

THE MULBERRY BUSH NURSERY

REGISTRATION FORM

NAME OF CHILD: _____

CHILD KNOWN AS: _____

CHILDS DATE OF BIRTH: _____ GENDER: BOY / GIRL _____

NAMES OF PARENTS OR GUARDIANS: _____

DO BOTH PARENTS HAVE PARENTAL RESPONSIBILITY? YES/NO
(Please supply birth certificate or court order as proof.)

PRIMARY RESIDENCE OF CHILD (If parents live apart) IS WITH MOTHER / FATHER

WHO HAS LEGAL CONTACT WITH YOUR CHILD? _____

Mother's name	Father's name
Mother's address	Father's address if different
Postcode:	Postcode:
Mother's contact details. Home: Mobile: Work: E-mail:	Father's contact details. Home: Mobile: Work: E-mail:

NAME AND TELEPHONE NUMBER OF YOUR DOCTOR: _____

NAME AND ADDRESS OF YOUR HEALTH VISITOR : _____

Childs NHS Number : _____

WOULD YOU LIKE TO RECEIVE A HOME VISIT FROM US AS PART OF YOUR CHILD'S SETTLING IN PROCESS? (There is an additional fee of £30 to cover staffing costs)
YES/NO

DOES YOUR CHILD ATTEND ANY OTHER OFSTED REGISTERED SETTINGS? IF YES, PLEASE GIVE DETAILS I.E. NAME ADDRESS AND SESSIONS:

DAYS AND SESSIONAL HOURS YOU REQUIRE FOR YOUR CHILD:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

START DATE: _____

DO YOU WISH YOUR CHILD TO ATTEND SCHOOL TERM-TIME ONLY? YES/NO

PLEASE PROVIDE EMERGENCY CONTACT DETAILS IN THE ORDER OF PREFERENCE IN THE UNFORSEEN EVENT THAT WE ARE UNABLE TO CONTACT YOURSELF. (TO BE COLLECTED PREFERRABLY WITHIN AN HOUR)

NAME	RELATIONSHIP	CONTACT PHONE NUMBER

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

CHILD'S ETHNICITY: (please circle)

White – British / Irish / Traveller of Irish Heritage / Gypsy/Roma / Any other white background

Mixed – White & Black Caribbean / White & Black African / White & Asian / Any other mixed background

Asian or Asian British— Indian / Pakistani / Bangladeshi / Any other Asian background

Black or Black British — Caribbean / African / Any other Black background

Chinese

Any other ethnic background

Do not wish to record

CARE FORMS

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 tick the boxes 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 ()

MY CHILD **DOES** HAVE AN ALLERGY TO CALPOL ()

MY CHILD CAN NOT HAVE CALPOL FOR OTHER REASONS ()

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.
YES () NO ()

DOES YOUR CHILD HAVE ANY ALLERGIES? YES / NO

WHAT ALLERGIES DOES YOUR CHILD HAVE ?

WHAT ARE THE REACTIONS YOUR CHILD WILL INCUR DURING AN ALLERGIC REACTION ?

WHAT PROCEDURE OR MEDICINE DO YOU PROVIDE IN THE EVENT OF AN ALLERGIC REACTION ?

DOES YOUR CHILD HAVE ANY DIETARY REQUIREMENTS ?

DOES YOUR CHILD HAVE ANY MEDICAL CONDITIONS (E.G.ASTHMA OR ECZEMA)

DOES YOUR CHILD CURRENTLY TAKE ANY MEDICATION ?

ARE THERE ANY MEDICAL PROCEDURES PROHIBITED BY YOUR FAMILY ?

DOES YOUR CHILD HAVE ANY ADDITIONAL NEEDS ? (HEARING OR VISUAL IMPAIRMENT)

PLEASE PROVIDE DETAILS OF YOUR CHILDS VACCINATION RECORD

AGE DUE	IMMUNISATION	PLEASE TICK ALL RECEIVED
2 MONTHS	Diphtheria/Tetanus/Whooping Cough/Poli/Hib/Meningitis c	
3 MONTHS	Diphtheria/Tetanus/Whooping Cough/Poli/Hib/Meningitis c	
4 MONTHS	Diphtheria/Tetanus/Whooping Cough/Poli/Hib/Meningitis c	
12 – 18 MONTHS	MMR 9(Measels/Mumps/Rubella)	
3-5 YEARS	Diphtheria/Tetanus/Polio Hib	

HAS/IS YOUR CHILD SEEN/SEEING ANY OF THE FOLLOWING PROFESSIONALS:

I have help from/ contact with / attend ~ Please give details:

HEALTH VISITOR

ADVISORY TEACHER

SPEECH & LANGUAGE THERAPIST

EDUCATIONAL PSYCHOLOGIST

OCCUPATIONAL THERAPIST

PAEDIATRICIAN

PORTAGE

PHYSIOTHERAPIST

OTHER

REASON

WHAT IS YOUR FAMILIES RELIGION ?(IF ANY)

Diet/Food

Particular Favourites.....

Dislikes.....

Allergies.....

Intolerances.....

Preferred drink- juice..... water.....milk.....

Food preparation - pureed.....mashed.....chopped.....

Where fed - bouncer.....high chair.....table & chair.....

Bottles

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

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

Times.....

Sleep

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..... Need help with toilet.....Goes to toilet on own.....

Any other information you think we may require e.g. family circumstances/premature birth etc:

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.....
.....

WE NEED TO GAIN PERMISSION FROM YOU FOR A NUMBER OF PROCEDURES WHICH MAY NEED TO TAKE PLACE WHILST YOUR CHILD IS AT NURSERY. PLEASE CAN YOU TICK THE PROCEDURES BELOW WHICH YOU ARE HAPPY TO GIVE YOUR CHILD PERMISSION FOR.

I GIVE PERMISSION FOR YOU TO :

- APPLY PLASTERS AS NECESSARY YES/NO
- APPLY NAPPY CREAM YES/NO
- USE WET WIPES YES/NO
- APPLY SUNSCREEN YES/NO
- OBTAIN MEDICAL ADVICE/CALL AMBULANCE IN AN EMERGENCY YES/NO
- TAKE MY CHILD TO EYE SURGERY OR IPSWICH HOSPITAL IN THE EVENT OF AN EMERGENCY WITH A MEMBER OF NURSERY STAFF YES/NO
- TRANSPORT MY CHILD IN THE INSURED NURSERY VEHICLE THE EVENT OF AN EMERGENCY. YES/NO
- TAKE MY CHILD ON SUPERVISED OUTINGS INTO EYE TOWN, FARM VISIT AND DOWN AVENUE LANE WITH THE MULBERRY STAFF YES/NO
- FOR ALL INTERESTED PARTIES/AGENCIES TO LIASE OR BE IN CONTACT WITH EACH OTHER WITH REGARD TO DISCUSSIONS ABOUT MY CHILDS PROGRESS YES/NO
- TAKE PHOTOS OF MY CHILD FOR USE WITHIN THE NURSERY & PERSONAL PROFILES YES/NO
- MY CHILD TO BE PRESENT IN PHOTOS THAT ARE IN OTHER CHILDRENS PROFILES YES/NO
- TAKE PHOTOS OF MY CHILD FOR THE WEBSITE AND ADVERTISING YES/NO
- MY EMAIL ADDRESS TO BE ADDED TO MAILCHIMP (A BULK EMAIL SERVICE USED WEEKLY BY THE NURSERY) YES/NO

FROM TIME TO TIME STUDENTS WHO ARE TRAINING WITH US ARE REQUIRED TO MAKE OBSERVATIONS RELATING TO THEIR COURSE, (CHILDREN'S NAMES WILL NOT BE USED TO COMPLY WITH OUR CONFIDENTIALITY POLICY)

I GIVE PERMISSION FOR TO BE OBSERVED BY STUDENTS YES/NO

CANCELLATION OF YOUR CHILD'S PLACE WITHIN ONE CALENDAR MONTH PRIOR TO 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 on pages 16-21 of the registration form to be true to my knowledge and I agree to inform you of any changes that may arise as soon as is possible.

PARENTS/CARERS SIGNATURE

DATE

In order to develop inclusive practice within our Nursery it may be necessary to seek advice from other professionals from time to time on how to adapt our practice to meet individual needs. Please sign to acknowledge your agreement with this.

PARENTS/CARERS SIGNATURE:

Parental responsibility evidence seen e.g birth certificate

STAFF SIGNATURE :

EVIDENCE PRODUCED :

Sharing Of Information

This setting is here to serve children and families. We will listen, and keep private what you say to us. However, we have to inform the appropriate agencies if we are concerned about the care a child is receiving.

(taken from the 'Introduction to Safeguarding Children and Young People' from Suffolk Safeguarding Children Board)

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 £15.00 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: _____