



Child Registration Form

Please read the full Terms & Conditions on our website. Applying for a place at the nursery indicates acceptance of these.

Thank you for your interest in our Day Nursery & Montessori Pre-school. In order that we can offer the best care for your child, please fill in the following form. It is important that you inform us as soon as there is any change to any of the information given.

Personal Details

Name of child	
Date of birth	
Home address	
Postcode	
Religion	
Ethnic origin	
Nationality	
First language	
Other languages my child speaks are	
Does your child speak English as an additional language?	Yes / No (please circle)
If yes, do you need any additional help or support?	Yes / No (please circle)
Does your child have any special educational needs/disabilities	Yes / No (please circle). If yes, please give details
Preferred start date	
Sessions required	

About your family

Mother / Carer 1 Full name	
Home address	
Postcode	
Home tel number	
Mobile	
Email address	
Place of work / occupation	
Work tel number	
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Payment of fees <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Contact in emergency <input type="checkbox"/>

Father / Carer 2 Full name	
Home address	
Postcode	
Home tel number	
Mobile	
Email address	
Place of work / occupation	
Work tel number	
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Payment of fees <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Contact in emergency <input type="checkbox"/>

Other contacts

Contact 1 Full name			
Relationship to the child			
Password			
Mobile tel number		Tel number	
Responsibilities (Tick all that apply)	Collect child from nursery <input type="checkbox"/>	Contact in emergency	<input type="checkbox"/>
Contact 2 Full name			
Relationship to the child			
Password			
Mobile number		Tel number	
Responsibilities (Tick all that apply)	Collect child from nursery <input type="checkbox"/>	Contact in emergency	<input type="checkbox"/>
Contact 3 Full name			
Relationship to the child			
Password			
Mobile number		Tel number	
Responsibilities (Tick all that apply)	Collect child from nursery <input type="checkbox"/>	Contact in emergency	<input type="checkbox"/>
Contact 4 Full name			
Relationship to the child			
Password			
Mobile number		Tel number	
Responsibilities (Tick all that apply)	Collect child from nursery <input type="checkbox"/>	Contact in emergency	<input type="checkbox"/>

Medical details

Does your child have any allergies?	Yes / No (please circle)
If yes, please give details of the cause and reaction	
Does your child have any special dietary requirements?	Yes / No (please circle)
If yes, please give details	
Is your child's immunisation programme up to date?	Yes / No (please circle)
Does your child have any prominent birthmarks we should be aware of?	Yes / No (please circle)
If yes, please give details	
Name of GP	
Name of surgery	
Address	
Postcode	
Telephone number	
Where did you hear about The Children's Garden?	

Permissions & Data Protection:

The Children's Garden is registered with the Information Commissioner's Office (ICO) and our reference number is ZA166027.

There is personal data on parents / guardians and children which we are obliged to retain in order to comply with Early Years legislation – this includes dates of birth, addresses, ethnicity, National Insurance Numbers, images and personal information related to a child's personal development. Hard copies are kept in a locked cabinet with access by our managerial team and office staff only. Soft copies are kept within our Nursery management Software (Family) which is fully GDPR compliant.

Images are stored either in our secure Apple iCloud data storage server and / or in Family. General information, including any images, on parents / guardians and children which we hold will be retained for 12 months after the child has left our setting. It will then be securely destroyed. All other information, which we are legally obliged to retain (see above) will continue to be stored safely. You may request a copy of the information we hold on you / your child at any time.

Photography: taking and recording images of your child – both individually and with other children – is key to being able to show and share their progress with you. We use a combination of Family (personal to you and nursery parents) and Facebook TCG website (open for all) for sharing information, pictures and video of each child's progress and activities. We do not include *any* personal information of any child in an open forum. When providing you with images of your child, there may be other children in the images – and vice versa. This is hugely important for sharing the many interactions your child has at TCG.

Please go to the 'Permissions' section of your Family profile and answer 'yes' or 'no' for each one.

Please also add an up-to-date photo of your child to your Family account, as well as a photo for each parent / carer / family member who will be collecting your child.

Invoicing

Invoicing is monthly, in advance, via the Family app, and fees are payable by the 15th of the month.

We accept childcare vouchers, Tax Free Childcare payments and internet transfer (bank details below).

We also accept government funding. If eligible, please ask for our funding information sheet.

NURSERY BANK DETAILS:

BANK: LLOYDS

SORT CODE: 30-94-97

ACCOUNT NO: 52647968

NAME: THE CHILDREN'S GARDEN DAY NURSERY

PLEASE PROVIDE THE NAME OF YOUR CHILD AS A REFERENCE

Agreement

I agree to abide by the terms and conditions and policies and procedures of The Children's Garden which I have read and fully understand.

Signed..... Date

Print name.....

Office use only:

Deposit paid on (date)

Birth certificate seen.....yes / no