



Registration Form

Please use block capitals

Child's Personal Details

Full name of child:		Date of birth:
Address:		
Post Code:	Home telephone:	Sex:
Religion:	Main language spoken:	
Other languages used at home		
Birth Certificate Presented (office use only)		NHS Number:
Name and Telephone Number of Health Visitor:		

Please tick the box which best describes your Ethnic/Cultural/Racial Origin

White	Mixed	Asian or Asian British	Black or Black British	Chinese or other Ethnic Group
<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Traveller of Irish Heritage <input type="checkbox"/> Gypsy/Roma	<input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Caribbean <input type="checkbox"/> African	<input type="checkbox"/> Chinese <input type="checkbox"/> Other
Any other White background	Any other Mixed background	Any other Asian background	Any other Black background	Any other background

A child's learning difficulties and disabilities status should be recorded according to the following categories

<input type="checkbox"/>	No special educational need	<input type="checkbox"/>	SIA (Statutory Integrated Assessment)
<input type="checkbox"/>	EHC Plan	<input type="checkbox"/>	Other

Parents Views of Child's Needs:

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Contact Details

Mother's Name:		Title: Ms/Mrs/Miss/Other
Does this person have Parental Responsibility? Yes / No	Mother's Date of Birth:	
Home Telephone no:	Mobile:	
Home Address:	Place of Work including address:	
Email address:	Work Telephone no:	
Father's name:		Title: Mr/Other
Does this person have Parental Responsibility? Yes / No	Father's Date of Birth:	
Home Telephone no:	Mobile:	
Home Address:	Place of Work including address:	
Email address:	Work Telephone no:	

		Title: Ms/Mrs/Miss/Mr/Other
Does this person have Parental Responsibility? Yes / No	Carer's Date of Birth:	
Relationship to Child:		
Home Telephone no:	Mobile:	
Home Address:	Place of Work including address:	
Email address:		Work Telephone no:

Is there any named person who has NO legal access to your child?	
Name:	Title: Ms/Mrs/Miss/Mr/Other

Sibling Information Please provide details of any siblings of your child		
Name	Date of Birth	Nursery/School Attending

Details of any other person(s) living at the premises	
Name and Title:	Relationship to Child:
Name and Title:	Relationship to Child:
Name and Title:	Relationship to Child:
Name and Title:	Relationship to Child:

Emergency Details

Please provide details of people who can be contacted in an emergency.

Name:	Title: Ms/Mrs/Miss/Mr/Other
Relationship to Child:	
Home Telephone no:	Mobile:
Home Address:	
Name:	Title: Ms/Mrs/Miss/Mr/Other
Relationship to Child:	
Home Telephone no:	Mobile:
Home Address:	

Please indicate below the **Days and the Times** you require your child to attend

Monday		Tuesday		Wednesday		Thursday		Friday	
am	pm	am	pm	am	pm	am	pm	am	pm

Timekeeping

To enable staff to prepare for and clean up after each session, the collection time for your child must be strictly adhered to; otherwise a minimum extra charge of £10.00 for each 15 minutes or parts of will be made for late collection of your child.

Fees

All fees must be paid weekly in advance each Monday or on the first day of attendance. It is not possible to offer reductions for absences, as a place is reserved for your child throughout the year. Nor is there any reduction for weeks shortened by Bank Holidays. Fees are charged for all Bank Holidays. There is an initial non refundable Registration Charge of £30.00 per child. **An automatic weekly £20 recurring charge will be levied for late payments.**

Dietary Requirements

We provide cooked lunches and light teas and encourage children to eat a wide variety of foods. Sample menus are available, including vegetarian alternatives. All children are provided with snacks in the morning and afternoon.

Please give details and indicate if your child should not be given certain foods/drinks on the following grounds:

Medical	
Religious	

Outings

I agree to my child to be taken out of Smart Kid Childcare on organised trips, outings and activities to be involved in activities such as visiting parks, the library or just walks in the local community without prior notice. **I agree to my child to be taken on public transport and carried in a vehicle covered by the Nursery insurance. (For these events, additional information will be given and parents will be notified beforehand)**

YES
NO

Calpol – (For children under the age of 1)

If my child shows symptoms of a high temperature, practitioners are able to give one dose of emergency calpol to prevent the onset of febrile convulsion, on the understanding that the child will be collected within one hour.

Age of Child:

Dosage to be administered:

YES
NO

Face Painting

Some activities involve Face Painting. Are you happy for your child to have their face painted. If there are or have been any skin problems e.g. eczema or dermatitis then please say NO.

YES
NO

Sunscreen

I agree to allow sun protection cream to be applied to my child's skin. I understand that I must supply a cream that I know to be suitable to my child's skin.

YES
NO

Photographs/Video

I hereby give permission for Smart Kids Childcare to take photos / video of my child to be used **within the Nursery** e.g. for displays, photo observations for child's folder, art work etc

YES
NO

Marketing

I hereby give permission for my child's photo and /or video to be included in Smart Kids' publicity material. This includes Smart Kids' website, local newspaper, social media (Facebook, Twitter) etc.(child's name will not be used on any website or in any publicity).

YES
NO

Liaising with other professionals, outside agencies and previous settings

I hereby give consent for Smart Kids Childcare to liaise with other professionals, outside agencies and previous settings

YES
NO

Please tell us about other agencies who are involved with your child's care:

Social Care	
Children's Centre	

Portage	
Speech Therapist	
Physiotherapist	
Other	

Your signature here confirms your answers to questions relating to Dietary Requirements, Outings, Travelling on the Mini Bus, Face Painting, Sunscreen, Photographs, Marketing and Liaising with other professionals, outside agencies and previous settings.

Signed Parent: _____ **Date:** _____

Other Information

Any other information you feel we should know about your child:

I wish to apply for admission to Smart Kids Childcare of the child named overleaf. I have read and understood the terms and conditions set in the settings Policies and Procedures and agree to comply with them.

Smart Kids reserves the right to amend its policies, procedures and regulations without prior notice.

If you wish to withdraw your child from the Nursery or cancel sessions, one month's written notice is required, or payment in lieu of notice. **Please note notice period must not include holiday days/weeks.**

This Agreement is between Smart Kids Childcare and _____

Parent/Carer's Signature: _____ **Date** _____

Date I wish my child to start at Smart Kids: _____

(please note: all information given will be treated in the strictest confidence)

Please retain a copy of this form for your records before returning to the nursery.



Medical Form

Child's Details

Full name of child:	Sex:
Address:	
	Post Code
Home telephone:	Date of birth:

Doctor's Details

Name of child's Doctor:	
Address:	
Telephone:	Postcode:

Please tell us about any medical condition your child may have or be suffering from.

Asthma

Does your child suffer from Asthma?	YES/NO
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Allergies

Does your child suffer from any allergies? If yes, please list them below	YES/NO

Medication

Please list any medication that your child is using, or may need to use from time to time. In the case of children who administer their own medicine (eg. asthma spray) please give your written instructions regarding this.

Injections

Has your child had the following injections – place a tick in the spaces provided

Measles Mumps Rubella (MMR)		Polio	
Measles		Whooping Cough	
Mumps		Tetanus (date of last injection)	
Rubella		Hibs	
Menigitis		Diphtheria	

Accidents and Illness

Unfortunately it is not possible for us to care for a sick child at Nursery. If your child is showing signs of any contagious illness they should be kept at home until fully recovered. Should a child develop an illness whilst at Nursery we will attempt to contact the parent or use the emergency contact. The Manager reserves the right to call for emergency help and if there is need remove a child to hospital for medical attention. We may ask parents to withdraw their child from nursery if we have reasonable cause to believe that the child is suffering from or has suffered from a communicable disease or infection and there remains a danger that other children may contact such a disease. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery. Parents must inform us of any accident or incident their child becomes involved in outside of nursery. Any child who has been sent home from the nursery because of ill health will not be re-admitted for at least 24 hours.

Medication

If your child is unwell and has been prescribed an anti-biotic by the G.P. they should not return to the Nursery for three days or until you are sure they are well enough to return and cause no infection to other children and staff.

Medicines can be administered at Nursery – provided a medical practitioner has prescribed them and we have received written authorisation by the parent/guardian. We do however reserve the right to refuse to administer a medicine to a child whilst they are in our care.

Children's paracetamol (un-prescribed) is administered only for children under the age of one year with the written permission of the parents in the case of high temperature, this is to prevent febrile convulsion and where a parent or named person is on their way to collect within the hour.

Please read the nursery Administering Medications and Sickness and Illness policies

Additional Information

Use the space below to write any other information that you think may be necessary should your child be taken to the hospital.

Medical Consent in case of Emergency

I **agree/do not agree** (delete as appropriate) to my child receiving emergency medical treatment as considered necessary by the medical authorities present.

Signed Parent: _____ Date: _____

I hereby undertake to notify Smart Kids of any changes in the medical circumstances of my child as soon as possible.

Signed Parent: _____ Date: _____

Smart Kids Childcare, hereinafter referred to as 'the nursery', offer a definite/provisional place to the child referred to overleaf who is to join the nursery on the following terms. The terms and conditions relate to the contract between the nursery and the parent/guardian. The headings in this agreement are inserted only for convenience and shall not affect its construction.

1 Registration

A non-refundable registration fee of £30.00 per child shall be paid by the parent/guardian to the nursery on submission of a completed registration form and birth certificate. The fee is payable by either, cash, cheque or direct debit.

2 Offer and acceptance

A deposit of £100.00 per child shall be paid by the parent/guardian to the nursery on the acceptance of the offer and that deposit will not be returnable if you decide not to take up a place. The deposit will be deducted from the first week's nursery fees. The nursery reserves the right to withdraw an offer of a place if these fees are not paid in time. A minimum attendance of two sessions over two days per week is required. A nursery drawstring bag is required for all children. Nursery uniform is required to be worn by children over 2 years.

3 Nursery fees

- 1) Payment of nursery fees shall be made by the parent/guardian weekly in advance, on the first day of each week the child attends (the due date) by cash, standing order, childcare vouchers or cheque made payable to 'Smart Kids Childcare'. We can apply on your behalf for the Free Early Years Entitlement when your child becomes eligible.
- 2) If the payment of fees referred to in (1) above shall be outstanding for more than 7 days then the nursery may serve 7 days notice to terminate this contract. Upon termination of this contract the child shall cease forthwith to be admitted to the nursery, and the nursery's notice shall be regarded as a formal demand for all outstanding monies.
- 3) The nursery reserves the right to increase the said fees at any time upon giving one calendar month's notice of the proposed increase to the parent/guardian.
- 4) In the case of default on payment the nursery reserves the right to apply a weekly recurring charge of £20.00. Any payments that are cancelled or returned from the bank will incur a £25.00 administration charge.
- 5) An administration fee of £10.00 per letter in respect of outstanding fees will be charged.
- 6) Should the nursery have to close due to unforeseen circumstances; these will be due to outside influences that affect the day to day running of the nursery and do not allow us to meet the strict health and safety guidelines e.g. adverse weather conditions, power failure etc; this list is not exclusive or exhaustive. Nursery fees remain will payable.
- 7) Late collection of your child will be charged at a rate of £10.00 per quarter hour to cover emergency staffing and other arrangements.
- 8) Weekly account statements will be issued via e-mail or hard copy upon request.
- 9) In case of default on payment the nursery reserves the right to apply a £75.00 administration fee for preparation of court papers. The nursery may use a debt recovery Agent to recover unpaid monies or apply through the small claims court system or by any available legal redress deemed appropriate. The nursery always endeavors to fully recoup monies owed. The parent/guardian will be liable for all additional

costs including interest charged at 8% above the Bank of England Base Rate.

- 10) The nursery recommends to parents/carers they provide a minimum of 4 nappies for their child each day to be placed in their child's nursery bag along with a pack of wipes. In the event of a child not having sufficient nappies the nursery will provide additional nappies as required. A charge of £0.75p for each nursery nappy and £2.00 for a pack of wipes will apply.

4 Calculation of fees

- 1) The nursery year runs from September 1st to August 31st. The nursery closes for one week at Christmas and all other bank holidays.
- 2) All fees, including meals charged, are payable for all bank holidays and for early closure on the afternoon of Christmas Eve. The nursery does not offer alternative sessions/days during these periods. Meal charges are payable whether your child arrives at the nursery before or after scheduled daily meal times.
- 3) The nursery does not permit the pro-rata reductions of payment fees if the child is absent for any reason including illness or holidays nor is it possible to have alternative sessions. The parent/guardian is therefore obliged to make full payment. In the event of payment not being made, the nursery reserves its right to terminate this agreement in accordance with clause 3(2).
- 4) Any Early Years' Funding will be stretched across the entire year (September to August).

5 Opening Times

The nursery is open all year from 07.30 to 18.00 except bank holidays and Christmas and New Year closure.

6 Attendance

All children must attend nursery for a minimum of 2 sessions over 2 days per week. Children who are in receipt of government funding must attend the nursery for a minimum of 2 full days per week. Funding cannot be applied for a half-day session. Children below the age of two years old must attend for a minimum of 2 full-day sessions per week. Half-day sessions are not available for children under two years old. Term time-only places are not available.

7 Cancellation / Termination and change of sessions

- 1) After an offer has been made by the nursery but before acceptance by the parent/guardian either party may cancel the offer by serving 7 days written notice.
- 2) After acceptance of the offer by the parent/guardian either party may terminate this agreement by the service of one month's notice in writing, excluding holiday periods. Notice to the nursery must be posted to the Nursery Manager During that said one-month period the nursery undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due. In the event the parent/guardian failing to pay the weekly fees the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies.
- 3) In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery one calendar month's fees in lieu of notice. Failure by the parent/guardian to provide one month's notice or any notice at all shall render the parent/guardian liable to the nursery for one month's fees. Notice must be in writing and posted to the nursery manager.
- 4) Advanced new bookings that are due to start must give one month's notice in writing to the manager if reducing sessions before the start date. Failure

to do so will result in the full sessions booked in the first instance being paid.

- 5) If in the reasonable opinion of the nursery manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well being of the child and other children of the said nursery or the staff so employed then the nursery may serve notice to the parent/guardians or a request for the child to be immediately removed from the nursery and the provision of one month's notice as referred to in sub - clause (2) hereinbefore stated shall not apply.
- 6) If the original start date is changed by the parent/guardian, we reserve the right to charge from the original start date notified on the Agreement form.
- 7) The minimum notice period for any permanent change of sessions is one month and should be in writing posted to the nursery manager.

8 Insurance

The nursery has extensive insurance cover for nursery-based activities and outings and includes public liability cover. Details of the insurance may be requested from the nursery manager. The Certificate is displayed in the nursery entrance.

9 Personal property and belongings

Smart Kids Childcare cannot be held responsible for any loss or damage to any parents, carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent/guardian, carer or child are not damaged. Please ensure your child's clothing is clearly labeled and we suggest that all toys, books and equipment are left at home. It is a requirement that during sunny weather, Legionnaire-style hats must be provided to enable your child to access the outdoors. Hats can alternatively be purchased directly from the nursery. Smart Kids Childcare will not be responsible for any accidents, theft, damage or parking fines to vehicles parked whilst attending nursery.

10 Liabilities

The nursery accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason. We accept no responsibility for children whilst in their parent/guardians care on nursery premises. We will not be liable to parents/guardians and or children for any economic loss of any kind, for damage to the child's or parent/guardians property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind. The nursery will not be responsible for loss, theft or damage of any kind to parents/guardians or visitors vehicles parked outside the nursery.

11 Accidents and Illness

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required the nursery will make all reasonable attempts to contact the parents/guardians but if this is not possible we are authorized to act on behalf of the parents/guardians and authorize any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a Medicine Consent form. Please read the nursery Administering Medication and Sickness and Illness policies.

12 Non-solicitation of staff

The parent/guardian of the child, the subject of this registration form, hereby agrees that during the term of this agreement and for the period of six months following its termination (howsoever terminated) that he/she will not seek to employ, entice away or attempt to entice away from the employment of Smart Kids Childcare ('the

Company') any person or persons employed by the Company at the date of termination of the agreement between the Company and the parent/guardian or any person or persons who was employed by the Company in the six months preceding the date of termination of the agreement parent/guardian and the Company. If the parent/guardian shall breach the aforementioned clause then he/she shall indemnify the Company fully in respect of all and any costs, claims, damages and expenses incurred by the Company as a result of the aforementioned breach to include the cost of replacing the said member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably incurred by the Company in replacing the member of staff together with legal fees and disbursements.

13 Variation

- 1) There shall be no variation of this agreement unless it is writing and made between a duly authorized representative of the nursery and the parent/guardian, any such agreement being in writing from a Director of the Company or the Nursery Operations Manager.
- 2) It is hereby recognised that the nursery is owned by Smart Kids Childcare Limited (hereafter called 'the Company') and the members of staff at the nursery are employees of the Company.
- 3) The employees of the Company at the said nursery are not authorized to bind the Company in respect of the following matter.
 - a) The variation of any terms of this agreement except attendance schedule, authorisation obtained from the Manager/Deputy Manager only.
 - b) The entering into of agreements be they oral or written with the parent/guardian as to the payment schedules of current fees or arrears of fees.
 - c) The acceptance of any offer as to the payment of fees or arrears of fees other than in accordance with schedule 3.
 - d) Any representations as to the rights of the Company to take legal or other proceedings.

14 Acceptance

The above terms and conditions are considered to be fair and reasonable. The parent/guardian has read and understood the Terms and Conditions contained and undertakes to be bound by the same. Smart Kids Childcare reserves the right to update/amend these Terms and Conditions at anytime. All parents will be notified via e-mail or letter within two weeks of any such changes. Smart Kids Childcare will not be liable for any unread notifications. The parent/guardian agrees to keep us informed of any changes to their child's personal details. The parent/guardian agrees not to discuss any aspect linked with Smart Kids Childcare on any internet chat rooms. Smart Kids Childcare has made me aware of their Policies and Procedures and I agree to abide by them. I understand I can request a copy at anytime, a small charge may apply alternatively copies are available to view in each of the nursery rooms.

Signed(parent/guardian):.....

Date:

Print name:.....

Data Protection

In compliance with current UK Data Protection legislation, any information you provide here will be kept secure and treated confidentially. The data collected will only be used by Smart Kids Childcare and will not be disclosed to any external sources without prior consent; with the exception that if a matter of safeguarding of your child arises, the nursery may need to share aspects regarding your child without consent.



Dear Parents/Guardians,

We are pleased to announce that Smart Kids Childcare are taking steps to implement a Sun Safe Nursery policy and teaching. The content of which forms part of our duty of care to ensure the health and wellbeing of your child/children during nursery hours.

This is a voluntary undertaking by the nursery following an invitation from Sun Safe Nurseries (an Award Scheme), which has been developed by national skin cancer charity 'Skcin', to encourage the necessary culture change regarding attitudes towards sun safety required to combat the soaring rates of skin cancer in the UK.

Whilst we recognise that some sun is good for us, we are mindful of the importance of protecting the children in our care from the dangers of over-exposure to UV.

Skin cancer is now the most common and fastest rising cancer in the UK. Malignant melanoma, the deadliest form of the disease is now the most common cancer in young adults aged 15-34. Burning as a young child can cause irreparable damage to a child's delicate skin, that over time can develop with serious consequences.

However, the good news is that skin cancer is almost entirely preventable and simple steps can be undertaken to ensure that your child's skin is protected from the sun's harmful rays.

We therefore believe that together we have a duty of care to ensure that our children grow up with sufficient knowledge of sun safety and that all children at our nursery are adequately protected against the sun's harmful rays. As such we will be utilising the Sun Safe Nurseries Scheme to teach children in our care, basic sun safe messages through engaging teaching resources.

In addition, whilst we have always strongly encouraged parents to send their child/children to nursery with sunscreen and a hat to use during outdoor play in the hotter months, we understand parents sometimes forget. As part of gaining our Sun Safe Nursery Status we are committed to ensuring that all parents/guardians are further informed and reminded of the importance of sending your child into nursery with an appropriate sun hat and quality sunscreen.

Sun hats should be legionnaire style (to shade the face, neck and ears that can easily burn) and sunscreen should offer broad spectrum UVA/UVB protection with a minimum 4 star rating and Sun Protection Factor 30+.
(Please label each item with your child's name to ensure its safe return).

We will be offering the legionnaires hats to purchase from the nursery at a price of £4.00. These will be available in a variety of colours and on a first come first served basis and can be pre-ordered using the slip below.

As part of our commitment to providing a sun safe environment, we also recognise that role models have a key part to play in influencing children's behaviour in regard to sun protection practices. It is therefore important that our staff as well as parents and/or guardians are seen to be actively adopting the same sun safe practices. We have therefore also supplied each parent/guardian with a 'Sun Safety Fact Sheet' provided by the national skin cancer charity Skcin, for you to read and retain.

We hope you understand our concern for the health and wellbeing of your child/children and therefore ask that you kindly fill in the attached slip and return it to the nursery office in recognition of our correspondence.

For further information about skin cancer, its prevention, sun safety and the charity 'Skcin', please visit www.skcin.org

Yours sincerely,

Smart Kids Team



Sun Safe Nurseries Parent/Guardian Reply Slip:

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I can confirm that I have read the letter regarding Sun Safe Nurseries and understand the importance of sending my child/children to nursery with an appropriate hat and quality sunscreen to help protect my child from over-exposure to UV during outdoor play in nursery hours.

I can also confirm that I have received the 'Sun Safety Fact Sheet' via email (EyLog).

Signed.....Date:.....

Print Name:.....

Parent/Guardian of Child/Children's Name(s)

I would like to order _____legionnaires sun hat at a cost of £4.00