

Petite Starz Day Nursery Haringey Registration Form

Childs details	
Childs First Name:	Surname:
Gender (male/female):	Date of birth:
Ethnic origin:	Languages spoken:
Religion:	
Which of the parents/ carers below does the child normally live with?	
Parents or Career details	
Parent or carer (1)	
First name(s):	Surname:
Relationship to child:	Occupation:
Home address (inc postcode)	Work address (inc postcode):
Home phone no:	Office phone no:
Mobile phone no:	Email address:
Does this person have legal “parental responsibility for the child Yes/ No	
Parents or carer (2)	
First name (s):	Surname:
Relationship to child:	Occupation:
Home address (inc postcode)	Work address (inc postcode):
Home phone no:	Office phone no:
Mobile phone no:	Email Address:
Does this person have legal “parental responsibility for the child Yes/ No	

Emergency Contact (1)	
First name (s):	Surname:
Relationship to child:	Contact number:
Emergency Contact (2)	
First name:	Surname:
Relationship to child:	Contact number:
Child Collection Password (This will be the agreed word chosen by the parent/carer for the child to be released to someone not known to the nursery staff)Password:	

Health Information
Child’s GP Name:
Phone Number: Address:
Child’s Health Visitor Name:
Phone Number:Address:
Allergies and dietary requirements
Does your child have any allergies or special dietary requirements? Yes/No
Is this potentially life threatening as far as you are aware? If so, what treatment is required in the event of exposure?

Medication Requirements		
Does your child require any regular medication? If so, please give full details below:		
Please provide any medical information about your child that you feel the nursery should be aware of: Is your child's immunization up to date? Yes/ NO If yes, please give details?(please provide us with a copy of your child's red book, immunization page)		
Social Worker		
In accordance with child protection legislation if your child is assigned a social worker you are required legally to inform the nursery, this information will be for our records only and be kept confidential.		
Do you have an assigned social worker?		
Social Worker's Full Name:		
Social Worker's Contact Number:		
Social Worker's Address: action? Yes/No Early years action plus?	Post Code: Yes/No	Does your child any of attend any of the following? Early years
Authorizations		
Emergency Medical Treatments		
In the event of an emergency, the nursery will take your child to a doctor or to the hospital for treatment with a senior member of staff. If you do not consent to this, please speak to the nursery manager so that suitable alternative arrangements can be made before your child starts at the nursery. My child can have a plaster administer for minor cuts and grazes. Yes/ NO Medicine can only be administered to children in the nursery if a prescription is provided and to the named person on the bottle for the dosage stated, medicine must be in their original containers and this should be discussed with a member of staff before the session begins, also written permission is required for the administration for each medication. Do you give permission for the nursery to seek emergency medical advice and or treatment for your child? YES / NO.		
Nappy Creams		
We require authorization to be able to apply nappy cream to your child, we don't supply sudocream however staff members will apply this is and when they feel it is needed. If you would prefer, we don't apply nappy cream to your child please circle "NO" Do you give permission for the nursery to apply nappy cream to your child if needed? If you do, please circle "YES" and please provide your preferred nappy cream. If you have any preferred way that it be applied, please detail any special instructions here:		
Outing Consent		
From time to time, the nursery will organize outings to visit local shops, library, farms, parks, museums etc. Appropriate staff ratios will be always maintained, and procedures are in place to ensure safety. Do you give permission for your child to be taken on outings that do not involve motorized transport? Yes/ No Further consent would be required for transported outings.		
Photographs		
We often take photographs of the children to be used in displays around the nursery and the children's developmental records. These photographs will not be used for any other purpose without your written permission Do you give permission for photographs to be taken of your child for the purposes described? Yes/ No		
Sun Cream		
Do you give permission for Petite Starz Day to use sun cream to protect children and fulfil our Health and Safety policy? Yes/ NO		

Please state the date you wish your child to start attending session: / /

Please note in order to secure your space a £100 non-refundable registration fee must be paid in before your child's start day.

If your family are eligible for free education and childcare hours, please make sure you have received your code before registration to ensure you are eligible. Please put your code in the below and for further information feel free to speak to management

15 hour code:

30 hour code:

Please indicate your preferred sessions.

Session	Mon	Tues	Wed	Thurs	Fri
Full day (7:30am – 6:30pm)					
Morning only (7:30am – 1:30pm) (9am - 12pm)					
Afternoon only (12pm to 3pm) (12:30pm to 6:30pm)					
School day (9am to 3pm)					

Terms and Condition

1. Nursery fees are required to be paid in full and a month in advance. Fees are due on the 1st of each month, if you do make a payment via tax-free account, vouchers etc please set your payments 3 working days before the due date as payments will arrive our account after 3 working days. 1b. Fees that are one week overdue: we will write and advise you of the outstanding balance and remind you of the terms and conditions of our agreement and request that you settle your account, beyond this time another letter will be sent out and if not paid by the following week unfortunately a child's place will be given to another child.2. Full fees are payable regardless of holidays, sickness, and bank holidays. Any fees that are closed over the Christmas period (excluding bank holidays) will be refunded in December invoice.3. Days are allowed to be swapped free of charge (subject to availability) providing that they are swapped within the same week.4. If you wish to end the agreement, notice must be given one full calendar month in advance in writing by letter or email to nursery management. 5. Parents should remember that their child may get messy at nursery. Due to this please do not bring your child to nursery in their best clothes. The nursery does not hold any responsibility for any clothes that may get dirty, stained, or damaged. Please also supply sun hat/ waterproofs and wellies. Inappropriate clothing will result in your child being unable to go outside. 6. Parents agree to sign an incident form should any child come into nursery with any injuries, bruises, bumps etc. 7. Parents are required to recognise that though nappies are provided from the nursery the correct size for each child cannot always be guaranteed because of the high number of children. If parents prefer a specific type of wipes (i.e. sensitive, unscented etc) to be used on their child please provide them and make this request known to management.

Signature: _____

Date: _____

Holidays and Absences

Certain infectious childhood ailments (e.g. chicken pox, sickness, and diarrhoea, will require your child to be excluded from the nursery for an appropriate period to prevent the spread of infection. Any cases of sickness require 24 hours clearance and 48-hour clearance if both sickness and diarrhoea occur. We take advice from NHS Direct and follow the guidance issues by the Department of Health to determine the most appropriate course of action in each case. If your child becomes ill at nursery, we may ask you to collect him/her. Covid 19- If your child shows symptoms of COVID19 they must be tested immediately and if positive please follow the NHS guidance.

Dropping off and Collecting Your Child

Children must be collected on time at the end of each session and must not arrive at nursery before the beginning of the session, this is very important as we may otherwise exceed the maximum child numbers permitted by our Ofsted registration. Any late collection will be charged £1 per minute and to avoid this charge is advised that parents call the nursery before the pickup up time. Please ensure that you notify the nursery if your child is to be collected by someone other than the parents/ carers listed on Page 1 of this enrolment form. We have a password system and ID request system in place to maximise security. Signature: _____ Date: _____

Refreshments

Food will be provided for all children in each session from breakfast for children who are early starters at 7:30am followed by a morning snack at 10:30am, lunch will then be served at 12:00pm, followed by an afternoon snack at 2:30pm and afternoon tea at 4:30pm. Menus for meals/snacks can be found displayed in the reception area. Petite Starz Day Nursery promotes healthy eating awareness and habits. Furthermore, to support children with allergies the best we can we ask you not to bring any food, sweets, chocolates etc into the Nursery without prior arrangements with nursery management. Further details on nutritious food and snack options that are allowed in nursery can be found displayed in the reception area. Signature: _____ Date: _____

Special Needs/Disability

Does your child have any special needs or disability? Yes /No

If yes, please give details: Statement of Special Education needs? Yes/ No

What support will he/ she require in our setting?

Please sign in agreement that all information provided is accurate to the best of your knowledge. Sign:

Responsibility

Regretfully we cannot be responsible for the loss/damage of anything bought into the nursery or left on the premises please ensure all clothing is marked with your child's name. The nursery also does not hold any responsibility for any clothes that may get dirty, stained, or damaged through children's play or accidents i.e. potty training etc.

Agreement Confirmation

1. By signing below, you are confirming that This application form has been correctly completed to the best of your knowledge. 2. You have read, understood, and agree to abide by the terms and condition set out in this document. 3. You agree that you are jointly and severally liable to pay the nursery's fees in accordance with the payment terms detailed above. Signature:

_____ Date: _____

I parent/carer of the enrolled child, understand that it is my responsibility to ensure I disclose all relevant information before starting nursery to support the nursery with meeting my child's needs and requirements. I sign to confirm I have acknowledged the importance of disclosing any medical and healthy requirements as well as additional needs or any other essential information. Signature:

_____ Date: _____