



Little Scholars Nursery Child Information

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| Name of child | Known as |
| Child's Address | |
| Postcode | |
| Date of Birth | Home Phone No: |
| Religion | First Language |
| Nationality | Gender |
| Ethnicity | Birth certificate seen Yes / No Number: |
| Does your child have a disability: Yes / No | Type of Disability |

Parent / Guardian Information

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|-----------------------------|------------------------------|
| 1. Mother/Guardian name | Address |
| Email | Mobile |
| Place of work | Work number |
| 2. Father/Guardian name | Address |
| Email | Mobile |
| Place of Work | Work number |
| Who to contact in emergency | Contact No 1 or Contact No 2 |

Alternative Contact- can you please ensure that they are aware that you have given us their details and they are happy for us to have them

| | |
|----------------|-----------------------|
| Name | Relationship to child |
| Address | |
| Home Telephone | Mobile |

Please give details of anyone who has parental rights or responsibility not mentioned above

Who does **NOT** have parental responsibility for the child?

Copy of Court Order required

Parental responsibility – The mother of the child automatically has parental responsibility, the father has parental responsibility if he is on the birth certificate, if he was married to the mother at the time of birth, or has since married, or has obtained an order from the court granting parental responsibility. (Bainham et al 2003) Other family members/guardians can also gain a court order granting parental responsibility.

Who does **not** have legal contact with the child:

Copy of Court Order required

Legal contact – A court order in place to prevent the person you name from collecting the child.

Medical Information

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| Vaccinations received Yes/No refer our prospectus when completing | If no state which vaccination is not received |
| Have you been abroad in the last three months? Yes / No If yes please state: | |
| Does your child have any special dietary requirements or need any regular medication? Yes / no Please Specify:- | |
| Would we be required to undertake medical training to meet the needs of your child? Yes / No. If Yes please speak to the manager to arrange this. | |
| Doctor's Name | |
| Address and Postcode | |
| Telephone Number | |
| Health Visitor's name Contact number | |
| Does your family have a social worker supporting you? Yes / No If yes please provide details | |

Terms and Conditions

Fees

Registration Fee – This is a non refundable fee and covers the initial registration and administration costs. Not applicable to funded only sessions. However if extra sessions are booked outside of funded hours the registration fee will become payable.

Childcare Fees – Fees are payable in advance. Invoices are generated four weekly and Fees should be paid as per the fee schedule. All invoice period dates are included in your welcome pack for reference. Each year new dates will be displayed at nursery. All extra sessions should be paid in cash at the time of booking and are non refundable. Payment of fees can be made by cash, debit card or cheque, all cheques are to be made payable to Little Scholars Nursery.

Late Payment – Fees will incur a late payment charge as per the brochure. Enclosed in your welcome pack you will find a copy of our payment system. By signing this document you are agreeing to this system. Little Scholars Nursery has no obligation to admit your child into the nursery upon failure by you to pay fees.

Changes to Fees – Fees will be subject to change, you will be given 4 week's notice in writing of any changes to fees.

Non Payment of fees- All outstanding fees will be collected through the courts and all court costs will be charged.

Late collection- If a child is not collected at the end of their session there will be a late payment charge of £15 which will be charged on your next invoice. The time recorded for late payment is the time you leave the nursery and not the time you arrive.

Absence and Nursery closures-Nursery is closed on all bank holidays, **All** holidays are payable in full. **All** sick days are payable in full. If the nursery has to close due to unforeseen circumstances fees will not be charged or a swap session will be made available if fees have already been paid.

Sickness- Little Scholars Nursery reserves the right not to accept a child into the nursery if we feel your child is not well enough to be at nursery. If a child becomes ill during their session we expect the child to be collected within an hour to minimise the spread of infection. It is the responsibility of the parent/guardian to inform the nursery of any ailments that are contagious or may be passed on to other children. Children should be kept off nursery for the required timescales as recommended by the local Health Authority, an example of this is sickness or diarrhoea, your child should not attend nursery until 48 hours after the last bout. If we feel your child is in need of urgent medical attention we reserve the right to have them taken to hospital prior to making contact with parents.

Accidents-If a child has an accident at nursery we reserve the right to administer first aid as required by the injury. This will be recorded in accordance with our policies and you will be asked to sign our accident reports at the end of the session. For more serious injuries we reserve the right to seek immediate medical attention. We shall endeavour to contact the parents of the child however if we are unable to make contact we reserve the right to act in the child's best interest as recommended by medical professionals. It is your responsibility to put in writing if this is not acceptable. This should be done at point of registration.

Medication-Little Scholars Nursery staff will administer medication as per our medication consent form and in accordance with our policies. It is your responsibility to complete the Consent forms in your welcome pack at point of registration and to keep us updated in writing of any changes.

Safeguarding children-With the aim of providing a quality service to your child/ren and family we have a Child Protection Policy. Within this policy Carers are requested to notify staff of any injury sustained by their child outside of our care. In turn, staff will provide information on any accidents or injuries which may have sustained whilst in our care. We will inform social services of any child protection concerns. Whilst we are not a statutory agency we aim to work in a way which provides the same level of protection in our care and follow the guidelines as set in "what to do if you're worried a child is being abused"

Property and belongings-Whilst we provide car parking facilities we do not accept responsibility for any damage sustained in the car park. You are requested to enter car parks slowly. We accept that some children need to bring things from home to ease their transition. We do not accept responsibility for the loss or theft or damage of any belongings.

Collection from Nursery-Please be aware that should you wish an alternative person to collect your child we must have this in writing prior to your child's session. The letter should give the name, address and phone number of the person to collect. No child will be permitted to leave the nursery without a responsible person aged 14 or over. In extreme emergencies a telephone call from the parent/guardian will be accepted supplying the above information and a password.

Behaviour-We do not accept abusive disruptive or violent behaviour from any parents either towards staff members or other parents. We reserve the right to terminate contracts with immediate effect if our staff are abused or threatened in any way.

Data protection: With the aim of ensuring that your data is kept secure at the nursery we have a data protection policy and audit that outlines who information may be shared with, where it is stored and for how long we keep this information. This is available for you to view upon request to the manager at any time there is also a copy of this in the conservatory for you to view. An outline of this is on the privacy notices that are displayed within the nursery.

We reserve the right to update or amend terms and conditions at any time.

I agree to abide by the terms and conditions of the nursery as stated above.

I agree / do not agree for the nursery to hold my and my child's details which I have entered on the registration form, for a maximum period of 20 years or when my child turns 21 whichever is the earliest.

Sign:

Print Name:

Date:

Relationship to child:

CONSENT FORM

If your child's temperature is raised the first aider at the nursery will assess the child and retake the child's temperature. If your child's temperature is raised (38 or above) we may decide that Paracetamol is required to bring the child's temperature down. The manager will call asking you when your child last had Paracetamol and if you are happy for us to give them a dose as per the directions on the bottle. We do not give Paracetamol to ease pain unless this is prescribed by the doctor. We shall discuss at this point if your child is well enough to remain at the nursery. Medication cannot be given without your permission. If whilst attending the nursery your child has a reaction and the manager feel that they require antihistamine they will contact you detailing what has happen and requesting permission to give them a dose as per the instructions on the bottle.

Paracetamol / Ibuprofen/Antihistamine

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|--|----------|
| Has your child ever had Paracetamol (calpol)? | Yes / No |
| Has your child ever had ibuprofen? | Yes/No |
| Has your child ever had antihistamine (Piriton)? | Yes / No |
| Is your child allergic to Paracetamol? | Yes / No |
| Is your child allergic to Ibuprofen? | Yes / No |
| Is your child allergic to antihistamine? | Yes/No |
| Do you give permission for us to administer Paracetamol and antihistamine after you have been contacted? | Yes / No |

Sun cream

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| Has your child previously had a reaction to sun cream? | Yes / No |
| Do you give permission for nursery staff to apply sun cream? | Yes / No |

Barrier Cream

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| Has your child previously had a reaction to barrier cream? | Yes / No |
| Do you give permission for nursery staff to apply barrier cream? | Yes / No |

Pets

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| Do you give permission for your child to handle pets or animals? | Yes / No |
| Is your child allergic to fur or feather? | Yes / No |

Photos and art work

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| Do you give permission for photos to be taken of your child for their learning Journey? | Yes / No |
| Do you give permission for photos to be taken of your child for publicity material? | Yes / No |
| Do you give permission for photos to be taken of your child for Displays around the nursery? | Yes / No |
| Do you give permission for photos to be taken of your child in groups? | Yes / No |
| Do you give permission for your child's name and date of birth displayed around the nursery e.g. art work, name pegs? | Yes / No |

Sharing Information

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| Do you give permission for nursery to disclose your child's details to other professional bodies e.g. Speech Therapists, Early Years Team, Health Visitors Doctors, next setting or school? | Yes / No |
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Outings

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| Do you give permission for your child to go on local outings | Yes / No |
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Medical Help

Little Scholars Nursery reserve the right to remove a child to hospital in an emergency and seek medical attention – by signing this document you are consenting to this.

Declaration

Name of Child your are giving consent for

Signed

Date

Relationship to child

ALLERGY DECLARATION

It is a condition of your registration with the nursery that you share with us all the information that you have regarding any allergy that your child has or is currently developing. Failure to disclose the information can result in registration refusal or if it is subsequently found out that you withheld information then the placement will be terminated immediately, complete with a charge of four weeks nursery fees.

| | | |
|--|----------------|-------|
| Name of Child | DOB | |
| Upon registering my child with Little Scholars Nursery he/she does not have any known allergy condition/s to be declared. No previous medical history is recorded with his/her GP. (If your child has an allergy, this would be false) | True / False | |
| Upon registering my child with Little Scholars Nursery he/she is known to have an allergy condition. (If your child has an allergy, this would be true) | True / False | |
| If true please provide as much information as possible | | |
| Name of food / substances that your child is allergic to: | | |
| What are the symptoms? | | |
| How soon do these symptoms show? | | |
| What recovery action is to be taken? | | |
| Should a paramedic be called when the symptoms show? | Yes / No | |
| Have you consulted your doctor about this allergy? | Yes / No | |
| Has medication been prescribed by the child's Doctor? | Yes / No | |
| Is the allergy life threatening | Yes /No | |
| What specific medication are you putting into the care of the nursery:- | | |
| Asthma Declaration | | |
| My child has Asthma / has never had an asthma attack | | |
| If Yes – Please tell us about your child's medicines, and complete a continuous medication for indicating the dosage. | | |
| Name of medication | | |
| When should this be given | | |
| What should we do if the child's asthma gets worse? | | |
| Please tell us about your child's asthma; symptoms, how to recognize when their symptoms are getting worse and how to help them take their reliever medication. | | |
| Please update the nursery if any of the above changes. | Not Applicable | |
| By signing this form you are declaring that the information above is accurate to the best of your knowledge. | | |
| Name | Signature : | Date: |

| Office use : Do not file until you have completed the following | |
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| Have you carried out a risk assessment | Yes / No |
| Have you ensured the key person and staff are trained | Yes / No |
| Have you recorded this on a red card and put it in their record | Yes / No |