



Nursery Registration

Full Name of Child:		
Gender		
Date of Birth:	Birth Certificate seen (nursery use only)	
Address:		
Home Telephone:		
Proof of address seen?		
Email address:		
Parent 1:		
Mobile Number:		
Place of Work:		
Work Telephone:		
Parent 2:		
Mobile:		
Place of Work:		
Work Number:		
Please provide details below of all persons with parental responsibility		
Please provide the name Of the person the child Normally lives with		

Emergency Contact Name: Telephone: Relationship to Child:	
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Child's ethnicity (please circle)				
White British	White/Black Caribbean	Other mixed background	Bangladeshi	African
White Irish	White/Black African	Indian	Other Asian background	Other black background
White Other	White/Asian	Pakistani	Caribbean	Other Ethnic Group

Parents National insurance number: Parents D.O.B: (This information is provided to the local authority when applying for Pupil premium and early education funding)	
Home Language:	
Religion:	
Doctors Name: Address Telephone:	
Health Visitors Name: Telephone:	
Vaccinations (please list with dates) Are they up to date?	

Medical Conditions? If yes please ask for a Health Plan	
Allergies? If yes please ask for a health plan	
Special Educational Needs: If yes please ask for a S.E.N Registration form	
Dietary Requirements:	

N.B. If your child develops any allergies or conditions, please make sure this is highlighted to a member of staff who can ensure the correct procedures are implemented

Agency involvement:	
Are you involved with any other agencies? i.e. Social Services, Additional needs Speech and Language?	YES / NO
If yes which Agency and Name of Contact:	
It is important that we work with other agencies in order for us to meet your child's needs Please sign below if you give your permission for us to contact any of these agencies to obtain information about your child.	
Signed.....Print Name.....	

Childrens Centre Registration – If applicable (Longhill, Acorns & Marfleet)

As the nursery is part of a Childrens Centre you will be asked to register with the centre. This is so the local authority can monitor the number of families in the area and how often they use the centre. You can also receive information about services you can access in your local area.

Your name and contact details only will automatically be passed on to the centre when you register with the nursery.

However, you do not have to register with the centre. If you do not agree to your contact details being passed on please tick the box.

Adults authorised to collect your child (must have legal contact and be over 16 years old)
Name: Relationship to child:

Password:

Individual fee sheets

Childs Name..... D.O.B.....

Sessions required:

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

START DATE.....

Weekly fee: £.....

Funding: 2 Year Fundi

3 and 4 Year Funding

Any discount:%

WEEKLY/MONTHLY FEE:.....

DATE OF MONTHLY PAYMENT:.....

DAY OF WEEKLY PAYMENT:.....

METHOD OF PAYMENT:.....

PAYMENT BY AGENCY YES / NO

Please give details.....

PARENT SIGNATURE.....

MANAGERS SIGNATURE.....

Permission to request child information

When your child starts at our Nursery we like to collect all the information we can in order for us to understand his/her development needs and provide the best possible care for your child.

If your child has previously attended another setting or is currently attending more than one setting i.e. childminder or school, we would like to contact that setting to obtain any development records they have enabling us to understand and meet your child's needs and help the transition between settings. In order for us to do this we would like your written permission to request your child's files from other settings

1) Has your child ever attended another Nursery/Setting? Yes No

If yes please list below:

Name: Address: Tel:	Name: Address: Tel:
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2) Is your child currently sharing their time between 2 carers? Yes No

If yes please list below:

Name: Address: Tel:	Name: Address: Tel:
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3) Do you give your permission for us to contact any previous setting to obtain your child's development records?

Yes

No

Name of child.....

Parent Name.....

Parent Signature.....

Date.....

PERMISSION FORMS

Whilst your child is in our care at nursery we do lots of different activities, some of which we need to have your permission for your child to take part. We also need your permission if we need to seek emergency medical care for your child. Please look through the following statements and sign in the space provided

Childs Name.....D.O.B.....

I give my permission for Westside Day Nursery to apply Elastoplast's. My child does not have an allergy to them. Signed.....Date.....

I give permission for Westside Day Nursery to seek any necessary medical advice and treatment for my child. This includes admission to hospital if required and Emergency treatment. Signed.....Date.....

I give permission for my child to have their Photograph taken and used for nursery purposes. Further permission will be sought for newspaper Articles i.e. (Hull Daily Mail) or marketing Of a similar kind (i.e. web site / brochure) Signed.....Date.....

I give my permission for Westside Day Nursery To apply sun cream when necessary and Confirm my child does not have an allergy To it. Signed.....Date.....

I give my permission for my child to have Their face painted by Westside Day Nurseries I can confirm they do not have an allergy to it. Signed.....Date.....

I Give my permission for my child to attend supervised outings and understand that other than ad hoc visit to the park etc, I will be notified in writing prior to a visit taking place. Signed.....Date.....

I give my permission for Westside Day Nurseries To give my child Calpol if I cannot be reached or pick my child up and there is a reason to do so. I have used Calpol before and my child does not have an allergy to it. Signed.....Date.....

I give permission for Westside Day Nurseries To apply sudocream if my child is sore. Signed.....Date.....

I give my permission for my child to participate with brushing his/her teeth every day after dinner time once they are in the preschool room. I understand that toothpaste and toothbrushes are all provide free by the Government Health department. All children will have their own toothbrush and everything is hygienically cleaned and stored away. Signed.....Date.....

Permission for Photography to be used on social media

I understand the policy for taking photographs and videos of my child within the setting.

Signed.....

Print.....

Status (Parent - Guardian)

Date

A) I give permission for photographs /videos to be taken of my child(ren) by staff

1. Within the nursery, its grounds and on outings and visits to record everyday development and enjoyment and that they may be displayed within the nursery and contained within their development file.

Signed.....

Print.....

Child(ren's) Name.....

Status (Parent - Guardian)

Date

B) I do not give permission for photographs /videos to be taken of my child(ren)

Signed.....

Print.....

Child(ren's) Name.....

Status (Parent - Guardian)

Date

**** Please sign the appropriate section A or B**

Tapestry is a system which is hosted in the EU on secure servers, further information regarding the Security of Tapestry is available, a copy will be added to the policies and procedures folder.

We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage, this will compliment other forms of observing and assessing already in place, you will be able to access your child's Learning Journey from a computer via <https://tapestryjournal.com> or by using the 'Tapestry' App on mobile devices, you will only be able to access this by using the log in details that will be given to you on receipt of the signed user agreement below, this will only give you access to your own child's learning Journey, you can change your password if wished once you have accessed the website, other family members can be given access on your request, the only people in nursery with access to your child's learning journey will be the manager and your child's key person, who will be responsible for managing your child's learning journey, staff will only be able to log in to their own key children's learning journeys via a log in pin code, Westside Day Nursery will supply the staff with tablets to use. A staff user policy and agreement is in place and also covers the use of staff working on the Learning Journey's at home, this policy is available to view in the policy folder.

Many of the most meaningful photographs taken in nursery show children interacting in group play or activities with peers, we therefore ask that these photos are for your own viewing and not shared publicly or uploaded onto any social media websites, this is in line with our 'Data protection' policy (available to view in the setting), failing to uphold this request will result in suspending your child's online Learning Journey. We also ask that if you become aware of this happening you inform the pre-school immediately.

We hope that this system will prove to be a positive step in sharing information, as well as viewing our contributions, you will also be able to add comments, photos and video. When adding photos or video's to your child's Learning Journal we ask that photos or videos **only** include your child or other people that have given their permission.

When you have returned the user agreement below you will be issued with a user guide and log in details.

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Tapestry Online User Agreement

Childs name:

- I agree to Westside Day Nursery using Tapestry to create an online learning journey for my child.
- I agree to uphold the pre-schools request not to share or upload any photographs shared with you to any social media sites.
- I agree to only add photos or videos of my child unless I have the permission of anyone else included in them.
- I agree to my child appearing in group photographs that may be included in other children's Learning Journeys.
- I agree to keep my log in details secure.
- I agree to my child's key person working on their Learning Journey at home and in line with the Staff policy and user agreement.

If you do not agree with any of the statements above please put a line through that statement, the manager will contact you to discuss the steps we will take to adhere to your wishes.

Parents name:

Signature:

Date:

Childcare Contract

Setting.....

Childs Name.....

D.O.B.....

I have received a copy of the parent handbook which I have read and understood, and I have clarified anything which I do not understand.

I agree to abide by the terms and conditions of Westside Day Nursery.

I agree to provide details of any changes to my child's care within the given times.

Parent/Guardian Signature.....

Print Name.....

Date.....