailed in 3.3 & 3.4, behave in an unacceptable manner towards staff, children or customers of the nursery we reserve the right to terminate this agreement immediately.

6.6 The nursery holds no responsibility for any work undertaken by its employees outside of their terms and conditions of work.

We reserve the right to vary the terms and conditions contained within this agreement.

We/I have read and understood the terms and conditions of acceptance and agree to comply with them.

Parent Name _____

Signature _____

Date: _____

Nursery Manager _____

Signature: _____

Date: _____