



REGISTRATION FORM

Child's full name.....Sex.....

Name by which child should be addressed whilst at Nursery.....
Date of Birth.....

Address.....
.....
Postcode..... Telephone number.....
Email address.....

Name of Mother..... Place of work.....
Tel No.....
Name of Father..... Place of work.....
Tel No.....

Who has Parental Responsibility.....
Emergency contact other than Mother or Father.....
Address..... Tel No.....

Name of person who normally collects child.....
Other person(s) who have permission to collect child

Doctors Name.....
Address..... Tel No.....

Child's position in family (oldest/youngest?).....
Vaccinations.....

Serious Illness/Operations.....

Allergies/Special Diets/Health Problems.....

Has your child had a reaction to elastoplast?.....

Language spoken at home.....

Other information you think may be useful (Favourite toys, likes/dislikes etc).....

Where did you hear about the Nursery?.....

Sessions to be attended
(Minimum of two)

Please tick

	MON	TUES	WEDS	THURS	FRI
AM					
Lunch					
PM					

Do you require early starts?.....

Do you require afternoon club?.....

Starting date of Nursery.....
 Name of next School.....Starting date of next School.....
 Registration fee enclosed £10.00 (Non-returnable)

SignedDate
Parents should notify the Nursery of any change in these details immediately. Details of any accidents which occur whilst your child is attending Nursery will be recorded in the Accident Book and will need to be signed when you collect your child.

APART FROM BANK HOLIDAYS THE NURSERY REMAINS OPEN DURING HALF-TERMS.

CONSENT FORM.

Please tick the boxes next to the statements and sign to give your consent.	Agree.
<u>EMERGENCY MEDICAL TREATMENT</u> I consent to any emergency medical treatment whilst my child is at The Swan Nursery. I authorise the staff to sign any written form of consent required by hospital authorities if the delay in getting my signature is considered by the Doctor to endanger my child's health and safety.	
<u>PLASTERS.</u> My child has no known allergy to plasters and in the event of a minor injury I give my permission for a plaster to be applied to minimise distress and risk of infection.	
<u>SUN CREAM.</u> In sunny weather please bring your child to Nursery with sun cream already applied. I would like Nursery staff to re-apply it during the day and I will supply a named bottle of sun cream so you can do so.	
<u>PHOTOGRAPHS.</u> We regularly take photographs of the children at play to use in their online Learning Journals. These could include group photographs which may be included in other children's Journals. I consent to photographs of my child being included in other children's Learning Journals.	
Occasionally we take photographs of the children at play to use in promotional displays or publicity materials. The children are never named or identified. I consent to the Swan Nursery taking and using photographs of my child for use as described above.	
<u>DATA PROTCTION.</u> I agree that The Swan Nursery may hold the information I have given for the purposes of managing the Nursery and I will undertake to advise staff of any changes to these details. I understand that this information will be available to employees and the Management of the Nursery and that I may inspect the information relating to my child by giving reasonable notice.	
<u>CANCELLATION.</u> If I wish to remove my child from The Swan Nursery I agree to give 4 weeks notice. If I have registered my child but then decide for them not to attend I understand that I have to give 4 weeks notice. I understand that I will be liable to a 4 week charge if I fail to do this.	
<u>EARLY YEARS ADVISOR.</u> The County Council supports the Nursery with an Early Years Advisor. This is Jean Chaston. She visits Nursery and observes the children and will offer advice and ideas to help support children's learning and development. I consent to the Early Years Advisor observing and discussing my child's needs with Nursery staff, if required.	
<u>DISS CHILDRENS CENTRE.</u> I consent to The Swan Nursery sharing information with Diss children's Centre about my child's progress on a termly basis. This enables them to evaluate the effectiveness and impact of their work and to make improvements in the service they offer to children in the area.	
<u>POLICIES.</u> I have been given a copy of The Swan Nursery's policies.	

SignedParent/Guardian. Date.....