



Registration Form 2020

Full name of child	
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Children's Information

Full name of child			
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Date of Birth	DD / MM / YYYY	Age at present	
Location Required	Melville Street <input type="checkbox"/> Dover Park <input type="checkbox"/>		
Nationality			
Religion	Please Specify		No Religion <input type="checkbox"/>
Any special dietary requirements	Food allergies <input type="checkbox"/> Religious Restrictions <input type="checkbox"/>		
	Please specify food allergies or religious restrictions here		
	Epipen Yes <input type="checkbox"/> No <input type="checkbox"/>		
Pre-existing Medical Conditions			
Regular Medication (Including Inhalers)			
Any allergies (Non food)	Please specify allergies here		
	Epipen Yes <input type="checkbox"/> No <input type="checkbox"/>		

Child's Medical History

Name of health visitor	
Name of G.P.	
Surgery name	
Surgery address	
Surgery telephone number	
Record of vaccinations (please tick).	
HIB <input type="checkbox"/> Tetanus <input type="checkbox"/> Whooping cough <input type="checkbox"/> Polio <input type="checkbox"/> M.M.R. <input type="checkbox"/> Meningitis <input type="checkbox"/>	
Any other please list.	

Other Information

Please write any information that may be relevant to us concerning your child i.e. likes/dislikes, medical conditions, comforters, sleeps, favourite toys/songs/stories & unusual words for things.

Parents / Guardians Information

	Parent / Guardian 1	Parent / Guardian 2
Name		
Does this parent have parental responsibility	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Relationship		
National Insurance No.		
Parent/Carer Date of Birth		
Home address	Address	Address
	Post Code	Post Code
Home telephone		
Mobile phone		
Email		
Work name & address		
Work phone number		

Other possible contact if you are unavailable

	Contact 1	Contact 2
Name		
Relationship		
Home address		
Home telephone		
Mobile phone		
Email		
Work name & address		
Work phone number		

Named persons allowed to collect your child

Note we will not allow the child to leave with anyone not on this list without your authority.

Password (if child is to be collected by someone not known to the staff)

Funding Information

If funding is to be included as full or part payment of fees this information must be completed and authorised prior to starting.

Please complete where applicable	
I will be using 2 year funding	<input type="checkbox"/>
2 year funding code	
30 Hours Funding for 3 and 4 year olds	<input type="checkbox"/>
30 Hours Funding code	

Other Childcare Arrangements

Please tick:					
Childminder	<input type="checkbox"/>	Other Setting	<input type="checkbox"/>	Relative / Friend	<input type="checkbox"/>

Please Provide contact details of other childcare	
Setting or Childminder	
Contact Name	
Contact Number	
Address	

The following information will be held in the strictest confidence and not shared without your permission	
	Please tick
Do you or your child have a social worker?	Y <input type="checkbox"/> N <input type="checkbox"/>
Is your child currently on a child protection plan?	Y <input type="checkbox"/> N <input type="checkbox"/>
Do you or child receive support from Barnardo's	Y <input type="checkbox"/> N <input type="checkbox"/>

Session Times at Chatterbox

AM Session	8:00am – 1:00pm
PM Session	1:00pm – 6:00pm
All Day	8:00am – 6:00pm

Please complete with your times required

Sessions Required												
Session	Mon		Tue		Wed		Thu		Fri			
	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>
Start												
Finish												

Early Start/Late Finish (an additional charge of £2.00 per day is payable for this service)												
Session	Mon		Tue		Wed		Thu		Fri			
	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>
7.45 am												
6.15 pm												

Freshly Prepared Meals (Dinner £2.00, Tea £1.50)					
	Mon	Tue	Wed	Thu	Fri
Dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Family Information

Who lives in your home? (Siblings, Pets e.t.c.)

Sleeps and Naps (How does your child sleep at night, any daytime naps?)

Food (Likes, dislikes, poor or good eater?)

Toileting (Nappies, potty training e.t.c.)

Development (What is your child good at and what do they need help with?)

Interests (What your child enjoys doing, favourite toys e.t.c.)

Parents / Guardians Authorisation

Local out-of-setting walks

Well supervised walks in the immediate surroundings of the premises are an important educational tool. I give permission for my child to take part in such occasional localised activities that are planned (and individually risk assessed).

Yes No

Administering medicines

I understand that staff at Chatterbox are only prepared to administer certain non-prescription medication such as paracetamol, Calpol or teething gel. A medications log is completed, we need your written consent for any medications to be administered. When a child has been prescribed medicine at home we ask they do not attend for the first 24 hours or 3 doses of medication.

Yes No

Application of sun lotion or nappy creams

I give permission for the Chatterbox staff to apply sun lotion / nappy cream that I have provided when necessary. In the event that I have not supplied lotion I agree that Chatterbox will apply an appropriate sun block in order that my child can participate in outdoor activities during hot weather.

Yes No

In extreme circumstances

I agree to First Aid treatment to be administered by a trained First Aider. In the event of a medical emergency involving my child whilst he/she is in the care of Chatterbox, or in the case of a serious accident requiring immediate medical attention, I understand that the staff will endeavour to contact myself as soon as possible. Where this is not possible or where time is of the essence, I give my consent and authority for Chatterbox to seek medical attention, advice or treatment for my child as appropriate.

Yes No

Photography

I give permission for my child to be photographed for:

Profiles Displays Internet / website Peer Profiles External Media

Other Information (Optional)

Has your child attended activities at Ryde Children's Centre? Yes No

How often did you attend? _____

Do you give consent for information to be shared between the setting and the children's centre for:

-statistical purposes Yes No (anonymously i.e. numbers of children who attend centre activities).

-for the benefit of my child Yes No (to communicate with workers who will have known your child).

Standard Terms & Conditions

Opening Hours

Chatterbox is open from **7.45am to 6.15pm Monday to Friday**.

We are open all year except Christmas , Boxing and New Year's Day.

Food

All food is freshly cooked daily using the best ingredients. Lunch is always a hot meal served with vegetables and followed by a pudding. All snacks, milk and water are provided free of charge. Vegetarians and special dietary requirements are catered for. A copy of the weekly menu is displayed on the notice board/door. Please ensure you keep us notified about your child's dietary needs and preferences.

Care

Intimate care can be provided by a male or female member of our staff and can include feeding, washing, dressing, toileting and nappy changing.

Staff

Staff are checked on commencement with the Chatterbox through the Disclosure and Barring Service to ensure there are no safeguarding issues of which we need to be aware. Suitable person checks also include but are not limited to identity verification, qualification checks, personal and employment references, medical checks and where applicable visas or permits to work in the UK. In some cases, because of the length of time that this process takes, a person may start work pending clearance provided they are at no time left looking after children on their own.

The Nursery observes the Ofsted regulations relating to staff and children ratios, currently 0-2 years 1:3, 2-3 years 1:4 and 3 to 5 years 1:8.

Where a member of staff, within 3 months of leaving their employment is employed by a parent/carer to care for their child, who was previously registered with Chatterbox then the parent / carer will be liable to pay a sum equivalent to two month's salary for the employee at the time their employment was terminated.

Staff are not permitted to baby sit for parents.

Accident & Sickness

We reserve the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and will be required to sign an accident form.

For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Chatterbox to contact the parents but failing this, we are hereby authorised to act on behalf of parents to consent to necessary treatment from a suitably qualified medical source.

We may require parents to withdraw their child from Nursery, in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend.

We may also ask parents to withdraw their child, if we have reasonable cause to believe that they are or maybe suffering from or have suffered from any contagious disease/infection and there remains a danger that other children may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections whilst in our care; however, we will publish infection notices in the to keep you informed. Parents are requested to inform us if their child is suffering from any illness or sickness when they are dropped off.

Parents are requested to inform Chatterbox of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform us of any changes/progress to the condition, in writing, when they become aware.

Children who are unwell should not attend Chatterbox. Children who have suffered from sickness or diarrhoea will not be admitted within 24 hours after the last bout. If children fall ill during the day parents will be contacted to arrange to collect them. If the parents are unavailable other authorised contacts will be called.

Fees

All fees are payable in advance. You can pay by debit / credit card, cash, cheque, bank transfer, childcare vouchers, care to learn and government tax free account. We accept the majority of childcare vouchers (please ask if you have any questions).

All on-going fees are payable on invoice presentation at the end of the month.

Fees can also be accepted by standing order, cash, credit card and / or debit card. This should be agreed at the beginning of your booking with the Nursery Manager.

Responsibility for paying fees resides with the parents or legal guardians of the child.

Further discounts for Nursery closure may be offered in exceptional circumstances and assuming the closure is within our control.

We do not raise invoices each month unless you request us to do so. We will provide statements of account on request.

Extra sessions are payable in arrears, extras may need to be paid for on the day by cheque, cash or card. We will advise you at the time of booking if this is the case.

2, 3 and 4 year old funded hours

Funded hours can be used at anytime between the hours of 7:45am and 6:15pm you are **not** restricted to fixed sessions.

15 hours funded children are entitled to 15 free hours per week **term time** only or can use **11 hours per week** every week of the year including school holidays.

30 hours funded children are entitled to 30 free hours per week **term time** only or can use **22 hours per week** every week of the year including school holidays.

You are always welcome to pay for additional hours subject to availability. You can book the hours you need between the opening hours of 7:45am and 6:15pm. You can also pay by the hour with a minimum of three hours.

It is the parents or guardians responsibility to renew their 30 hours funding at the end of every period. Failure to do so will result in a loss of funding.

Exclusion

In fairness to all our staff and to the parents, carers and children that use Chatterbox we expect reasonable standards of behaviour at all times. We therefore reserve the right to exclude any child whose conduct is, in our opinion, disruptive or in any other way unacceptable to the smooth and efficient running of the provision. Every effort will be made to avoid this action and may include special needs assessment or one to one care if funding allows. We ask all parents / carers to appreciate this and to understand that, in the event of having to exclude any child, all fees are non-refundable.

Children with special educational needs will be assessed during their initial stay and play sessions.

In the event that a child is unable to be supported either through lack of

- specialist equipment
- specific medical training
- or requires one to one support from a specialist SEN practitioner

then relevant funding and training will be applied for. Once this is agreed the child will then be able to attend.

Other Services

We aim to offer a flexible service to all parents, if we are not offering something you currently require please let us know.

Change of Service

Chatterbox reserve the right to add or modify the terms and conditions subject to suitable notice.

Acceptance of these terms & conditions are implicit when you sign our application form. This document applies to all parties noted on the application form, irrespective of whether the secondary parties have signed the form.

We would respectfully request that if parents / carers experience difficulty in fulfilling any of the conditions of this agreement, that they contact the Nursery Manager **as soon as possible**. We will do our very best to resolve the issue. Thank you.

Notice requirement

We require one month's notice, in writing, should you wish to terminate your child's place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during the notice period, the fees shall remain payable. We reserve the right to terminate a child's place with immediate effect if any fees are not paid by their due date.

Holidays and absences

All absences including for sickness and family holidays, must be paid for in full. If you know your child is going to be absent from the nursery it is important to let us know as soon as possible.

Head Lice

If head lice are discovered on your child, you will be informed immediately by phone and requested to treat your child as soon as possible. In the event that the child attends having not been treated we reserve the right to contact you and ask for your child to be collected.

Dropping off and Collecting your Child

Children must always be collected on time at the end of each session and must not arrive before the beginning of their session. This is especially important as we may otherwise exceed the maximum child numbers permitted by our Ofsted registration. Persistent late collection will result in additional fees being charged, a one-off fee of £5.00 and then £1 per minute thereafter. Please ensure that you notify us if your child is to be collected by someone other than the parents / carers listed on Page 4 of this application form. We have a password system in place to maximise security.

Personal Property and Belongings

Chatterbox cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by staff to ensure the children's belongings are not lost or damaged. Practical 'inexpensive clothing is strongly recommended. We also recommend that all children should bring a spare set of clothes. It is the parent's responsibility to name and clearly label all items of clothing. We suggest that all toys, books or other equipment are left at home or in their bags.

Policies and Procedures

By signing this agreement, you confirm that you agree to our policies and procedures. A copy of which is available on request or can be downloaded from our website.

Information Sharing

Chatterbox reserves the right to share information with third party agencies and organisations if we feel there is a safeguarding issue relating to the child in our care. Details of our safeguarding procedure is contained within our policies and procedures. We will always seek your permission first except when we consider it would not be in the child's interest.

By signing below, you are confirming that:

1. This application form has been correctly completed to the best of your knowledge.
2. You have read and agree to abide by the terms and conditions detailed above.
3. You agree that you are jointly and individually liable to pay the nursery's fees in accordance with the payment terms detailed above.

	Signature	Date	Full name
Parent or Carer (1)			
Parent or Carer (2)			

Start date at Chatterbox	
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	Office Use
Proof of Address Seen	<input type="checkbox"/>
Birth Certificate Seen	<input type="checkbox"/>
Birth Certificate Number	