



Greyfriars Day Nursery

Booking Information

Please fill in the box below to show which session(s) you require.

Childs Name _____

Start date		Age at start date	
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Please tick as required	Day Nursery			Nursery School (term time only)		
	Full day 8.00-6.00	Morning 8.00-12.30	Afternoon 1.00-6.00	9.00-11.30	11.30-2.30	2.30-5.00
		Only available to children over 2yrs				
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Crèche facility	
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How did you hear about the nursery	
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Registration fees:

Day Nursery	£50.00
Term time only places	£20.00
Crèche	no charge

Please return this form along with the registration fee to:

Greyfriars Day Nursery
64 Friar Street
Reading
RG1 1EH

- An offer letter and invoice for your first month's fees will be sent out to you.
- Payment is due one month before your child is due to start nursery. If fee is not paid then the place will be cancelled.

Thank you

CHILDS PERSONAL RECORD

Child's Name..... (M / F)

Date of birth Age

Home address
.....
.....
..... Postcode

Home telephone number

Parent / Carer Information

(The first parent named will be the first to be contacted if necessary)

1) Title..... Surname
First name
Company name.....
Occupation.....
Company Address.....
.....
Postcode
Work telephone.....
Mobile telephone number.....

2) Title..... Surname
First name
Company name.....
Occupation.....
Company Address.....
.....
Postcode
Work telephone.....
Mobile telephone number.....

Emergency contact - must be provided (different from parents)

Name
Relationship

Address
.....
.....
.....
Postcode

Telephone number

Mobile telephone number

Other Persons authorised to collect your child:
(You will need to provide a labelled photograph of these persons)

Name	Relationship to Child

Details of any legal issues, i.e. court injunctions, which nursery staff should be aware of involving parental responsibility for children in nursery.

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.....
.....

GP Name

Address

.....
.....
.....
.....
..... Postcode

Telephone number

Details of any health problems

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.....
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Name, address and phone number of Health Visitor

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.....
.....
.....
.....

Does your child have any Allergies?

- No
 Yes (please give details)

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.....
.....

(Please include details of reaction i.e rash, swelling etc.)

CULTURAL/RELIGIOUS/ETHNIC INFORMATION

Religion
Ethnic Origin
Language

Details of any procedures prohibited for medical, religious or other reasons
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.....
.....

Please note any cultural differences / influences regarding religion, ethnic origin or language that the staff should be aware of.
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.....
.....

Please tick if your child **cannot** eat;

- | | | |
|-----------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Fish | <input type="checkbox"/> Beef | <input type="checkbox"/> Chicken |
| <input type="checkbox"/> Pork | <input type="checkbox"/> Eggs | <input type="checkbox"/> Milk |
| <input type="checkbox"/> Gelatine (i.e. jellies trifles') | <input type="checkbox"/> Eggs in food (i.e. cakes) | <input type="checkbox"/> Milk in food (i.e. macaroni cheese) |

Any other dietary requirements
.....
.....

Record of previous immunisation (please tick if immunised): -

- | | | |
|---------------------------------------------------|-----------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Diphtheria | <input type="checkbox"/> Whooping Cough | <input type="checkbox"/> Tetanus |
| <input type="checkbox"/> MMR (separate or triple) | <input type="checkbox"/> Polio | <input type="checkbox"/> Hib Meningitis |

Record of infectious diseases
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.....
.....

Other special requirements
.....
.....

I certify that the information given in this document is true and correct, and I will inform you of any changes to these details.

Name
(Parent/Carer)

Signed Date

Photographs

I give permission for (child's name) to have photographs taken for:

- Nursery use, e.g. Display's Portfolios, etc
- Outside use, e.g. Newspapers, TV, Brochures, and for them to be used for publicity purposes for the nursery

Name
(Parent/Carer)

Signed Date

Local outings

I give permission for (Child's name) to attend local group outings i.e. walk in local area/park/library including the use of local public transport.

Name
Parent/Carer

Signed Date

Terms and conditions

The nursery terms and conditions are at the back of this registration form, by registering for a place at Greyfriars Day Nursery I agree to accept the terms and conditions.

Name
(Parent/Carer)

Signed Date

Authorisation for Emergency Treatment

Child's name: _____

In the event of a serious accident or the child becoming suddenly unwell, all attempts will be made to contact the parents but failing this please give permission to act on your behalf and authorise necessary medical attention.

Parent/Carer

I (print name) hereby give permission for Greyfriars Day nursery to seek medical attention for my child in the event of an emergency.

Signed (Parent/Guardian)

Please detail any information you feel would be vital in case of a medical emergency:

I.e. Allergies, health issues etc

Authorisation for Calpol

I (print name) hereby give permission for Greyfriars Day Nursery to administer calpol for my child, if unwell, suffering from a temperature, and/or in pain from teething or other illness.

- ❖ The dosage given will be as indicated by the maker's instructions.
- ❖ The nursery will contact parents before giving calpol.
- ❖ Please see our policies for further details.

Signed (Parent/Guardian)

Greyfriars Day Nursery

Terms and Conditions

Nursery Places and bookings:

A fully completed application form must be received along with the administration fee before a place will be reserved. All registration forms must be completed prior to the child starting nursery.

Nursery closure:

The nursery will be open Monday - Friday, 51 weeks of the year; closing for the Christmas week, and all bank holidays.

Late payment of fees:

Invoices are due for payment on the first day of the month and are sent by post one week before the due date. Amounts outstanding on the 7th of the month will attract a late payments charge of 5% or £10, whichever ever is the greater, which will be added to the following months invoice. The nursery reserves the right to immediately terminate the nursery place when fees are not paid in full by the 14th of the month.

Late collection of child:

A charge of £5 will apply for every 5 minutes a child is left uncollected after their collection time.

Termination:

We require one months notice in writing prior to the termination or change of the nursery place. If a parent withdraws their child during this notice period the fees will still be payable. We reserve the right to terminate a nursery place without notice if any fees are not paid by the due date, or in the event of a child, parent or carer becoming abusive, threatening or displaying otherwise inappropriate behaviour.

Personal property and belongings:

The nursery cannot be held responsible for any damage to a child's personal property. Every reasonable effort will be made to ensure property is not lost or damaged. Parents are encouraged not to let children bring toys to nursery. It is recommended that children wear practical inexpensive clothing to nursery.

Liability:

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the nursery being closed or the non-admittance of your child. We accept no responsibility for children in their parents care on the premises i.e. on arrival or collection.

Car parking

The use of the nursery car park is solely for dropping off and collecting your child and is not available for car parking of any other kind.

Accident and illness:

We reserve the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and required to sign an accident form. In the event of a serious accident requiring medical treatment, all attempts will be made to contact the parents but failing this we are hereby authorised to act on parents behalf and authorise necessary treatment.

We may require a parent to withdraw their child if the child is suffering or believed to be suffering from a disease that may put the other children or staff at risk or if it is deemed the child is not well enough to be at nursery.

We accept no responsibility for children contracting contagious diseases/infections.

Please refer to the communicable diseases policy for details of incubation and exclusion periods.

We have a realistic attitude to the working needs of the parent, but reserve the right to contact the parent if the child becomes ill during nursery hours.

We reserve the right to update or change these terms and conditions at any time. One months notice will be given of any changes made.

By accepting a place at Greyfriars Day nursery you agree to abide by the terms and conditions stated above.