

Flower Pots Day Nursery

75 Adeyfield Road, Hemel Hempstead, Herts, HP2 5DZ

info@flowerpotsdaynursery.co.uk

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Registration Pack

Registration Form

Child's full name (and any alias)
Date of birth: Gender: Female / Male
Days attending nursery (please circle) Monday - Am Pm Full Day Short Day Thursday - am pm full day Short Day Tuesday - Am Pm Full Day Short Day Friday- am pm full day Short Day Wednesday- Am Pm Full Day Short Day
Date starting nursery:
Home address:
Home telephone number:
Email address:
Name of mother/ carer:
Occupation of mother/ carer and work address:
Daytime address and telephone number:
Name of father/ carer:
Occupation of father/ carer and work address:
Daytime address and telephone number:
Who has parental responsibilities:
Password (emergency pick up):

Name of family doctor:

Address of surgery and telephone number:

Name of emergency contact:

Relationship with child:

Address of emergency contact and telephone number:

Immunisation record. Please give details of any immunisations your child has had to date. Please inform the nursery staff of any vaccinations your child has during their time at nursery.

Name of vaccine	Date
*	*
*	*
*	*
*	*

Infectious disease record. Please give details of any infectious diseases your child has had, previous to starting nursery, such as chicken pox.

Name of disease	Date
*	*
*	*
*	*
*	*

Please give details of the following if applicable
Religious or cultural considerations:

Ethnic origin and language spoken:

As we firmly believe in celebrating all cultures/ festivals please state below the celebrations you are happy for your child to be involved with:

Special family circumstances:

Special health needs (include medication/ inhalers your child is taking)

Allergies (food or otherwise):

Dietary requirements or preferences:

Special songs/ games/ stories liked by your child:

Terms:

I agree to allow Flower Pots to seek medical assistance in an emergency.

I agree to allow Flower Pots staff with First Aid Training, to give any emergency medical treatment required.

I agree that my child can have a plaster if needed.

I agree my child can have teething gel if needed.

I agree that medicine prescribed by a doctor for my child may be administered by nursery staff in accordance with the dosage instructions.

I agree to my child being photographed for their online learning journals, website and for wall displays within the nursery.

I agree to let Flower Pots staff observe my child for developmental purposes.

Signed:

Date:

Flower Pots Information Sheet

Name of child:	
Date of birth:	
Do you use a dummy:	Yes / No
If yes when is it used:	
Do you use a comforter, eg, blanket, toy	Yes / No
Will your child sleep while at Nursery, If yes where does your child sleep	Cot / Pram / Bed
If your child is a baby we normally lay them on their backs to sleep, please state if you prefer otherwise:	
Please state the times your child sleeps, sleep patterns, limits, etc	
Does your child have a bottle during the day, if yes what type of milk, at what times and is it warmed <u>(all bottles must be prepared for nursery- we do not provide formula)</u>	Formula milk / Cows milk Times: Warmed in microwave / bottle warmer
Does your child eat:	Nursery Food / Food you provide
Does your child have any special dietary requirements:	Yes / No If yes please give details:
Does your child drink:	Boiled water / tap water / diluted juice Other:
Does your child drink from:	Bottle / feeder beaker / open top cup

Any further details:

E.g. More about their routine,

Particular likes/ dislikes,

Extra information we need to know about:

Parents Nursery Checklist

Could we please ask you to bring the following to nursery:

For Babies:

- *Prepared milk, please label bottles clearly with your child's name
- *Any packet or jar food
- *Nappies, wipes and cream
- *Change of clothes in a bag
- *Sun hats/ sun cream for the summer
- *Outdoor coat, hat and gloves for the winter
- *Comforter if required

Please note that we can blend lunches eaten by the older children, should your child not be able to eat solids. We also provide fresh fruit and vegetables for Babies being weaned.

We provide all bibs and sterilising equipment.

For Toddlers and Pre- School:

- *Indoor shoes or slippers
- *Change of clothes in a bag
- *Wellie boots
- *Nappies, wipes, and creams
- *Sun hats/ sun cream for the summer
- *Outdoor coat, hat, scarf and gloves for the winter
- *Comforter if required

Please note that we can cater for children with special dietary requirements and allergies however we do not offer alternative options should your child not like the food on the day's menu.

Could we please ask that all belongings are clearly labelled with your child's name.

Flower Pots Day Nursery Terms and Conditions of Parent Contract

Registration

If you would like to register your child at Flower Pots Day Nursery then you will be required to fill in a registration form and pay a deposit of £250.00 to secure a place for your child. However, this will be refunded if you decide Flower Pots Nursery wasn't right for your child within their first four weeks of attending. Please note the deposit is not refunded if the child does not attend the nursery at all. Otherwise the deposit is refunded in full upon receipt of your final month's fees providing four weeks written notice is given. If this notice is not given the deposit will not be refunded. Cheques to be made payable to 'Flower Pots Day Nursery'.

Payment

You will be informed when your child starts at nursery of the monthly fee amount. The fees are due by the 1st of every month. The fees are paid a month in advance. If you are paying by standing order please ensure this is set up for the 1st of every month. If you are paying by cheque please ensure this is bought into the setting by 25th of the previous month, eg if you are paying June's fees please ensure your cheque is bought into the setting by 25th May so it clears in the Nursery account by the 1st. Any cheques which are not cleared and come back to us will incur a £5.00 charge.

If you are late paying your fees an interest at 30% per annum will be charged on a daily basis on all outstanding debt. Late letters are charged at £15 per letter. Please note continued failure to pay fees may result in your child being excluded from the nursery.

Fees are payable during periods of absence such as sickness or holiday or bank holidays. Please see our fee structure to show how these are calculated. Our fees will be reviewed annually.

Change of Arrangements

Four weeks written notice is required for withdrawal of your child (unless within their first four weeks of attending) from the nursery and for any changes that you wish to make to the scheduled sessions attended.

Should Flower Pots Day Nursery need to make any amendments to the terms and conditions you will be given at least one month's notice in writing.

Insurance

Flower Pots Day Nursery does not accept responsibility for accidental injury or loss of property. The nursery has full insurance as required by law and details of this are available from the nursery manager.

To assist in ensuring that property is not lost we request that all items of your child's are clearly labelled with their name - including comforters, clothes, bag, bottles, toys, etc.

Safety and Security

The safety and security of your child is paramount at all times. We ensure that a number of procedures are in place to ensure that no unauthorised personnel gain access to the nursery. Please ensure that you never open the front door for others unless accompanied by a member of staff, and then the door is closed behind you. If anyone different is collecting your child then please ensure they know the password you stated on your child's registration form and they have sufficient identification to show on arrival.

Staff

Should a parent/ carer wish to employ a member of Flower Pots staff outside of nursery hours they must inform the nursery manager in writing, please note that Flower Pots Day Nursery will not be responsible or have insurance for this kind of work.

If a parent or former parent employs a member of staff within three months of leaving the nursery then a fee equivalent to 20% of the employee's salary will be payable to Flower Pots Day Nursery.

Childs Name: _____

Date: _____

1st Parents Name: _____

Parent Signature: _____

2nd Parents Name: _____

Parent Signature: _____

Managers Name: _____

Managers Signature: _____