



Registration Form

For office use only

Child's name:	Unit starting in:	Date deposit paid:	Deposit amount:
Date form received:	Input on system by:	Date input on system:	Name of staff checking child details and filing forms [Key Person]:

PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS IN BLOCK CAPITALS

Part 1 - Child's Details

First Name(s)	Surname	Gender
Date of Birth (DoB) (Please provide a copy of your child's Birth Certificate with this completed form to confirm who has parental responsibility and provide proof of DoB for the Government Funding).		(if unborn, expected DoB)

Part 2 - Medical History

Immunisation Record		
Immunisation	Date of Immunisation	Reaction
Mumps/Measles/Rubella		
Whooping Cough		
Polio		
Tetanus		
Meningitis C		
Diphtheria		
Other (please specify)		

Part 3 - Details

Allergies (Please be as specific as possible)			
Special Medical Conditions or Dietary Requirements			
Name, Address & Telephone Number of Family Doctor			
Name, Address & Telephone Number of Health Visitor			
Any Medical Conditions Any Restrictions on Medical Treatment		Language Spoken at Home	

Part 4 - Personal Information

1. Child's Ethnic Origin

2. Does your Child speak any other languages other than English?

Yes

No

If yes, what language(s)?

Childs / families religion

Part 5 - Attendance Pattern

Birth to 5 years (Please sign against the days required – Minimum of 2 full days)

Full Days	Parent Signature Required
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Preferred start date

Finish date (only fill in if finishing before 31 August in the starting school year, the automatic cut-off date on the Nursery Software)

Previous nurseries attended [if applicable]

Name and Contact of other Setting	Days/Times Attended

Please state if your child currently attends other nurseries (for information sharing)

Name and Contact of other Setting	Days/Times Attended
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Part 6 – Details of Parents/Guardians/Carer

Details	Parent/Legal Guardian 1	Parent/Legal Guardian 2
Relationship to child (Mother, Father, Grandma etc.)		
Does this parent/legal guardian/carers have Parental Responsibility for the child [PR] ?		
If Parents are separated or divorced what are the custody arrangements?		
Title		
Surname		
First Name		
Home Address		
Home Telephone Number		
Mobile Telephone Number		
Email Address for regular communicating and invoicing		
Is Parent a student at college or university (give details of college & pending funding)		
Work Telephone Number		
Company Name		
Days and approximate hours worked (for contacting in emergency)		

Please supply any relevant legal issues/documents, i.e., court injunctions or any parents unable to collect (only enforceable if they DO NOT have PR)

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Part 7 – Emergency Contacts (other than the above); We suggest 2 others

Name:	Name:
Address:	Address:
Home Tel:	Home Tel:
Mobile:	Mobile:
Relationship to the Child:	Relationship to the Child:

Part 8 – Terms and Conditions

IMPORTANT NOTE:

Please carefully read the following section of this form, as these documents, together with the other documents referred to in the Terms & Conditions, will form a contract in which you will be legally bound.

I understand that this is not the full, exclusive list of permissions or Terms & Conditions (T & Cs) of my contract with the Nursery.

I further understand that this "Registration Form", whilst forming part of the Terms and Conditions, merely lists some of the Key Terms and Permissions.

I will ensure that I read the full Agreement, as set out in the Registration Form, the Terms and Conditions and the Fee Schedule, before signing this form.

I will further ask the Nursery to clarify any points in the current Agreement that I do not understand before I sign below.

I understand that the Agreement will need to be updated from time to time to accommodate changes to legislation, Government funding or Tiggers' policy. By signing this form, I agree to abide by the Agreement and any amendments to these. I understand that my child's continued attendance constitutes my agreement, and I will keep myself updated with the nursery policies, procedures and this Agreement.

Change of details

I understand that if any information provided to Tiggers changes at any time, I will immediately provide Tiggers with the up-to-date information.

Nursery Start and Finish Times

I accept that my Child cannot usually be cared for out of the normal agreed nursery hours:

Monday- Friday:

From 07.30 – 17.50 (Full Session with Early Start)

08.00 – 17.50 (Full Session)

Late Pickup Charges

I understand that charges for late pickups for our Child are £20.00 (set charge for any period of lateness), followed by £10.00 per every 15 minutes.

Holidays and Nursery Absences

I understand that I must request a holiday form in order to properly inform the Nursery of any planned absences. Early return from such dates provided may result in the refusal of entry and I should seek clarification, no later than 48 hours before returning early, to enquire if the excluded space can be made available.

I understand that there is no deduction of any fees in full or part for any Child absences, which include holidays, bank holidays and illness. I further understand that there is no deduction for the compulsory Christmas holiday shut down period, (dates for which are published annually and displayed in the reception areas).

Policies

I understand that to comply with the Nursery's safeguarding policy, I must inform the Nursery by 10.00am on the day, of any unplanned child absences. I further understand that if I fail to do so, it compromises the safeguarding procedures and staff may contact me to seek clarification of why my Child is absent. I also understand that when the Nursery has not been informed of an unplanned absence by 10.00am that I may have to provide alternative meal arrangements, due to onsite meal planning. Therefore, I may have to take my Child home for any meals not catered for that day.

Notice periods

I understand that unless otherwise agreed with Tiggers this Agreement will terminate on the "Finish Date" as detailed on this Nursery Registration Form. If I have not entered a date, I agree that the Agreement will finish on 31 August in the child's school leave year.

Deposit and Termination

I understand that my deposit will be retained if there are outstanding arrears on my Child's account until these have been settled in full. The deposit will not be offset against any outstanding amount and these will remain payable in full. I am also aware that I will lose my deposit if I do not take up the space with the nursery or if my Child has not completed at least 6 months at the nursery on the agreed days on this form.

If I want to withdraw my Child before either of the agreed dates then I must ask the Nursery for a "withdrawal form" when giving the required notice.

The notice period is 8 weeks for all children not receiving the Government funding. If my child is in receipt of the Government funded Free Entitlement (FE) then I understand that the notice required is one term as set out under our Terms and Conditions. I can find the cut off dates for the term notice in the Terms and Conditions.

Security

I understand that only people over the age of 16 and listed on this form will be allowed to collect my Child and that I must inform the Nursery on the day of collection if this is to change, providing adequate notice and a secure password. Any persons collecting not on the forms will also be required to produce photographic Identification.

I agree to take full responsibility for security of the Nursery when entering and leaving the premises. I will ensure that I have not let anyone else in with me or out behind me and that I have ensured that the doors are closed shut, each time, to prevent any unauthorised persons into or out of the Nursery premises. I understand that this includes any staff or other parent/guardians.

Emergency Treatments

I understand that in the event of an accident or emergency that the Nursery reserves the right to administer adequate and necessary first aid treatment by a qualified first aider. I agree that no liability shall arise from trained first aid administration.

I authorise the Nursery to act on my behalf by determining the need for medical attention or hospital referral on the understanding that any decisions made will be communicated in detail to me, as soon as practically possible. In the event of a medical emergency, we shall use reasonable endeavours to communicate any preferences in medical treatment indicated above but make no guarantee that this will be possible or practicable in the circumstances.

Outings

I understand that the Nursery occasionally plan, as part of the learning and development for my Child, to take them on walks, offsite to the local parks, the shops or the library etc. I give my express permission for my child to go on any such outings.

Photographs

I give my express permission for my Child to be included in photographs or videos as indicated below, unless I cross out a box. If I have put a cross through one or more of the boxes then I expect my child to be added to a restricted list held in the office to inform staff prior to them printing or saving any photos of my child.

I understand that photos are mostly used for internal displays, in the Nursery Prospectus and on the Nursery Website. I understand that all Social Media photos (Facebook & Twitter) are now taken without any children's faces so as to protect all of the children's identities.

Please put a cross through each box you do not want your child to be in photographs/videos for:

Publicity: Editorials in local features (<i>child's name not provided</i>)	Displays: Within the Nursery Settings	Student Portfolios: Photos taken by placements on training (<i>child's name not displayed</i>)	Staff Training: Tigger's staff on apprenticeship or training within the setting	Nursery Website/ Facebook / social media pages: See above link (<i>child's name not displayed</i>)	Marketing: Local newspaper features (<i>child's name not provided</i>)
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Sun protection

I understand that during the hotter months, there is a Nursery "Sun Protection Policy", which states that sun cream must be applied if the child plays outdoors. I give my express permission for staff to apply any sunscreen that I have supplied. I also agree that if I fail to supply the appropriate sunscreen, that my child will be kept indoors until this is provided.

Acceptance

I hereby confirm that I have read through the above Registration Form, the Terms and Conditions and the Fee Schedule which together constitute the Agreement. I understand and accept the Agreement and any future changes. I also confirm that any information I have and will provide during my Child's time at the Nursery is true and accurate.

Signed (Parent/Guardian 1)

Print Name: Date

Signed (Parent/Guardian 2)

Print Name: Date

Please note that if you need this document translated or provided in larger font, please inform the Nursery.

Signed for on behalf of Tiggers Nurseries Ltd:

Nursery Manager: *L. Stevens*

Print Name: Levi Stevens