

REGISTRATION FORM

Please complete **ALL** areas

Child's First Name:	Middle names:	Surname:		
Date of birth:	Gender – M/F	Religion:	Language spoken at home:	Ethnic origin:

Parent/Carer's 1 name and title (Mr/Mrs etc):				Parent/Carer's 2 name and title (Mr/Mrs etc):			
Address:				Address:			
Postcode:				Postcode:			
Contact telephone number 1:				Contact telephone number 1:			
Contact telephone number 2:				Contact telephone number 2:			
Email:				Email:			
Date of birth:				Date of birth:			
NI number:				NI Number:			
Relationship to child:				Relationship to child:			
Occupation:				Occupation:			
Emergency Contact? <input type="checkbox"/>	Bill Payer? <input type="checkbox"/>	Parental Responsibility? <input type="checkbox"/>	Authorised Pick-up? <input type="checkbox"/>	Emergency Contact? <input type="checkbox"/>	Bill Payer? <input type="checkbox"/>	Parental Responsibility? <input type="checkbox"/>	Authorised Pick-up? <input type="checkbox"/>

Other Contact 3 - Name and title (Mr/Mrs etc):				Other Contact 4 - Name and title (Mr/Mrs etc):			
Address:				Address:			
Postcode:				Postcode:			
Contact telephone number:				Contact telephone number:			
Relationship to child:				Relationship to child:			
Emergency Contact? <input type="checkbox"/>	Bill Payer? <input type="checkbox"/>	Parental Responsibility? <input type="checkbox"/>	Authorised Pick-up? <input type="checkbox"/>	Emergency Contact? <input type="checkbox"/>	Bill Payer? <input type="checkbox"/>	Parental Responsibility? <input type="checkbox"/>	Authorised Pick-up? <input type="checkbox"/>

Security Password	
-------------------	--

Does your child/family have social services involvement/or has had in the past? Yes/No If so – what is reason for involvement?	
Name:	Based at:
Tel:	Email:

Does your child have any special educational needs or disabilities? Yes/No. If Yes, please give details:
--

Does your child attend another setting e.g. nursery/childminder? Yes/No. If Yes, please give details.	
Name:	Address:
Contact key person:	Tel:
Permission to share information - Yes/No	Email:

How did you hear about us – tick which apply: <ul style="list-style-type: none"> • Website • Radio • Flyer • Word of Mouth • Health Professional • Local paper/community magazine 	Other – Please state how you heard about Kamelia Kids:
--	---

IMPORTANT – MEDICAL INFORMATION

Child's full name:	
Doctor's name and practice address	
Doctor's telephone number	
Immunisations/vaccinations – please list	
Health Visitor name & contact telephone number	
Any allergies – please list	
Any other useful information	If necessary, please add on a separate sheet
<p>The parent/carer agrees to collect a child who becomes ill whilst in the care as soon as possible & abide by our exclusion period.</p> <p>They also agree to inform us if their child contracts an infectious disease or head lice.</p> <p>The nursery staff do their best to comfort children who become ill during the day & we will inform you as necessary. We will also advise you of any outbreaks of infectious diseases or cases of head lice.</p>	

FULL YEAR SESSIONS – ATTENDANCE SCHEDULE

(Limited availability for term-time only sessions)

To be agreed with Nursery Management

SESSIONS	Duration	Session Times	Mon	Tues	Wed	Thurs	Fri
Maxi Morning (includes breakfast)	5.5hrs	8am - 1.30pm					
Maxi Afternoon (includes tea)	5hrs	1pm - 6pm					
Maxi Day (includes breakfast and tea)	8.5hrs	8am - 4.30pm					
Full day (includes breakfast and tea)	10hrs	8am - 6pm					

KOOL KIDS CLUBS (Breakfast / After School Club)							
Breakfast (includes breakfast)	8am - 9am						
After School Club (includes tea)	3pm – 4.30pm						
	3pm - 6pm						
I give permission for my child to be collected from West Park School on the days selected as above.							
Signature:				Date:			

Registration Admin Fee

A non-refundable registration fee of **£75** per child on acceptance of a place (excluding children only accessing their Free Entitlement Funding and 2-year old funding when they enter the nursery) will be charged.

OFFICE USE ONLY		
Admin fee paid	Yes/No	
2-year-old or FE form completed and attached	2-year-old FE code: 30-hour FE code:	Yes/No/Not applicable
Birth certificate seen	Yes/No	
Birth Certificate Number:		
Agreed Start date:		
Print name: (on behalf of Kamelia Kids)	Signature	
Data uploaded onto Parenta database – Yes/No	Entry number:	

IMPORTANT – PARENT/CARERS CONSENT

Child's Full Name			
Area of Consent	Statement	Parent/Carer Signature	Date
First Aid	<p>I hereby give consent for my child to be given any emergency first aid treatment as deemed necessary by the staff of the nursery.</p> <p>I will inform the staff of any known allergies that may affect treatment.</p>		
Medication	I give my consent for any prescribed medication that I have given to the staff to be administered to my child by them and agree to completing the necessary form(s) to enable this to happen.		
Sun Cream & Baby Wipes	<p>I give consent for baby wipes to be used on my child by the nursery staff.</p> <p>I give consent for sun-cream to be used on my child by the nursery staff. provide your own if preferred.</p>		
Photographs , Videos & Social Media	<p>I give consent for my child to be photographed/videoed whilst in nursery or on outings for Nursery displays internally <input type="checkbox"/> Yes <input type="checkbox"/> No.</p> <p>I give consent for my child to be photographed/videoed whilst in nursery or on outings for the Nursery website <input type="checkbox"/> Yes <input type="checkbox"/> No.</p> <p>I give consent for my child to be photographed/videoed whilst in nursery or on outings for the Nursery Social Media sites <input type="checkbox"/> Yes <input type="checkbox"/> No.</p> <p>I give consent for my child to appear in photographs/videos taken by or for other parents to mark special events (such as birthdays, events and Christmas parties). <input type="checkbox"/> Yes <input type="checkbox"/> No.</p>		
Off-site outings	I give permission for Kamelia Kids staff members to take my child off site for walks or local outings.		
Outside agencies	<p>On a regular basis we have outside agencies i.e. Health visitor, Speech & Language, Physiotherapist and Occupational Therapists, Portage, Sensory support, Educational Psychologists and Nurseries etc. visiting to see individual children at the nursery.</p> <p>We will inform you if anyone is visiting your child, but we would like your written permission, to pass on any relevant information about your child to the professional concerned.</p> <p>This will include sharing information in your child's Learning Journal/2-year progress check</p>		
General Data Protection Regulation (GDPR)	<p>By signing this box, you accept that Kamelia Kids will store all information pertaining to your child securely and confidentially and understand that it will only be used for nursery purposes and not shared unless required to do so by law.</p> <p>By signing this box, you agree to Kamelia Kids sending you information/updates regarding your child by email/letter or telephone. If at any time in the future you wish to cancel this you can do so simply by contacting the nursery.</p>		

STATISTICAL DATA

Please complete the following details where applicable – by placing a tick (✓) alongside. This information is used purely for statistical purposes only.

Nationality:	Language spoken at home:	Religion:	Ethnic Origin:
African American Australian Brazilian British Bulgarian Canadian Chinese Dutch French German Indian Irish Japanese Polish Portuguese Spanish Sri Lankan Dual Nationality (please state)	Chinese Creole Dutch English Esperanto French German Greek Italian Japanese Polish Portuguese Somali Spanish Tamil Urdu	Baptist Buddhist Catholic Christian Church of England Church of Scotland Hindu Islam Jehovah Witness Jewish Methodist Muslim Shinto Sikh None	Asian or Asian British Bangladeshi Asian or Asian British Indian Asian or Asian British Pakistani Asian or Asian British Other Black or Black British African Black or Black British Caribbean Black or Black British Other Chinese Gypsy/Roma Mixed White and Asian Mixed White and Black African Mixed White and Black Caribbean Mixed Other Traveller of Irish Heritage White British White European White Irish White Other Unknown Withheld / Do not wish to be recorded

KAMELIA KIDS DAY NURSERY & BEACH SCHOOL

TERMS AND CONDITIONS

These terms and conditions govern the basis on which we agree to provide childcare services to you. Please read the terms and conditions carefully before entering into a childcare agreement with us. We will issue you with a copy of these terms and conditions, please retain for your future reference.

Obligations on you

1. Prior to commencement of the service as provided under these terms and conditions you must provide us with full and correct legal details regarding your child. You will:
 - a. Complete and return the Registration Form;
 - b. Provide evidence of your child's full birth certificate for office use and recording details;
 - c. Complete relevant care plans, and fully appraise us of any medical condition or allergy which your child may suffer from, this will include full and correct details of any medication that your child requires, the name of the medication, the dosage to be taken, the frequency of medication to be taken, the reason for the medication;
 - d. You will provide the medication in its original container with the prescription label clearly visible stating the details, the date prescribed and your child's name. Immediately inform us of any change to the information provided. This will include change of address, contact number(s), GP, Health Visitor, emergency contacts and persons authorised to collect your child, parental responsibility, the nature of a medical condition or allergy etc. (Please note that this list is not exhaustive).
 - e. Disclose details of any infectious or contagious disease (including HIV/AIDS);
 - f. Disclose details of any special diet;
 - g. Disclose any additional needs your child may have e.g. developmental delay or visual impairment;
 - h. We may need to seek additional training for our staff to fully care for a child with specific medical or additional needs, in certain cases we may need to delay the start date of your child to ensure this training has taken place.
2. We require your child to attend a minimum of two sessions per week. This is to provide them with consistency and to enable them to develop secure attachments.
3. At our discretion, we may refuse to provide childcare to children with certain medical conditions if we feel we cannot safeguard their wellbeing.
4. You will inform the Nursery Manager if your child is subject to any court or legal proceedings.
5. Ensure that you familiarise yourself with Kamelia Kids Policies & Procedures. A selection of these are available on request to the Nursery Manager.
6. Inform the nursery in writing, in as far advance as possible, of any dates that your child will not be attending nursery. We reserve the right to refuse admission, if you suddenly decide to attend, after giving notice of non-attendance.
7. Inform the nursery if your child has had any form of illness within 24/48 hours of their session and respect the nursery's decision on whether or not to admit the child. Understand that if the child has experienced any form of vomiting or diarrhoea within 48 hours of their session, they must NOT be sent to the nursery;
8. Ensure that you give prior notification should someone other than their parent be collecting your child from nursery. We will verify that a password is in place and that we have all of the required details for this to take place. If we are not reasonably satisfied that an individual is authorised to collect your child, we will not release them into their care.

Data Protection

9. We are committed to ensuring that you and your child's privacy is protected, and that we have put in place safeguards to ensure that such information and data is protected.
10. We collect, use and store personal information about you in accordance with the General data protection Regulations. Further information is in our Privacy Notice available on our website.

Safeguarding

11. We have an obligation to report any instances where we consider that your child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or informing you.
12. Photographs and videos must only be taken on nursery image-capturing devices, such as nursery cameras and nursery tablets. Parents and staff are not permitted to use their own devices for capturing images or videos recordings in and around nursery. In the event of a special occasion, parents may request copies of photographs from the Nursery Manager.

Liability:

13. Give permission for the child to be observed and assessed by key staff whilst at Kamelia Kids Day Nursery;
14. Kamelia Kids will not accept responsibility for the loss or damage to any personal items such as toys, clothing or jewellery etc. that are brought into the nursery.

Registration Fee/Payment terms/ Termination/Variation

15. Upon confirmation of a childcare reservation, pay a non-refundable registration fee of **£75** per child (excluding children only accessing their Free Entitlement Funding and 2-year-old funding when they enter the nursery). This fee covers administration and settling sessions;
16. You are liable for childcare fees at the rates in force at the date of your signature below.
17. After acceptance of the offer by the parent/carer either party may terminate this agreement by giving 4 weeks' notice in writing to the Nursery Manager during which time the child may continue to attend the nursery. In the event of the child being withdrawn immediately then 4 weeks fees will be due in lieu of notice;
18. If in the reasonable opinion of the Nursery Manager it is considered that the continued presence of the child would be detrimental to the health, safety or well-being of the child or other children of the nursery or the staff then the nursery may serve notice to the parent/carer or a request for the child to be immediately removed from the nursery and the provision of 4 weeks' notice shall not apply;
19. Any variation of this agreement must be confirmed in writing by both the parent/carer and the Nursery Manager.
20. Any reduction to sessions requires 4 weeks' notice in writing;
21. Any permanent changes to sessions will incur a £10 admin fee per change to cover the additional administration work generated and must be agreed in writing with the Nursery Manager.
22. Ad hoc/Emergency sessions. We understand that occasionally it may be necessary to book ad hoc or emergency sessions. In all cases, these sessions must be booked with the Nursery Manager and will be charged at an hourly rate of £7.50 or the normal hourly rate + £10 admin fee, whichever is the cheaper regardless of the age of the child.

Payment of Nursery Fees:

23. Fees are payable monthly in advance, on the first day of each month;
24. Payment can be made by:
 - a. cash
 - b. cheque - payable to 'Kamelia Kids';
 - c. internet banking (bank details will be on the invoice);
 - d. standing order (form supplied on request);
 - e. voucher scheme through your employer;
 - f. Tax-free childcare scheme;
 - g. please use your child's name as a reference on any form of payment.
25. Failure to comply could result in sessions being suspended until full payment is made. If the payment of fees remain outstanding for more than 2 weeks a £10 charge will be added to the next invoice and the nursery may serve 2 weeks' notice in writing to terminate this contract. Upon termination of this contract the child shall cease to be admitted to the nursery and the nursery's notice to so terminate shall be regarded as a formal demand for all outstanding monies;
26. Part sessions will be charged at the full rate.
27. No refunds will be given for periods that your child does not attend their booked sessions due to sickness, planned absences or the occurrence of bank or public holidays;
28. If the nursery has to close for reasons beyond our control refunds of fees will not be given unless at the discretion of the management;
29. Arrive and collect the child on time. A late fee will be charged for repeated late collections at £10 per quarter hour or part thereof. Persistent lateness may result in sessions being suspended. Please see our late collections policy.
30. The nursery reserves the right to increase the fees at any time upon giving 4 weeks written notice of the proposed increase;

Other:

31. Provide suitable emergency contacts and update when necessary;
32. Ensure your child is appropriately dressed for nursery e.g. coat, suitable shoes;
33. Provide suitable healthy snack and/or lunch for your child;
34. Inform the nursery of any agencies working with the child/family i.e. social services;
35. Drive and park considerately and safely. Avoid parking in the staff car park and emergency vehicle area;
36. Abstain from smoking outside the nursery building or adjacent grounds;
37. Use appropriate language in or around nursery grounds (no swearing).
38. Parents and visitors are requested not to use their mobile phones whilst on the premises.

Our suspension or ending of this agreement

39. We reserve the right to end this agreement immediately and cease providing childcare services in the following circumstances:
 - a. You are in breach of the policies and procedures implemented by Kamelia Kids;
 - b. You are in breach of the obligations as outlined to you by Kamelia Kids;
 - c. You have failed to pay your nursery fees;
 - d. You behave unacceptably. Physical or verbal abuse will not be tolerated;
 - a. Your child's behaviour is deemed unacceptable and endangers the safety and wellbeing of any other child or member of staff at Kamelia Kids;

40. Subject to these terms and conditions, your child may attend our nursery until:
- a. He/she attains school admission age; or
 - b. We give not less than 4 weeks' notice in writing to end this agreement; or
 - c. We request the withdrawal or your child from the nursery on a temporary or permanent basis because:
 - I. He/she requires special medical care or attention which is not available from Kamelia Kids or which is refused by the parent; or
 - II. We have reasonable cause to believe that he/she may be suffering from a contagious or infectious illness, and there remains a risk that other children or staff at the nursery could contract such illness; or
 - III. We consider our childcare facility to be inappropriate to his/her needs.

Early years Free Entitlement and 2 years funding

Kamelia Kids Day Nursery is currently registered to receive statutory Free Entitlement and 2-year-old funding, subject to availability.

Acceptance:
 The terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect.

PLEASE NOTE:
 After acceptance of the offer by the parent/carer either party may terminate this agreement by giving 4 weeks' notice in writing to the Nursery Manager during which time the child may continue to attend the nursery.

In the event of the child being withdrawn immediately then 4 weeks fees will be due in lieu of notice.

This registration form incorporates the terms and conditions set out above. Upon signing this form, parents are deemed to have read, understood and agreed the same.

I agree that the information I have provided within this registration form is up to date and accurate and accept that it is my responsibility to inform the nursery of any changes to this information.

Parent/Carer (1) sign & print	Date:
Parent/Carer (2) sign & print	Date: