

Fledgelings Day Nursery

Hornchurch

Registration Form

Child's Name:

Childs Details

Childs Full Name :

.....

Date of birth :

.....

Nationality :

.....

Home Address :

.....

.....

Post Code:

.....

Gender :

Male/Female

Home Telephone :

.....

Number :

.....

Number of siblings :

.....

Start Date :

.....

NHS Number :

.....

First/Additional

Languages spoken :

.....

Parents Details

Mother's Name:

.....

Telephone (mobile):

.....

Work:

.....

Home Address :

.....

Work Address :

.....

Email Address:

.....

Work Place:

.....

Father's Name :

.....

Telephone (mobile) :

.....

Work :

.....

Home Address :

.....

Work Address :

.....

Email address :

.....

Work Place :

.....

Other emergency contact details

Contact Name / Number :

Relationship to child :

Contact Name / Number :

Relationship to child :

Name of carer authorised to collect child other than parent :

.....

.....

Child's Health Details

Does your child suffer from: Epilepsy Diabetes Asthma Allergies Other

Further Information:

Immunisations details : Polio Diphtheria MMR Tetanus Whooping Cough
 BCG Hib Meningitis C

Further Information :

Any Dietary Restrictions :

Family Doctor's Name :

Telephone :

Address:

.....

.....

Days Required:

	AM	PM		AM	PM		AM	PM
Please specify which days:								
Monday	<input type="checkbox"/>	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	Friday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	<input type="checkbox"/>			

Name of Previous Playgroup/Nursery:

How did you hear about the nursery?

FOR OFFICE USE ONLY

Deposit Paid:

Passport Birth Certificate Recent Bills New Child Form Returned
 National Insurance Pilot Scheme

Registration Form and Fee

A non-refundable two-week deposit of is charged to secure your child a place. Please send payment along with the completed registration form and signed Parents Partnership Agreement to: **103 Suttons Lane, Hornchurch RM12 6RR**. On receipt of your registration form and fee, the school will confirm your child's place in writing and arrange a settling-in session.

Permissions:

Emergency: I give permission for my child to be taken to hospital in case of an emergency.

YES NO

Outings: As part of the school curriculum, during the morning sessions, children will visit the library (Weather permitting). Being taken out for walks and visits when supervised by nursery staff.

I give permission for my child to participate in visits.

YES NO

Photos: We would like to capture some of the activities and events that take place at the nursery and require your permission to use photos that may include your child. The pictures will be used to create scrap books for OFSTED and prospective parents or may be displayed on our notice board.

YES NO

Administering Calpol: Calpol will not be administered except as an emergency measure in special cases. Parental consent is always obtained before administering Calpol and the child must go home at the earliest opportunity after administration.

I give permission for my child to be given Calpol if required.

YES NO

Data protection: I give permission for the above information to be held on the Fledgelings Day Nursery computer and at the Nursery Office.

YES NO

Parent Name :

Parent Signature : Date:

■ Parents Partnership Agreement

Conditions of admission:

- Fees will be charged one month in advance and are to be paid between the first days of the month to the 10th day of the month. If fees are not paid between the dates stated then a £5.00 fine per day will be applied on the fifth day of not receiving the fees we reserve the right to withdraw a child's place.
- All payments must be made by standing order or cheques. We will not accept cash as a form of payment.
- A full one months notice in writing is required before a child is withdrawn from the Nursery, otherwise full month's fees will be charged. No reduction is made for temporary absence due to illness or holidays.
- Children (over the age of 2) will be expected to wear Fledgelings Day Nursery Uniform which can be purchased on-line: www.haveringschoolwear.co.uk
- Children must be collected promptly. Fees will be incurred if a child is left for more than 10 minutes. Charges will be £5.00 for every 5 minutes that a parent is late.
- All invoices are due for payment by the 15th of every month. For any outstanding debts we reserve the right to refer these to Daniels Silverman Limited and will be subject to a surcharge of 20% plus vat to cover the collection costs incurred. This surcharge together with all other charges and legal fees incurred will be responsibility of the customer and will be legally enforceable.
- All nursery places are booked with the understanding that private and public holidays, absence due to illness or any other reason must be paid for.
- Fee levels are reviewed annually.
- If the school has to close because of an emergency or due to circumstances out of the Nursery's control, the school term will not be extended nor will any part of the term be refunded nor days given in lieu.
- The information given on this form will be held on computer at the Nursery. In addition the child's name, address and date of birth will be given to the relevant borough when application is made for nursery grants.
- The Nursery will be closed from Christmas Eve 1:00pm up to First working day in the New Year. No refund will be available for this period.
- I confirm that the Nursery Policy has been read.
I have read and understood the above clauses and will abide by them.

■ Agreement:

I/We jointly agree to abide by the above conditions of admission and to pay all school fees by the due date.

Signature : Relation to child :

Date :

■ Overview of Our Policies

Safety and Security

In order to protect children throughout the day we employ stringent security procedures designed to prevent unauthorised access to the Nursery. Please assist us in implementing these by closing and securing the door behind you and by not opening the door for other “parents”. Nursery staff are instructed not to release your child to any person who has not previously been advised to us in writing and is known to them or able to produce acceptable identification. If an emergency makes it necessary for your child to be collected by someone not on the list then you must contact the Nursery as soon as possible so that we can agree arrangements with you.

Sickness and Medication

At the Nursery we work very hard to minimise the spread of illnesses and infections; to help us please do not bring your child to the Nursery if they are unwell. A copy of the incubation and exclusion periods for the most common childhood illnesses is available in the Nursery for your information. Please do not return your child to the Nursery before the end of the recommended exclusion time. We reserve the right to decline to admit children who are unwell. If your child becomes unwell during the day we will try to contact you to advise you of the problem and if necessary ask you to collect your child. We fully understand the demands placed on working parents but we ask that you try to come as soon as possible after requested, as we shall only ask if absolutely necessary. If your child is unable to attend, please telephone the Nursery as soon as possible to advise of the problem.

The Nursery is permitted to administer certain prescribed medicines to children, for example, inhalers and other similar regular courses of treatment. Should your child be prescribed a regular medication or treatment, then please inform the Nursery Manager at the earliest opportunity. There is a comprehensive administration of medicines procedure in place for staff to follow. Parents whose children are prescribed medicines should familiarise themselves with the procedure that the staff will follow and the Nursery Manager will make a copy of the procedure available on request. Please make sure that you keep us fully informed in writing of all allergies that your child may have or develops.

Safeguarding Policy (Child Protection)

All children within the care of Fledgelings Day Nursery will be monitored. Parent/child interaction will be noted. If a child enters the nursery with visible bruising parents will be informed that this has been noted and encouraged to discuss the cause. Any child that informs a member of staff of physical/emotional abuse or neglect will professionally report their findings to Sarah Porter whom deals with child protection matters within the organization.

Behaviour Policy

At Fledgelings we believe that children flourish best when their personal, social and emotional needs are met and where there are clear, developmentally appropriate expectations for their behaviour. It is our belief that children should be free to play and learn without fear of being hurt or unfairly restricted by anyone else. Our aim is to maintain a behaviour policy which is supported and followed by all children, staff and parents/carers. To create, through positive role-models and attitudes, a caring, family atmosphere in which teaching and learning can take place in a safe and happy environment. To teach, through the Early Years Foundation Stage, values and attitudes as well as knowledge and skills. We aim to teach children to behave in socially acceptable ways and to understand the needs and rights of others. To promote and encourage good behaviour by providing a range of rewards for

the children. To make clear to children the range of sanctions that will follow misbehaviour. To encourage consistent, collaborative and co-operative behaviour management between and across year groups. To work in partnership with parents.

Equal Opportunities:

We welcome children from all ethnic groups, cultures, religions and family groups. We welcome children and their families who have English as an additional language. We aim to give positive images of other cultures using various methods, including celebrating different festivals and incorporating multicultural play into our themes and activities. We provide a good selection of multicultural toys and equipment, pictures and photographs of people from other countries and cultures. Parents are encouraged to come and tell stories or sing songs from their own country or in their own language. The Nursery has an equal opportunities policy which the Crèche and Nursery adheres to. You can get Further Information regarding Policies from our website: www.fledgelingsdaynursery.co.uk or we have a policy folder in the nursery office.

Mobile Phone Policy

In light of recent events in regard to safeguarding children and the use of mobile telephones, within the nursery setting. Fledgelings Day Nursery had put the following policy into place.

- All staff must ensure that their mobile telephones are left inside their bag or locker during working hours.
- Only the manager and deputy manager can have their mobile telephone to hand during working hours.
- When on outings the nurseries own mobile telephone will be used, these telephones do not have a camera incorporated into them.
- If any staff member has a family emergency and require to keep their mobile close at hand then senior management must be consulted and give permission for this to happen.
- Under no circumstances must cameras of any kind be taken into the bathrooms with prior consultation with management.
- If photographs need to be taken in a bathroom i.e. (photographs of the children washing their hands) then management must be told and staff supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- All cameras in the nursery including those on staff mobile telephones can be subject to scrutiny at any time by the safeguarding officer or senior manager.
- Any staff member, volunteer or student found to be none compliant with this policy would face disciplinary action.

STANDING ORDER AUTHORITY

Please complete all boxes where indicated with an asterisk(*) below.

TO THE BANK MANAGER OF:	
*Bank	
*Branch	
*Address	
*Sort-Code: / / / / /	*Account Number: / / / / / / /

PLEASE PAY: CLYDESDALE BANK	
Agricultural House, Moseley's Farm, Fornham All Saints, Bury St Edmunds, Suffolk IP28 6JY	
For the credit of:	Fledgelings Day Nursery (Hornchurch)
*Sort-Code: 8 / 2 / 6 / 3 / 2 / 1 *Account Number: 4 / 0 / 0 / 1 / 9 / 6 / 1 / 4	
Reference: (please insert child full name)	
The sum of: (Amount in Words)	
Commencing on: / / (dd) (mm) (yy)	And thereafter on the first day of each month until further notice.
Please cancel any previous standing orders in favour of the above named beneficiary.	

*NAME(S):
*Signature(s)
*Date

IMPORTANT NOTICE

THIS COMPLETED STANDING ORDER AUTHORITY MUST BE RETURNED DIRECTLY TO OUR OFFICES. A COPY WILL BE TAKEN FOR OUR RECORDS AND FILES. THE ORIGINAL MANDATE WILL BE FORWARDED ON TO YOUR BANKERS.

