



## Little Stars Registration Form

Date Completed.....Ref.....

### **Personal Details**

Child's Full Name		Date of Birth	
Known as		Male/Female	

Parent/Carer Name		Mobile Number	
Parent/Carer Name		Mobile Number	
Email Address			
Home Address			
Postcode			
Home Telephone Number			
Child's Religion		Ethnic Group	
Parent's NIN		Parent's DOB	

### **Attendance Details**

Please fill in days and times

Start Date	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day 8.00 - 7.00					
Half Day Morning session 9.00 am- 12.00					
Afternoon Session 1.30pm-4-30pm					

### **Security Collection 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 Little Stars Day Care assume that you give consent for collection of your child from the named substitutes below.

Collectors Name	Relationship to the child	Contact Telephone No:	Password

**Invites and cards:**

Due to confidentiality we are unable to handout invites and cards to children as we would be acknowledging their attendance so could you please tick the relevant box below then we can follow your wishes.

I would like my child to receive any invites or cards addressed to them

I would not like my child to receive any invites or cards addressed to them

**Health Declaration and Emergency Contact Details**

In any case of emergency do we have permission to seek medical advice for your child?

Please Tick

YES	NO
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Do we have permission to disclose the nursery-setting name when contacted at your workplace?

YES	NO
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**Parent/Carers Work details**

Mothers/Carers Work address	Phone Number
Fathers/Carers Work address	Phone Number
One other Emergency contact name & address	Phone Number

Doctors Name	Telephone No	Doctors Address	Postcode:

Details of any Known allergies	
Is your child up to date with immunisations	
Details of any	

current/ongoing Prescribed medication	
Any specific dietary requirements? Please state:	

### GENERAL TERMS AND CONDITIONS OF REGISTRATION

- Little Stars expect parents/carers to notify us of any change in registration details, including telephone numbers, and provide necessary information requested concerning their child's care.
- Little Stars have made me aware of the location, at the entrance, of their Policies and Procedures. I understand I can request a copy at anytime, a small charge may apply.
- Parents/Carers are asked to accept that Little Stars Days Care Centre 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.)
- Written consent will be required each time prescribed medication is to be administered by staff. Calpol can be administered if parents/ carers have given prior written consent or in emergencies verbal consent over the phone. All medication including Calpol must be provided by the parent/carer and labelled with their child's name.
- Any parent/carer who is listed on the child's birth certificate will be allowed to collect their child from Little Stars unless we have confirmation of an injunction by the courts. Regardless of parental responsibility we will need to be informed if someone apart from the main carer is collecting a child. If we do not have confirmation of this we will ask the person collecting to wait in the outside until we have informed the main carer on our registration form.
- The Registration Form gives Little Stars Day Care Centre consent, if signed, to take your child on routine outings from the Setting e.g. Park, Walk in the woods, Library etc. but a specific letter will be sent out to all parents/carers, in advance, to give specific consent for organised trips.
- The Registration Form gives Little Stars Day Care consent, if signed, for a member of the settings staff to transport your child to hospital or doctors surgery in the case of an emergency.
- The Setting 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.
- A deposit of one weeks fee is payable on the day of booking your child a place at Little Stars and will be refunded on your first months invoice. Any discrepancies on invoices may be rectified and charged for at a later date, if noticed by parents/carers please inform management immediately.
- **All fees are invoiced one calendar month in advance, payment to be made by cheque or cash and will be collected on First Monday of every month.** If the cheques are returned from the bank to us unpaid then parents/carers will incur relevant bank charges.
- Any extra sessions or hours will need to be paid on collection of your child.
- A surcharge of £10 will be made for any payments not received by the set day. If payment is still not received within the week following this date then a fine of £5 per day will be made until payment is received or the space at the nursery will be suspended until the account has been settled.
- Recurring overdue fees will result in the termination of registration without prior notice and action will be taken through a dept collection agency to recover any outstanding fees to the nursery.
- Little Stars Day Care Centre will adopt the policy that the fee structure will be reviewed July of every year.
- For late collection of children from the setting a surcharge of £5 for the first 15 minutes and £1 per minute thereafter will be incurred, with no exceptions, and added to the next invoice.
- 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

- This agreement is subject to change in part or whole by Little Stars Day Care Centre with one months notice. All parents will be notified via letter within two weeks. Little Stars Day Care Centre will not be held liable for any unread notifications

**IMPORTANT: One month's notice is required, in writing, if you wish to withdraw your child from the nursery.**

Child's Name.....Date.....

Parents/Carers Name (Print).....Signature.....

Parents/Carers Name (Print).....Signature.....

<b><u>Permissions</u></b>	Yes	No
<p style="text-align: center;"><b><u>Consent for taking your child's photo</u></b></p> <p>We hereby give permission for Little Stars Day Care Centre to take photos of our child to use within the nursery for displays, artwork etc...</p>		
<p style="text-align: center;"><b><u>Consent for Your Child's Photo to be used in Advertising</u></b></p> <p>We hereby give permission for our child's photo to be used in advertising such as Little Stars Website, local newspapers etc.</p>		
<p style="text-align: center;"><b><u>Consent for applying sun cream</u></b></p> <p>We hereby give permission for Little stars Day Care Centre to apply sun cream to our child.</p>		
<p style="text-align: center;"><b><u>Consent to apply nappy cream</u></b></p> <p>We hereby give permission for Little Stars Day Care Centre to apply nappy cream to our child if necessary</p>		
<p style="text-align: center;"><b><u>Consent to administer medication</u></b></p> <p>We hereby give permission for staff to administer prescribed medication or calpol provided by the parent/carer with written consent.</p>		
<p style="text-align: center;"><b><u>Consent for taking your child out of Nursery</u></b></p> <p>We hereby give permission for Little Stars Day Care Centre 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 style="text-align: center;"><b><u>Consent for contacting your child's playgroup or school</u></b></p> <p>We hereby give permission for Little Stars Day Care Centre to contact my child's playgroup and school to discuss their developmental progress. This will be undertaken to assist my child to reach their full potential.</p>		

Child's Name.....Date.....

Mothers/Carers Name (Print).....Signature.....

Fathers/Carers Name (Print).....Signature.....

## **Questions to help us get to know your child**

**Childs Name:**

**D.O.B:**

- What does your child enjoy playing with?
- Does your child have any names for significant people (e.g. grandparents) or pets which you would like us to use?
- Is there any particular likes or dislike that your child has?
- Are there any ways in which your child might need particular help/ support from a member of staff?
- Does your child wear nappies? If so what size? If toilet trained, how does your child let you know if they need the toilet?
- Does your child have any know allergies?
- Any other relevant information

**Thank you for sharing this information with us to help us get to know your child**

Registration form – Updated 25/07/2018