

**The Children's Garden Day Nursery & Montessori Pre-school,
Roebuck House, 33 Broad Street, Stamford PE9 1PJ.
Registration Form:**

(Please read the full Terms & Conditions on our website as well as our Policies & Procedures). 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.

Name of Child:

Date of Birth: ____ / ____ / ____ (Office use only) birth certificate seen:

yes/no

Nationality:

First Language:

Other Languages my child speaks are:

Religion: _____

Ethnicity: _____

Sessions required:

Start Date:

Name of Parents/Carers:

Mother/Carer 1: _____

Father/Carer 2: _____

Primary carer with legal contact /responsibility:

How would the parents/carers prefer to be addressed:

Home Address/es:

Home phone: _____

Mobile phone: _____

Work phone: _____

Parents/carers places of work & occupations:

Mother/Carer 1:

Father/Carer 2:

Email address of Primary carer:

Email address of bill payer if different to primary carer:

Name of any person(s) who will be picking up the child from nursery in addition to the parents/carers named above:

For families with English as an additional language:

Do you need any additional help or support? (Please circle) YES NO

PASSWORD IN

EMERGENCY: _____

Please note that for child security, parental permission must always be given in person if there is a change to the above information.

Emergency Contact Numbers (e.g. parents' work no) in order of contact please:

Full name and relationship to child

Telephone number

1.

2.

3.

4.

Name & address of Doctor:

Tel no: _____

Is your child's immunisation programme up to date? (please circle) Yes No

Does your child have any allergies?

Please detail if necessary: _____

Does your child have any dietary requirements?

Briefly describe your child's home routine:

Does your child have any particular likes/dislikes?

Any other information about your child that you feel is important (e.g. comfort toys):

Which school are you thinking of sending your child to after nursery?

We will usually do a visit to the school or telephone and talk to the teacher inviting them into our setting in order that we can help to prepare your child for their new school.

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 & children which we are obliged to retain in order to comply with Early Years legislation - this includes Dates of birth, copies of Birth Certificates, 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 (Famly) which is fully GDPR compliant.

Images are stored either in our secure Apple iCloud data storage server and/or in Famly. 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 Famly (personal to you & 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 circle & sign:

I do / do not give permission for staff or other nominated professionals to take still and moving images of my child for wall displays, key worker folders and Famly:

Signed: _____ Date: _____

I do / do not give permission for my child's image to appear on the Nursery website and Facebook page:

Signed: _____ Date: _____

I do / do not give permission for my child to go on local outings:

Signed: _____ Date: _____

I do / do not give permission for staff to administer emergency first aid to my child:

Signed: _____ Date: _____

I do / do not give permission for staff to apply Hypo-allergenic plasters:

Signed: _____ Date: _____

I do / do not give permission for staff to check my child's hair regularly for signs of head lice:

Signed: _____ Date: _____

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

I have read and understood the nursery policies and procedures. I attach my registration fee/deposit (or have paid online) of £175 of which £100 will be refunded when my child leaves, provided I give at least one month's notice and my account has been settled in full. In the event of cancellation or non take-up of place the entire registration fee/deposit is non-refundable.

Signed: _____ Date: _____

INVOICING:

Invoicing is monthly, 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 Govt 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

About Me

My name is _____

And my birthday is on _____

This form will help us to gain a better understanding of your child in terms of their likes, dislikes, interests and needs. It also assists us with their Learning Journeys for progress and development. There are some pointers to help you complete the form.

Thank you for your help.

Date completed form: _____

Completed by: _____

Who is my immediate family:

Previous carers (if applicable): _____

Child's general health (including allergies, intolerances, ailments, care plan):

Child's current independence (Eg can use a cup, toilet-trained):

Communication and language development (eg Listening skills / following instructions):

Physical development (Eg self care skills, toilet training):

Personal & emotional needs (eg comforters, particular sensitivities, likes, dislikes, fears):

Language (eg special words for things, ie people, toileting, English as a second language, support needed etc):

Favourite things to do:

Social Development (eg Is your child used to other children? How do they respond to new situations?):

What does your child show an interest in: (eg music, painting, modelling, counting, outdoors, physical activity etc):

Please add any other relevant information you would like us to know. Alternatively you can inform us at any time of additional information regarding your child.