



Springfield Nursery

Registration Form Part 2

PLEASE COMPLETE IN BLOCK CAPITALS

Childs Full Name _____

Childs Date of Birth _____

Full Name of Parent/Carer _____

Full Address of Parent/Carer

Main Contact Telephone Number _____

Mobile Telephone Numbers _____

Work Telephone Numbers _____

Where Mum Works _____

Where Dad Works _____

Religion _____

Language _____

Please list any family customs/beliefs

HEALTH DETAILS

Name, Address & Telephone Number of Childs GP

Name and Telephone Number of Health Visitor

If your child has any special Dietary requirements, please specify
(A separate form to be completed)

Please specify any allergies your child may have.
(A separate form to be completed)

If your child is currently on medication please specify the medication

If your child has any current injuries, please specify.

Please list any medical procedures prohibited by religion or belief.

Immunisation Details

About your child.

Any special routine your child may have

Dislikes your child may have

Any special names, family names

Favourite toys

If your child has any comforters, please specify

For Baby's only

Sleep patterns

Feeding routines

Nappy Changing routine.

**Names, Telephone Numbers of persons who have consent to collect your child.
(A separate consent form to be completed)**

For Special Needs Only

Please specify your child's routine and likes/dislikes.

Springfield Nursery

Terms and Conditions

It is important that you read and clearly understand our Terms and Condition. We aim to make our admission policy and financial procedures as straight forward as possible in order to avoid misunderstandings and keep fees as low as we can whilst providing a high level of quality care. Should we find it necessary to amend any of the following we will endeavour to give at least 4 weeks notice.

Opening Times

The opening hours of the Nursery are 8.00am to 6.00pm Monday to Friday. The Nursery is closed on Public and Bank Holidays and during the period between Christmas and New Year.

Fees

Fees are payable monthly in advance on the first of each month. Late payment will give rise to a £10.00 administration charge and dishonoured cheques will incur a £20.00 administration charge. Interest will be charged on unpaid fees outstanding for more than one month at the rate of 10% per annum and the Nursery reserves the right to exclude children if fees remain unpaid for more than 3 months.

Late collections of children will be charged at £10.00 (at Managers discretion).

Full fees are payable during holiday and sickness absences.

Fees may be paid by cheque, cash or Internet Banking. Cheques should be made payable to "Springfield Nursery". Details regarding Internet Banking are available upon request.

Registration

All applications for a Nursery place should be accompanied by a completed registration form, a copy of these Terms and Conditions signed by the parent, and payment of the registration fee £25.00. When the Nursery has received these we will endeavour to allocate a place on the waiting list. If we are unable to do so we will refund the registration fee payment.] Once offered a place the registration fee becomes non-returnable and to secure the offered place you will be required to confirm acceptance and pay a deposit equivalent to one week's fees.

Should you not take up a place once confirmation of a start date has been given by the Nursery the deposit will be forfeit but otherwise it will be repaid to you when your child leaves the Nursery, less any unpaid fees, interest or other charges.

One month's notice should be given to withdraw a child from the Nursery or reduce the number of sessions to be attended and in default fees will be payable in lieu of notice.

Safety and Security

In order to protect children throughout the day we employ stringent security procedures de prevent unauthorised access to the Nursery. Please assist us in implementing these by closi securing the door behind you and by not opening the door for other "parents". Nursery staf instructed not to release your child to any person who has not previously been advised to u writing and is known to them or able to produce acceptable identification. If an emergency necessary for your child to be collected by someone not on the list then you must contact tl Nursery as soon as possible so that we can agree arrangements with you.

Sickness and Medication

At the Nursery we work very hard to minimise the spread of illnesses and infections; to help please do not bring your child to the Nursery if they are unwell. A copy of the incubation an exclusion periods for the most common childhood illnesses is available in the Nursery for yo information. Please do not return your child to the Nursery before the end of the recomme exclusion time. We reserve the right to decline to admit children who are unwell. If your chi becomes unwell during the day we will try to contact you to advise you of the problem and necessary ask you to collect your child. We fully understand the demands placed on workin; but we ask that you try to come as soon as possible after requested, as we shall only ask if absolutely necessary.

If your child is unable to attend, please telephone the Nursery as soon as possible to advise problem.

The Nursery is permitted to administer certain prescribed medicines to children, for exampl and other similar regular courses of treatment. Should your child be prescribed a regular m or treatment, then please inform the Nursery Manager at the earliest opportunity. There is ; comprehensive administration of medicines procedure in place for staff to follow. Parents w children are prescribed medicines should familiarise themselves with the procedure that the follow and the Nursery Manager will make a copy of the procedure available on request.

Allergies

Please make sure that you keep us fully informed in writing of all allergies that your child m or develops.

Parent/Carer.....

Signature

Date.....