

SANDHURST NURSERY SCHOOL
REGISTRATION FORM



The Nursery opening times are from 8.00 am to 6.00 pm. Monday to Friday, with most children expected to attend between either 9.00 am to 12 pm and/or 12.00 pm to 3.00 pm.

In order to meet the needs of working parents we offer the option of extending a child's time in nursery by providing additional care between 8.00 am to 9.00 am in the morning and from 3.00 pm to 6.00 pm in the afternoon. We are also open for 48 weeks a year, closing for two weeks at Christmas and two weeks at Easter. For those parents whose children qualify for free early years funding (either 15 hours or 30 hours) they can choose term time only funding (38 weeks per year or stretched funding up to 48 weeks per year). The nursery also provides lunchtime cover between 12.00 pm to 1.00 pm with parents providing a packed lunch. Any children staying after 4pm will require a further snack to be provided by the parents.

Attached to our registration form is a timetable that lays out all our care options available, but if these hours do not suit your working pattern then please speak to either Mrs. Giles or Mrs. Shenton.

Please tick the boxes that best suit your individual needs and requirements.

For any further information and assistance, again, please speak to either Mrs. Giles or Mrs. Shenton.

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PERSONAL DETAILS	
Child's full name	
Male/Female	
Date of birth	
<p>Sessions and days required.</p> <p>We suggest a minimum of 2 sessions for 2 year olds and a minimum of 3 sessions for 3 and 4 year olds</p>	Please complete your child's timetable attached to this form
Home address (including postcode)	
Full name Mother/Guardian	
Parental responsibility?	Yes/No
Home telephone number	
Work telephone number	
Mobile telephone number	
Email address	
Address (if different from above)	
Full name Father/Guardian	
Parental responsibility?	Yes/No
Home telephone number	
Work telephone number	
Mobile telephone number	
Email address	
Address (if different from above)	

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MEDICAL/SPECIAL NEEDS	
Name of child's G.P.	
Address of child's G.P.	
Telephone number of child's G.P.	
Details of any concerns raised at 2 year development check	
Has your child seen a specialist? (Speech and Language Therapist etc.) Please provide details on an additional sheet if necessary	Yes/No
Is your child known to the locality team or social care?	Yes/No
Is there a CAF in place for your child?	Yes/No
Details of any special health problems, disability, conditions, medications or allergies	
Details of any dietary requirements including any allergies, religious/cultural or personal preference	
Details of any birth marks	
Details of any religious/cultural considerations when caring for the child	
Are there any festivals or special occasions celebrated in your religion/culture that you would like us to acknowledge and celebrate?	
What language(s) is/are spoken at home?	
If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment?	

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COLLECTION	
Names and contact details of any additional people with permission to collect your child (must be over 16)	
Password for authorised collection	
EMERGENCY CONTACT DETAILS	
Friend/relative contact details if unable to contact Parent/Guardian in an emergency	
Signature of Parent/Guardian	
Date	

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Permissions	Signature Parent/Guardian	Date
<i>I agree to allow my child to participate in any small, local nursery outings (large outings will require specific consent).</i>		
<i>I agree to allow my child to receive emergency medical treatment should this be necessary.</i>		
<i>I agree to allow a member of nursery staff to change my child's nappy (if applicable).</i>		
<p><i>I agree to allow photographs to be taken of my child:</i></p> <ul style="list-style-type: none"> - <i>for use on displays in the nursery</i> - <i>where incidentally included in other children's reports</i> - <i>for use on the nursery website, facebook and twitter</i> - <i>for use in nursery publicity</i> - <i>for use by the press</i> - <i>by other parents and carers at events e.g. nativity and sports day</i> <p><i>(delete as applicable)</i></p>		
<i>I agree to allow observations to be made of my child using 2Build a Profile. I understand that there may be group photographs that incorporate images of my child and other children. I agree that these photographs may be used in other children's learning journeys.</i>		
<i>I agree that a copy of my child's records may be passed on to their next school.</i>		
<i>I agree that my child's Early Years Progress Check may be shared with Health Services if required.</i>		
<i>I consent to sun cream being applied to my child on hot days. I confirm that a clearly named bottle of sun cream will be supplied.</i>		

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TERMS AND CONDITIONS

I confirm that I have read and understood the terms and conditions.

I confirm that I have read and understood the following policies which can be found on the website.

- Safeguarding and Child Protection
- Health and Safety
- Equalities
- Special Educational Needs
- Promoting Positive Behaviour, including Rules and Standards
- Parental Involvement

Child's Name:

Parents Signature:

Date:



FEES

- Fees should be paid within 30 days of invoice, unless otherwise agreed.
- Fees not paid by the date specified on the invoice are liable to a late charge of £10 per week that the fee remains outstanding.
- Please give six weeks' notice in writing if your child is leaving, or you wish to reduce his/her sessions.
- Sessions missed because of illness or holidays or any other reason, are non-refundable.
- Sessions cancelled due to adverse weather conditions are non-refundable.
- Sandhurst Nursery School reserves the right to change the fees and opening hours at their discretion.

POLICIES

The nursery operates in accordance with a range of policies and procedures including the following:

- Safeguarding and Child Protection
- Health and Safety
- Equalities
- Special Educational Needs
- Promoting Positive Behaviour
- Parental Involvement

If you require a copy of any of the policies or procedures then please visit our website. Some of the important points are as follows:

HEALTH

- Any child feeling ill and/or suffering from any infectious illness should be kept at home.
- If a child with an infectious illness has been in the nursery, we will inform you.
- Children suffering from sickness and/or diarrhoea should be kept at home for 48 hours after the first solid stool, or after the last bout of vomiting.
- We only administer prescribed medicines. Calpol will not be administered on a routine basis.
- You must notify the nursery if your child suffers from, or if you suspect he/she suffers from any kind of allergy or illness.
- Please see the *Health and Safety Policy* for more details.

COMPLAINTS

- If you have any concerns or a complaint to make about the nursery then please speak to us in the first instance. In the unlikely event that we are unable to resolve any issue, then there is a formal complaints procedure to follow (see the *Complaints Policy*).
- If you were still not satisfied, then you are entitled to contact Ofsted direct. They are our registering body and inspect us regularly. The phone number to contact them on is 0300 1231231 or you can write to them at Piccadilly Gate, Store Street, Manchester, M1 2WD.



SAFEGUARDING CHILDREN

- We are obliged by the Social Services Department to pass on any significant concerns regarding a child in our care.
- Please give six weeks' notice in writing if your child is leaving. If you are unable to give us term's notice, you must still inform us. If you fail to do so we will endeavour to contact you, however, if we are unable to reach you we will have to inform the relevant agencies who will check on the safety of your child.

SAFE COLLECTION

- Only those people named on your registration form, with their password, are authorised to collect your child.
- Please notify us in advance if someone other than the person who usually collects your child will be collecting them.
- On no account will your child be allowed to leave the premises without this procedure being adhered to. (See the *Safeguarding and Child Protection Policy*)

LATE COLLECTION

- Parents will be charged an hourly rate of £10 per hour if they are more than 10 minutes late to pick up their child; this is to cover the extra expense of keeping the required 2 members of staff on.

OUTINGS

- Parents will be notified of larger outings in advance with full details of the trip and an invitation for them to join us. Parents will be asked to sign a separate, specific permission slip for these outings. A full outing-specific risk assessment will be carried out in advance of each trip.

CONFIDENTIALITY

- All details of staff, children and their families are kept confidential.
- Parents are asked to sign a permission slip allowing us to pass on their child's records of achievement to their next school when they register. This will be confirmed orally nearer the time.



EQUALITY OF OPPORTUNITY

- At our nursery no-one (child, parent, staff, volunteer or anyone else) is discriminated against on any grounds and specifically on grounds of age, ability, gender, nationality, race, religion, culture, special educational needs, sexual orientation or social situation.
- We operate a policy of inclusion for all.
- Please see our specific *Equal Opportunities/Special Educational Needs policies*

ACCIDENT/INJURY

- In the case of an accident or injury, a form setting out the details of the incident and any first aid given and action taken will be completed and signed by the member of staff dealing with it. Parents will be asked to sign it on collection of their child.
- Please see the *Health and Safety Policy* for the procedure in the event of a serious accident/injury.

CLOTHING AND SUN CREAM

- Parents are asked to apply sun cream to their children before they arrive at nursery during the summer months.
- If it is a particularly hot day we will reapply sunscreen lotion to the children before going outside providing parents have supplied the nursery with a clearly named bottle of sun cream.
- Parents are asked to provide a complete change of clothes in case of an accident for their child for each session. They are also asked to bring a sun hat during summer months and wellies and warm clothes during the winter.
- Shoes must be suitable for playing on the outdoor equipment.

CHILDREN'S DETAILS

- These must be kept up to date in case of emergency. Parents should inform the nursery immediately of any changes to their children's details, such as emergency phone numbers, change of a parent's workplace etc.

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Childs Timetable

Childs Name:

Session Times	Please tick sessions/times required:
Monday 8am - 9am	
Monday 9am-12 pm	
Monday Lunch 12pm - 1pm	
Monday 12pm - 3pm	
Monday 3pm - 6pm	To: 4pm <input type="checkbox"/> To: 5pm <input type="checkbox"/> To: 6pm <input type="checkbox"/>
Tuesday 8am - 9am	
Tuesday 9am-12 pm	
Tuesday Lunch 12pm - 1pm	
Tuesday 12pm - 3pm	
Tuesday 3pm - 6pm	To: 4pm <input type="checkbox"/> To: 5pm <input type="checkbox"/> To: 6pm <input type="checkbox"/>
Wednesday 8am - 9am	
Wednesday 9am-12 pm	
Wednesday Lunch 12pm - 1pm	
Wednesday 12pm - 3pm	
Wednesday 3pm - 6pm	To: 4pm <input type="checkbox"/> To: 5pm <input type="checkbox"/> To: 6pm <input type="checkbox"/>
Thursday 8am - 9am	
Thursday 9am-12 pm	
Thursday Lunch 12pm - 1pm	
Thursday 12pm - 3pm	
Thursday 3pm - 6pm	To: 4pm <input type="checkbox"/> To: 5pm <input type="checkbox"/> To: 6pm <input type="checkbox"/>
Friday 8am - 9am	
Friday 9am-12 pm	
Friday Lunch 12pm - 1pm	
Friday 12pm - 3pm	
Friday 3pm - 6pm	To: 4pm <input type="checkbox"/> To: 5pm <input type="checkbox"/> To: 6pm <input type="checkbox"/>