**Registration form**

**Child’s details:**

|  |  |
| --- | --- |
| Child’s name: |  |
| Gender: |  |
| Date of birth: |  |
| Nationality: |  |
| 1st Language: |  |
| Birthplace: |  |
| Religion: |  |
| Ethnicity: |  |

|  |  |
| --- | --- |
| Allergy: |  |
| Special Dietary Considerations: |  |
| Doctor & Address: | Name: Address:Number: |
| Health Visitor: | Name: Address:Number: |
| Dentist: | Name: Address:Number: |
| Have you currently got or previously had any social worker involvement |  |
| Have you got any other agencies involved with your family |  |
| Does your child currently attend another nursery? | Name: Number:  | Do you give us permission to contact the nursery to help with transition?   |
| Did your child attend a previous nursery?  | Name:Number: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sessions Required: | Monday | Tuesday | Wednesday | Thursday | Friday |
| AM | AM | AM | AM | AM |
| PM | PM | PM | PM | PM |
| Required Start Date: |  |
| Term Time / All Year (Please circle) |
| 15 hour funding / 30 hour funding (Please circle) |

**Contacts:**

Parent/Carer (1) details:

|  |  |
| --- | --- |
| Title: |  |
| Full name: |  |
| Relationship to child: |  |
| Address: |  |
| Place Of Work: |  |
| Occupation: |  |
| Email: |  |
| Mobile: |  |
| Work Phone: |  |
| Date of birth: |  |
| National Insurance Number: |  |
| Parental Responsibility: |  |

Parent/Carer (2) details:

|  |  |
| --- | --- |
| Title: |  |
| Full name: |  |
| Relationship to child: |  |
| Address: |  |
| Place Of Work: |  |
| Occupation: |  |
| Email: |  |
| Mobile: |  |
| Work Phone: |  |
| Date Of Birth: |  |
| National Insurance Number: |  |
| Parental Responsibility: |  |

Authorised Collector (3) details:

|  |  |
| --- | --- |
| Title: |  |
| Full name: |  |
| Relationship to child: |  |
| Mobile: |  |

Authorised Collector (4) details:

|  |  |
| --- | --- |
| Title: |  |
| Full name: |  |
| Relationship to child: |  |
| Mobile: |  |

Collection Password**:……………………………………………………………………………….**

**Permissions and Consent**

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Accurate information – you confirm that the information you have provided is both complete and accurate. You understand that the giving of false information could invalidate your childcare contract terms and conditions. |  |  |
| Administer medication (signed in by yourself) |  |  |
| Administer paracetamol in the event of a high temperature |  |  |
| Allow hypo-allergenic plasters to be applied to your child if needed |  |  |
| Allow my child to participate in events such as Christmas, Easter, Halloween |  |  |
| Allow photographs in other children’s learning journals |  |  |
| Allow photographs of your child to be displayed around the nursery |  |  |
| Allow photographs on social media (facebook/Instagram) |  |  |
| Allow your child to have face paint on |  |  |
| Apply nappy cream (if none is provided nursery sudocrem) |  |  |
| Apply sun cream (if none is provided nursery aldi suncream) |  |  |
| Authorise emergency treatment |  |  |
| Authorise tooth brushing |  |  |
| Authorise walks/ outings |  |  |
| Confirmation that I have read the terms and conditions of the nursery and agree to comply with them and any updated regulations and instructions where necessary |  |  |
| Consent to share information within a shared setting/ new setting |  |  |
| Headlice check |  |  |
| I consent to Springboard nursery to hold, display and process your personal data which you provided on your registration form on to your child’s Famly nursery account. Also send you information in lines with GDPR requirements as and when required. |  |  |

▪️I confirm all the information I have provided is up to date and correct.

▪️I confirm I have read the terms and conditions provided to me.

\*I have shown the nursery management team my child’s Birth Certificate

Print Name:

Signed:

Date:

Please return this form to Springboard Nursery with a \*NON refundable\* £50 registration fee.

Nursery Use Only

|  |  |
| --- | --- |
| Reg Fee Paid |  |
| Security Email |  |
| Added to Family |  |
| Welcome Post |  |
| Visits Arranged |  |