**Woodland Nursery**

**Registration and Agreement Form**

Date completed…………………………………… Managers name………………………………

Signature to confirm details are correct………………………………………………….

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Childs Full Name |  | Date of Birth |  |
| Known As |  | Male/Female |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/Carer Name |  | Mobile Number |  |
| Parent/Carer Name |  | Mobile Number |  |
| Email Address |  |
| Home Address |  |
| Home Telephone Number |  |
| Childs Religion  |  | Ethnic Group |  |

**Identification of Childs Date of Birth (TO BE COMPLETED BY NURSERY STAFF)**

|  |  |
| --- | --- |
| Type of documentation proof of child’s DOB |  |
| Reference Number |  |
| Date Document Recorded |  |
| Document Recorded by (Name of Nursery Staff Member) |  |

**Days and Sessions Required**

|  |  |
| --- | --- |
| Start Date |  |
|  | Monday  | Tuesday  | Wednesday  | Thursday  | Friday  |
| 8am – 12pm  |  |  |  |  |  |
| 8am – 3pm |  |  |  |  |  |
| 8am – 4pm |  |  |  |  |  |
| 8am – 5pm |  |  |  |  |  |
| 8am – 6pm |  |  |  |  |  |
|  |  |
| 9am – 12pm |  |  |  |  |  |
| 9am – 3pm |  |  |  |  |  |
| 9am – 4pm |  |  |  |  |  |
| 9am – 5pm |  |  |  |  |  |
| 9am – 6pm |  |  |  |  |  |
|  |  |
| 1pm – 4pm |  |  |  |  |  |
| 1pm – 5pm |  |  |  |  |  |
| 1pm – 6pm  |  |  |  |  |  |

**Please Tick**

|  |
| --- |
|  |

Term time only

|  |
| --- |
|  |

Full year care

**Please Tick if Food is Required**

|  |
| --- |
|  |

Hot Lunch - £2.75

|  |
| --- |
|  |

Late Tea - £1.75

**Parents/Carers Work Details**

|  |  |
| --- | --- |
| Parent 1 /Carers Work Address | Phone Number |
|  |  |
| Parent 2 /Carers Work Address | Phone Number |
|  |  |
| 1st Emergency Contact Name and Address | Phone Number |
|  |  |
| 2nd Emergency Contact Name and Address | Phone Number |
|  |  |

**Health Details**

|  |  |
| --- | --- |
| Doctors Name | Telephone Number |
|  |  |
| Doctors Address | Postcode:  |
|  |

|  |  |
| --- | --- |
| Details of Known Allergies |  |
| Details of current/ongoing prescribed medication |  |
| Any specific dietary requirements |  |

|  |  |
| --- | --- |
| Details of any concerns raised at 2 year old development check  |  |
| Has your child seen an Occupational Therapist/Physiotherapist/Speech and Language Therapist? |  |
| Is your child know to the Locality Team or Social Care? |  |
| Is the an Early Help Hub Assessment in place for your child? |  |
| Details of any special health problems/disability? |  |

**Immunisations**

My child’s immunisations are up to date ?

Date of last immunisations…………………………………………

**Security Collection Details**

**Password for Collection……………………………………………….**

We only allow authorised adults to collect your child prior to notice from you on the day in question. By giving us the details below Woodland nursery assume that you give consent for collection of your child from the named substitutes below.

|  |  |  |
| --- | --- | --- |
| Collectors Name | Relationship to the child | Contact Telephone Number |
|  |  |  |
|  |  |  |
|  |  |  |

**No person under 16 years of age is to pick up a child from the Nursery unless in exceptional circumstances and with the express permission of someone with parental responsibility.**

**Permission** (please tick)

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Outings  |  |  |
| Face Painting |  |  |
| Sun cream **provided by parents/carers** |  |  |
| Prescribed Medication – **Must be in original labelled packaging**  |  |  |
| Nappy cream **provided by parents/carers** |  |  |
| Emergency Medication (Calpol) |  |  |
| Emergency Medical Attention |  |  |
| Hypo Allergenic Sticky Plasters |  |  |

|  |  |  |
| --- | --- | --- |
| **Use of images consent**  | **YES** | **NO** |
| I give my consent for the school, nursery and trust to take photographs and/or videos of my child. |  |  |
| I give my consent for photos of my child to be used on the school, nursery and trust websites. |  |  |
| I give my consent to photos and/or video recordings of my child being taken and used on eSchools (where only the school community can access it). |  |  |
| I give my consent for photos of my child to be used on the school, nursery and trust social media accounts. |  |  |
| I give my consent for photos of my child to be used in the school/nursery prospectus.  |  |  |
| I give my consent for photos of my child to be used in the school, nursery and trust newsletters.  |  |  |
| I give my consent for photos of my child to be used in internal and external displays both at school and nursery and for use by the trust in their marketing materials.  |  |  |
| I give my consent to work which has been created by my child displayed publically including on the school/nursery website.  |  |  |
| I give my consent for my child’s first name to be published with their photograph and/or work online or in print.  |  |  |

**I do / do not** give my permission for appropriate images of my child to be printed for use within the nursery as a record of their learning and to be displayed within the nursery. I understand that electronic copies of images will be destroyed once no longer relevant.

**I do / do not** give my permission for appropriate images of my child to be used in the press, in promotional material, The Woodland website, social media (including the company’s Facebook and Twitter account).

**I do / do not** give permission for sharing information with other agencies about my child’s wellbeing or health.

 **I do / do not** give permission for sharing information with other providers if my child attends more than one setting.

Parent/Carer Signature……………………………………………………