



# Buttercup Nurseries Registration Form

## Key information

Child's Surname			
Child's First Name(s)			
Known As			
Date Of Birth			
Sex	Boy		Girl
Religion			
First Language			
Any Other Language spoken			
<b>Fathers Details</b>			
Name			
Address			
Post Code			
Home Tel Number		Mobile No.	
Place of Work			
Job Title		Dept	
Address			
Telephone Number		Ext.	
Able To Collect Child	Yes		No
<b>Mothers Details</b>			
Name			
Address			
Post Code			
Home Tel Number		Mobile No.	
Place of Work			

Job Title			Dept	
Address				
Telephone Number			Ext.	
Able To Collect Child	Yes		No	

**Emergency Contacts Other Than Parents**

	Contact No. 1	Contact No. 2
Name		
Relationship To Child		
Address		
Tel. No		
Mobile No.		
Password for Collecting child		

As security is of the utmost importance we request that you inform the nursery of any delay or changes to collection arrangements. The person collecting your child should be known to the nursery and be aware of your chosen password.

**Sessions Required**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Am Session					
Pm Session					
Full Day					
Additional Requirements					
Start Date					

**Medical Details**

Doctors Name	
Address	

Tel. No.	
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**Immunisations – Please Tick If Your Child Has Been Vaccinated Against The Following:**

	Yes	No		Yes	No
Diphtheria			Tetanus		
Hib			Mumps		
Measles			Rubella		
Polio			Whooping Cough		
Details Of Other Vaccinations					
Has Your Child Had Any Infectious Diseases?			Yes		No
If Yes Please Give Details					

**Individual Requirements and Details**

Has Your Child Any Food Allergies or Special Dietary Requirements?			Yes		No	
Please Give Details						
Are There Any Foods You Do Not Want Your Child To Have?			Yes		No	
Please Give Details						
Has Your Child Any Cultural Or Religious Requirements?			Yes		No	
Please Give Details						
Any Other Details That May Be Useful						

Legal Custody situation of child

Consents

**Medical Treatment**

I Hereby Give Consent For The Staff Of Buttercup Nurseries To Administer Emergency First Aid And To Seek Emergency Medical Or Dental Attention Including Hospital Treatment If It Is Deemed Necessary.

Signature..... Date.....

**Outings**

I Hereby Give Consent For The Staff Of Buttercup Nurseries To Take My Child On Visits And Outings. To Include Travelling On The Nursery Mini Bus And Public Transport.

Signature..... Date.....

**Photographs**

I Hereby Give Consent For My Child To Be Photographed And For Those Photographs To Be Used In My Child's File And Displays Around The Nursery.

Signature..... Date.....

**Photographs**

I Hereby Give Consent For My Child's Photograph To Be Placed Within Another Child's Learning Journey File.

Signature..... Date.....

**Photographs**

I Hereby Give My Consent For My Child's Photograph To Used For Advertising Purposes On The Nursery Web Site And News Letter And Any Press Releases





## **Buttercup Nurseries Ltd**

### **Terms and Conditions**

#### **Sessions: (Seaham)**

Full Day Session	=	8.00am . 5.30pm
Morning Session	=	8.00am - 12.30pm
Afternoon Session	=	1.00pm . 5.30pm

All session requirements must be confirmed in writing.  
A minimum of 2 weeks notice for all session changes must be given.  
Children must be registered for a minimum of 2 sessions per week.

#### **Shift Patterns**

The nursery can accommodate some shift patterns subject to availability of places but in order for us to manage this irregular booking pattern, sessions must be confirmed one month in advance in writing.

#### **Fee Payment:**

Fees must be paid one month in advance by the first day of the month.

Payment is required by Standing Order, Internet/Telephone banking. Details of Buttercup Nurseries Bank account are available on request for internet and telephone banking payments

A £10 administration fee will be charged on a weekly basis for all late payments.  
Cash or cheque payments will incur a 5% administration/handling fee.

#### **Holidays:**

The nursery will be closed for one week at Christmas & all Bank Holidays.  
There is an entitlement to two weeks holiday per year with a reduction in fees of 50%.during this time, the allocation of days will depend on the number of sessions taken per week. Holiday requests must be received prior to the month of the holiday.

Holiday entitlement is calculated on an annual basis from the child's start date, based on the amount of sessions attended per week. (In the case of shift patterns this will be based on the average number of weekly sessions for the previous month)

#### **Sickness/ Absence:**

Children who have, or develop, an infectious illness must be excluded from nursery for a minimum of 48hours.

This is in the best interest of the child and the other children and complies with regulations set out by the Environmental Health Department. The nursery must be notified of all absences.

**Sickness or absence from Nursery does not qualify for a reduction in fees.**

**Notice:**

One month's written notice, by either party is required to terminate a child's place at nursery. One month's fees in lieu of notice will be charged.

Fees are still payable for the months notice even if the child does not attend the nursery.

**Family Discounts:**

Where two or more children from one family attend the nursery for three days or more per week, the oldest child will be eligible for a 10% discount in their monthly fees.

**Clothing and Personal Items:**

The Nursery cannot accept responsibility for loss or damage to personal items or clothing.

A nursery uniform is available to purchase.

Parents should supply sufficient clothing for their child's daily needs and a spare set of clothing in case of accidents.

Sun cream and sunhats should be supplied in the warmer months. Suitable footwear and clothing for outdoors must also be provided.

**Car Parking:**

There are designated parking bays for dropping off and collecting children. If these bays are full please ensure that you park your car carefully. Under no circumstances should any car be left parked in an unsuitable manner that could cause danger to children or to the general public.

**AGREEMENT**

I agree to comply with the terms and conditions set out by Buttercup Nurseries Ltd.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**NURSERY COPY**

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Name \_\_\_\_\_

**CUSTOMER COPY**