



CHILD REGISTRATION FORM

Personal Information

Child's Full Name		Date of Birth	
Known as		Gender	
Child's Religion		Ethnic Group	
First spoken language		Other Spoken Languages	

Parent/Carer Name 1		Mobile Number	
Relationship to Child		Email Address <small>Will be used to send newsletters, invoices and nursery updates</small>	
Home Address			Do you have Parental Responsibility?
			Child resides at this address
Place of Work Address			
Work Telephone			

Parent/Carer Name 2		Mobile Number	
Relationship to Child		Email Address <small>Will be used to send newsletters, invoices and nursery updates</small>	
Home Address			Do you have Parental Responsibility?
			Child resides at this address
Place of Work Address			
Work Telephone			



Attendance Details

Please mark below the sessions you would like your child to attend

Term Time	All Year
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Start Date					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session 8am - 1pm					
Afternoon Session 1pm - 6pm					
Full Day 8am - 6pm					
Breakfast Club 7am - 8am					

Security Collection/Emergency Details

We only allow authorised adults to collect your child with prior notice from you on the day in question. By giving us the details below Enchanted Day Nursery assume that you give consent for collection of your child to the named substitutes below. Please ensure you have the individuals consent to share their details with us.

Name	Relationship to the child	Home Telephone No:	Mobile No:	Password	permission to contact in emergency	permission to collect/ drop off

For staff only

Childs passport/birth certificate number	
Document recorded by	
Date document number recorded (dd/mm/yyyy)	



Please answer the questions below to the best of your knowledge.

Does your child have any known allergies?	
If you answered Yes to the above please give details:	
Is your child up to date with immunisations?	
Does your child take any prescription medications on a regular basis?	
If you answered Yes to the above please give details:	
Does your child have any specific dietary requirements?	
If you answered Yes to the above please give details:	

Does your child have any special education needs/disabilities?	
If you answered Yes to the above please give details:	

Do any of the below apply to your family	More information
<ul style="list-style-type: none"> Current social worker TAF meetings in place Separated family Professional involvement Any other 	



Doctors Details

Doctors Name		Telephone No:	
Doctors Address			

Permissions

<p>Consent for taking your child's photo We hereby give consent for EDN to take photos of our child on a nursery camera, to used within nursery displays, learning journals and art work.</p>	
<p>Consent for your child's photo being used in advertising We hereby give permission for our child's photo to be used in advertising such as EDN website, local newspapers and our public nursery Facebook page. These photos may still be used after our child has left the setting.</p>	
<p>Consent for applying sun cream We hereby give permission for Enchanted Day Nursery to apply sun cream to our child.</p>	
<p>Consent for applying nappy cream We hereby give permission for Enchanted Day Nursery to apply nappy cream to our child if necessary.</p>	
<p>Consent to administer medication We hereby give permission for staff to administer prescribed provided by the parent/carer with written consent and non-prescribed medication, at the managers discretion. Please also read our "administering medicines policy".</p>	
<p>Consent to administer medication in an emergency We hereby give permission for staff to administer medication in the event of an emergency when a parent/carer is not contactable.</p>	
<p>Consent for taking your child out of nursery We hereby give permission for Enchanted Day Nursery to take our child off the premises to go for a walk in the woods, to the shops, to the park or library etc...</p>	
<p>Consent for your child to appear on the daily Family newsfeed We hereby give permission for Enchanted Day Nursery to use our child's photo on the Family newsfeed</p>	



GENERAL TERMS AND CONDITIONS OF REGISTRATION

Enchanted Day Nursery expect parents/carers to notify the Nursery of any change in registration details, including telephone numbers, and provide necessary information requested concerning their child's care.

- Parents/Carers are asked to accept that Enchanted Day Nursery will NOT use physical punishment in the discipline of their child but will follow our policies and procedures.
- Parents/Carers are requested to notify us of any accident or injury suffered by the child since the last attended session which will then be recorded (please see child protection policy.)
- The nursery will NOT accept children who are suffering from any contagious disease (see policies) or who have had diarrhoea or vomiting within the previous 48 hours.
- All fees are invoiced one calendar month in advance, payment to be made by BACS on the 1st of every month, or a late fee will be applied.
- Any extra sessions or hours will be invoiced at time of booking
- Recurring overdue fees will result in the termination of registration without prior notice and action will be taken through a debt collection agency to recover any outstanding fees.
- For late collection of children from the nursery a fee for up to every 15 minutes late will be incurred, with no exceptions, and added to the next invoice. Details of this can be found on our fee structure.
- If there are any absences, due to child or parent/carer illnesses or missed sessions, then the full contracted fee is still payable. Likewise, if the child is on holiday the full contracted fee is payable.
- We offer free early education at Enchanted Day Nursery, this can be stretched or term time only. Please see office for more information.
- Fees are still payable when a child is off due to illness, holidays or any other reasons, This includes Bank Holidays and forced closures.
- Parents are expected to refrain from discussing grievances with Enchanted Day Nursery or any of its staff in any public forum, including social media.
- All information recorded within this registration form is collected in line with the mandatory statutory requirements for the early years foundation stage. Information will be stored, shared and deleted in line with the statutory requirements and GDPR 2018 regulations. Individuals have the right to access their personal data and supplementary information.
- Four weeks' notice in writing is required to withdraw your child from Enchanted Day Nursery and fees are still payable during this period, if your child is funded and you wish to transfer funding to a new provider immediately then the 4 weeks fees will become payable by the parent/carer.
- We agree to all of the nurseries policies and procedures and are aware that these can be viewed at any time.

Parent/Carer 1 full name _____ I have read and accept the general terms and conditions of registration	Date _____
Parent/Carer 2 full name _____ I have read and accept the general terms and conditions of registration	Date _____

PRIVACY AND CONSENT STATEMENT

In submitting this form I agree to my details being used for the purposes of registering my child at Enchanted Day Nursery. I consent to the phone numbers and email addresses listed being contacted in future should the need arise. The information will only be accessed by necessary nursery staff. I understand my data will be held securely and will not be distributed to third parties, however in relation to Safeguarding, GDPR does not prevent, or limit, the sharing of information for the purposes of keeping children safe.

I AGREE WITH THE PRIVACY AND CONSENT STATEMENT