



Date reviewed	Signature

Registration Form

Nursery details:

Name of Nursery:	Street Farm Day Nursery Ltd
Business Address of Nursery	Station Road, Elmswell, Bury St Edmunds, Suffolk, IP30 9HD
Registered Company Address of Nursery:	Unit 5, Brunel Business Court, Bury St Edmunds, Suffolk, IP32 7AB

Child Details:

Full Name of Child:	
Preferred Name:	
Gender:	
Date of Birth:	
Home Address:	
Home Telephone Number:	
Ethnicity:	
Home Language:	
Second Language:	
Religion:	

Additional information:

Details of custody/court orders:	
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Health and medical:

Doctors name:	
Surgery address:	
Surgery telephone number	
Health visitors name:	
Child NHS number:	
Child's dentist:	
Dental surgery address:	
Dental surgery telephone number :	

Has your child been immunised against the following? Please tick

Diphtheria	Tetanus	Polio	MMR	Whooping cough	Swine flu
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Has your child ever suffered from any of the following? Please tick

Mumps	Scarlet fever	German Measles	Measles	Chicken Pox	Convulsions	TB
Fit	Small Pox	Whooping cough	Polio	Tetanus	Diphtheria	Swine Flu

Does your child suffer from any allergy, phobias or any condition we should be made aware of?

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Does your child have any dietary requirements including food allergies?

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Is your child on regular medication?

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Does your child have any additional needs with their:

Hearing **Yes/No**
Speech **Yes/No**
Vision **Yes/No**
Behaviour **Yes/No**
Physical **Yes/No**
Other – Please state

Has your child had, or is currently having, support from the following:

Professional	Please state their name:
Health visitor	
Speech therapist	
Physiotherapist	
Paediatrician	
Other (please specify)	

Parent/Carer Information:

Please give details of all persons who may collect your child placing them in the order in which you would like them to be contacted:

Name of parent/legal guardian 1:	
Relationship to child:	
Parental responsibility	Yes/No * delete as appropriate
Home address:	
Home telephone number:	
E-mail address:	
Mobile telephone number:	
Name and address of employer:	
Work telephone number:	

Name of parent/legal guardian 2:	
Relationship to child:	
Parental responsibility	Yes/No * delete as appropriate
Home address:	
Home telephone number:	
E-mail address:	
Mobile telephone number:	
Name and address of employer:	
Work telephone number:	

Other contact	
Name:	
Relationship to child:	
Parental responsibility	Yes/No * delete as appropriate
Home address:	
Home telephone number:	
E-mail address:	
Mobile telephone number:	
Name and address of employer:	
Work telephone number:	

Permissions

Do you give permission for your child to be taken on short walks locally.	YES / NO
Do you give Street Farm Day Nursery Ltd permission to observe and record your child's progress and development. These records are open to you at all times.	YES / NO
In order to develop inclusive practise 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 the individual needs of children, do you acknowledge your agreement with this	YES / NO
Do you give Street Farm Day Nursery Ltd permission to apply Sun lotion to your child (sun lotion to be supplied by parent/carer.	YES / NO
In the event of a medical emergency do you give permission For your child to receive medical treatment.	YES / NO
Do you give permission for the nursery staff to apply hypoallergenic plasters to your child if required.	YES / NO

At Street Farm Day Nursery Ltd we take photos of the children to be used for printed publications relating to the nursery, for local or national press, the Street Farm Day Nursery website and also for pictorial evidence for activities undertaken to assist with ofsted inspections.	
Are you happy for your child's photo to be taken in nursery activities. These photos may be used in other children's Learning Journeys	YES/NO
Are you happy for your child's photo to be used in the nursery's printed publications.	YES / NO
Are you happy for your child's photo to be used on the nursery's website.	YES / NO
Are you happy for your child be appear in the media (nursery related topics only)	YES / NO
If your child performs in a nursery play are you happy for your child to be photographed by other parents/carers.	YES / NO

Street Farm Day Nursery Ltd

Confidentiality Policy

To ensure all those using and working within the nursery can do so with confidence, we will respect confidentiality in the following ways;

Prior written permission will be obtained to hold personal details on children and employees. We will declare in advance any routine transfer of data beyond the childcare setting. An exception would be advising Social Care Services concerning an issue of safeguarding children.

All children’s records will be available to the parents/carers of that child. Relevant staff will also have access.

All records will be stored in line with Data Protection Registration, and kept in a secure location.

The nursery is registered to hold personal data and our certificate is located in the hallway.

Any anxieties/evidence relating to a child’s personal safety will be kept in a confidential file and will not be shared within the group except with the necessary staff.

Staff will not discuss individual children, other than for the purpose of curriculum planning/group management, with people other than the parents/carers of that child.

Information given by parents/carers to the supervisor/manager will not be passed on to other adults without permission.

All staff/student/volunteers inductions include an awareness of the importance of confidentiality in the role of Key Person. If staff breach any confidentiality provisions, this may result in disciplinary action, and in serious cases, dismissal.

Students and volunteers will be advised of our confidentiality policy and required to respect it.

Issues relating to employment of staff will remain confidential to the people directly involved with making personnel decisions.

Staff policies and procedures are in place in case of a breach of confidentiality.

We will ensure that all staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality.

I agree that **Street Farm Day Nursery Ltd** may hold the information I have given for the purpose of managing the provision and undertake to advise the Manager of any changes to these details.

I understand that this information will be available to employees and the management and that I may inspect the information relating to my child (children) by giving reasonable notice to the manager.

Name of child (children).....

Name of parent.....

Signature.....

Dated.....

Nursery Attendance:

Requested start date:	
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Requested sessions (Please circle)														
Monday			Tuesday			Wednesday			Thursday			Friday		
FD	AM	PM	FD	AM	PM	FD	AM	PM	FD	AM	PM	FD	AM	PM

Grant Funding	Yes/No * delete as appropriate
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Fees/Payment terms:

Sessions	Under 2 year olds	Over 2 year olds
Full time (5 days per week) Includes all meals	£217.00 per week	£207.00 per week
Full Day Includes all Meals	£45.50 per day	£43.50 per day
Half Day – 8.00 am to 1.00 pm Includes Lunch	£26.00 per day	£24.00 per day
Half Day – 1.00 pm to 6.00 pm Includes light tea	£26.00 per day	£24.00 per day
Emergency Extra Hours	£5.50 per hour	£5.50 per hour
After School collection from Elmswell Primary Includes Tea		£15.50 per day
Early Starts from 7.45am	£1.50	£1.50
Payment Terms:	As detailed in the full Terms and Conditions	

Invoicing:

Your invoice will be sent to you by e-mail, please provide us with your current e-mail address:	
Password (case sensitive) to access your invoice:	

If you are receiving funding (care2play/adult education/job centre) for this place, please give full details of whom the invoice should be sent to:	Name: Address:
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To confirm registration of your child's place a registration fee of £35.00 is required to cover administration costs

I/we, the undersigned have completed the registration form and indicate by signature my acceptance of the terms and conditions of this agreement.

Customer Name:	
Signature:	
Date:	

Office use only	tick		
Registration fee paid		Staff name:	
Invoice and standing order form sent		Job title:	
Welcome pack sent		Signature:	
Details logged on computer			
Copy of registration form and profile given to the room leader		Date:	