



Nursery

Registration Pack

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Documents checklist for (Child's Name) _____

- () - Child Tax Credit letter from HMRC (in case of 2 yr funding)
- () - Copy of address proof
- () - Copy of birth certificate of the child
- () - Red Book for vaccinations

1- Registration Form

Name of the Child : _____

Date of Birth : _____

Address : _____

Email Address : _____

Name of parents : Father _____

Mother _____

Preferred Telephone Nos. : Mobile _____

Landline _____

Nationality : _____ (Refer to last page for Code Input)

Proposed start date : _____ (Refer to last page for Code Input)

Sessions chosen:	Days	Fee(£)
Morning Session : 8.00 AM to 13.00 PM		
Afternoon Session : 13.00 PM to 18.00PM		
Full Day Full Time : 8.00 AM to 6.00 PM		
School Hours Session : 9.00 AM to 3.30 PM		
Other Session : _____		

Payment method chosen : Daily, Weekly, Monthly

Registration fee paid : £35.00 (cash/cheque)

(Please make cheque in favour of "Harmony Nursery")

Formal contract will be signed before commencement of the Session.

Signature of parents: _____

Date: _____

2 -Entry Profile

Child's First Name : _____

Child's Surname : _____

**Child's chosen name,
if different from above** : _____

Main language spoken
at home : _____

Gender : _____

Date of birth : _____

Country of birth : _____

Address : _____

Next setting:

It is our intention that when your child moves from this setting to school, information about him/her will be shared with the school to support an effective transition, continuity and progression for your child. We would like your consent for this information to be passed to your child's school at the point of transfer.

Name of setting : _____

Date of admission : _____

Lead practitioner/key person _____

Signature of parent/carer

Name (please print) : _____

Home address : _____

Post Code : _____

Telephone numbers : _____

Other Contacts

Name :

Address :

Home Tel No:

Work Tel No:

Other Tel No:

Relationship to Child:

Security Password:

You are:

Emergency Contact []

Bill Payer []

Parental Responsibility []

Authorised Pick-Up []

Name :

Address :

Home Tel No:

Work Tel No:

Other Tel No:

Relationship to Child:

Security Password:

You are:

Emergency Contact []

Bill Payer []

Parental Responsibility []

Authorised Pick-Up []

Name :

Address :

Home Tel No:

Work Tel No:

Other Tel No:

Relationship to Child:

Security Password:

You are:

Emergency Contact []

Bill Payer []

Parental Responsibility []

Authorised Pick-Up []

Name :

Address :

Home Tel No:

Work Tel No:

Other Tel No:

Relationship to Child:

Security Password:

You are:

Emergency Contact []

Bill Payer []

Parental Responsibility []

Authorised Pick-Up []

Child's position in family: _____ of children

Names and ages of brothers / sisters

_____	_____	_____
_____	_____	_____
_____	_____	_____

Religion/s : _____

Ethnic origin/s _____ (Non compulsory)

Status – please circle

Are you a refugee family? Yes/No Permanent Residency Yes/No

Are you a family seeking asylum? Yes/No Temporary Visa Yes/No

Are you a Traveller Family? Yes/No Other Yes/No

Is/has your child been cared for frequently by any of the following?

Childminder Yes/No Friend Yes/No

Relative Yes/No Day nursery Yes/No

Other (please specify)

Health and Development – key health information

Has your child ever been referred to any of these specialists?

Speech therapist Yes/No Audiologist Yes/No

Orthoptist Yes/No Community paediatrician Yes/No

No

Occupational therapist Yes/No Physiotherapist Yes/No
Psychologist Yes/No Dietician Yes/
No
Other (please specify) _____

Please give any relevant details

Does your child have any allergies? Yes/No
If yes, please give details: _____

Does your child have asthma / eczema? Yes/No
If yes, please give details: _____

Does your child have any particular dietary needs? Yes/No
Vegetarian/Non vegetarian

If yes, please give details: _____

Does your child have any other medical needs that the setting should be aware of? Yes/No

If yes, please give details: _____

Is there anything else you would like us to know about your child (e.g. significant experiences in the family, particular interests)? Yes/No

If yes, please give details: _____

Are there any special words your child uses (e.g. for toilet)?
If yes, please give details:

Does your child use sign assisted language? Yes/No

If yes, please give details: _____

Does your child sleep during the day? Yes/No

If yes, please give details: _____

Name of health visitor :

Name of G.P :

Details of vaccinations :

Child's birth weight : ____ kg born at ____ weeks

My child was ____ months when he/she first walked

My child was ____ months when he/she first spoke (i.e. said first key word in main language)

My child goes to bed at _____ hr (time)

Attendance at the setting

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Signature of parents

Signature of Manager

Please use the codes below to input in the fields for ethnic & sen codes.
Thank You!

ETHNIC CODES:

AOTH - Any Other Asian Background
ABAN – Bangladeshi
AIND – Indian
APKN – Pakistani
BCRB - Black Caribbean
BAFR - Black African
BOTH - Any Other Black Background
CHNE – Chinese
MWBA - Mixed: White/Black African
MOTH - Mixed: Any Other Mixed Background
MWAS - Mixed: White/Asian
MWBC - Mixed: White/Caribbean
REFU - Did not wish to be recorded
OOTH - Any Other Ethnic Background
WOTH - Any Other White Background
WBRI - White: British
WIRI - White: Irish
WIRT - Traveller: Irish Heritage
WROM - Gypsy/Roma

SEN CODE:

N - No Special Educational Need
A - Early Years Action
P - Early Years Action Plus
S - Statement of SEN

3- Permission Form**3.1 - Observations and photographs**

Name of the child: -----

Date of birth: -----

I do/do not give permission for nursery staff and child care students to observe my child as described above, including photographs where necessary.

I do/do not give permission for photograph of my child to be displayed in the Nursery.

I do/do not give permission for photographs of my child to be used in nursery publicity material e.g. brochures, posters, flyers, etc.

I do/do not give permission for photograph of my child to be used on the nursery website for promotional reasons only.

I do/do not agree to my child being photographed and named in the press and on publicity material.

SignedRelationship to Child
.....

3.2 - Permission to take children off the premises

As part of the early learning planning, the nursery will arrange local visits and walks in the neighbourhood to support children's knowledge, understanding and experiences. For example, they could learn about different kinds of food and cooking ingredients during a trip to a supermarket, or collect objects of interest for a collage or table display during a walk in the park.

For your child to take part in such activities we require written permission from their parent.

All outings away from the nursery will be assessed to identify risks and put measures in place to ensure children, staff and assistants are safe during their time away from the nursery (please refer to our Outings Policy).

Adult to child ratios will be higher than normal on these occasions and we would welcome and appreciate any parents who would feel able to accompany us on short walks and trips.

Please note that separate letters and permission slips will be sent out for visits and trips further afield.

Please consider the above and return the completed permission slip to the nursery manager

N a m e o f C h i l d

.....

***I do/do not** give permission for my child to take part in trips off the nursery premises either by walk or using nursery/public transport.

***I could/could not** be available to help with nursery trips as detailed above.

(*delete as appropriate)

SignedRelationship to Child

.....

4- Emergency Medicine Consent Form

Name of the child: -----

Date of birth: -----

I give permission for a member of this Nursery staff to administer liquid paracetamol/Piriton/Nurofen if my child develops a temperature/Allergy while at the Nursery and a parent can't be contacted.

Signed -----

Parents/Carer

Date -----

Witnessed -----

(Nursery Manager)

Consent for an Emergency Medical Treatment

"In case of any medical emergency, the Nursery might need your child to take him/her to a hospital. (A senior member of staff will accompany at all time) and a parent/carer will be contacted and keep informed about the situation till their arrival at the hospital."

I do/do not give permission for an emergency treatment to my child:

Child's name _____

Parent's name _____

Parent's sign _____

5- Terms and Conditions

1. Nursery Places and bookings

1.1 The Nursery must receive a signed and fully completed application form before a place can be considered. Full and part time sessions must fit in to the session times detailed on the application form; however, we will attempt to meet individual needs where necessary.

2. Fees, deposits, attendance and advance notice

2.1 A registration fee of £35.00 (non-refundable) is required upon booking a place which is payable at time of registration. This fee is applicable for non-funded parents only.

2.2 A refundable deposit fee of £100 is required upon registering your child. Parents whose children are on funding will be refunded with this fee upon the termination of this contract. This fee might be adjusted in the fee or any other payments or expenses incurred by the nursery on behalf of the parents who are on part or no funding.

2.3 VAT is not charged on nursery fees.

2.4 The children on 2 year old funding must attend at least for half of the term period. The deposit will only be refunded at the end of half on the term period. Children might lose their place if their attendance is below two weeks and unjustified. We are liable to contact Harrow Council regarding the child's absence.

2.5 The charges agreed in the 5 -Fee Agreement Form must be paid in advance by the agreed date.

2.6 We may increase our charges once a year. We will give you written notice of any such increase at least one month before the proposed date of increase.

2.7 You are required to give one month's written notice of a reduction in the number of sessions you require.

2.8 Nursery fees are payable in advance by Credit/ Debit card, cheque, cash, bank transfer or workplace vouchers on the 1st working day of each month.

2.9 All invoices will be sent out at least three days prior to the 1st of the month. If invoices have not been received by the 1st it is the responsibility of the parent to inform the Nursery.

2.10 Other than if we are in breach of these Terms and Conditions, all sessions booked must be paid for, regardless of whether the child attends. The Nursery should receive one month's written notice of the dates of the holidays to be taken. There is no restriction on how many holidays can be taken. No refunds or discounts will be given for sessions missed due to holidays or sickness. Failure to meet payments will result in the termination of the Nursery place and in such circumstances the parents will not be entitled to a refund of any fees.

2.11 The Nursery offers a reduction fee if you enrol your second child and subsequent children with us. Please speak to the manager to discuss the discounts.

2.12 Any extra hours incurred will be charged at the agreed hourly rate.

2.13 The nursery will charge extra on account of services not covered under Early Years Foundation Stage over and above the funding by the council.

Our pricing has been fairly designed and justifies that we go an extra mile to facilitate maximum learning for the children and strengthen parent partnership, therefore we:

1- provide observations electronically through the use of tablets and high end softwares.

2 - provide cctv for added security safety and security of the children.

3 - make additional investment in staff training to update their continued development from time to time.

4 - provide top quality and a variety of healthy snacks.

5 - plan and organise frequent outdoor visits and special events for parents and children.

6 - provide Montessori experience to our children in our other setting where the cost of resources are high.

7 - introduce new methods to enhance the quality of our provision such as ECERS - (Early Childhood Environment Rating Scales) - The Environment

Rating Scales are a set of standardised tools for measuring and improving the quality of early years provision.

These factors gives us an edge over other nurseries in the area. Extra services such as Parental Webcam and Spanish sessions has been out-sourced to our trustworthy and well reputed partners due to which an extra monthly fee is charged.

3. Termination / Cancellation / Change

3.1 We require one month's notice, in writing, should you wish to terminate a Nursery place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable. We may contact debt collection agencies or local Police if we do not receive the outstanding balance of the fee after constant reminders. We reserve the right to terminate a Nursery place with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour.

3.2 In all other circumstances we will give you one months' notice, in writing, should we wish to terminate a Nursery place for any reason.

3.3 If the parent for any reason postpones a start date, we reserve the right to charge from the original start date stated on the application form as the place is being secured for them.

3.4 If a parent wishes to change the number of sessions taken at Nursery, one months' notice, in writing, must be given

4. Free Early Years funding

4.1 Nursery funding for 2 year olds

We accept two year old funding. Please contact Family Information Services in Harrow Council or speak to our manager to guide you on how you can apply for it.

4.2 Nursery funding for 3 and 4 year olds - Nursery Education Funding (NEF)

Nursery Education Funding (NEF) is available for all 3 and 4 year olds from the term following their third birthday.

5. Operating Hours

5.1 Harmony Nursery is open from 08:00am – 18:00pm.

5.2 If you are late collecting your child from the Nursery, a late collection charge of £5.00 for every 15 minutes may be imposed – this is at the discretion of the Nursery Owners.

6. Nursery Closure, outings and events

6.1 The Nursery will be closed on Christmas Day, Boxing Day and New Years Day and those Bank Holidays associated with these days, i.e. if Christmas Day, Boxing Day or New Year's Day is on a Saturday or Sunday, the relevant Bank Holiday(s) will be carried to Monday / Tuesday. The Nursery will also remain closed for the remainder of the period between Christmas and New Year. For other Bank Holiday (s) during the year the nursery will be closed. The nursery may also be closed during training days which will be notified in advance.

6.2 The nursery will take the children for trips, outings or events that may result in change in our standard operating hours for which the parents will be notified well in advance. The parents will still be charged with the agreed fee for the day in case of absence. There will be no refund of the nursery fee or discount for the day if the child does not attend (the trip or event) or if the nursery hours are reduced on that day.

7. Behaviour Management

7.1 We may require parents to withdraw or remove their child from Nursery in the event that the Nursery Manager considers the child to be disruptive or displaying inappropriate behaviour.

7.2 We will not tolerate Nursery staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a Nursery place.

7.3 We have an obligation to report to the relevant authorities any suspicions we have that your child has suffered neglect or abuse, and we may do without your consent and/or without informing you.

8. Insurance

8.1 We have extensive Insurance cover - full details of the Insurance is available upon request, from the Nursery Owner.

9. Personal Property and Belongings

9.1 We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the Nursery staff to ensure the children's belongings are not lost or damaged.

9.2 Practical 'inexpensive' clothing is strongly recommended for children attending Harmony Nursery as we perform messy play quite often. It is the parent's responsibility to name and clearly label all items of clothing.

9.3 We suggest that all toys, books or other equipment are left at home. However, we will allow cuddly toys during the settling in period or resources for limited period of time to be discussed at our "Show and Tell" session.

10. Liability

10.1 We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Nursery being temporarily closed or the non-admittance of your child to the Nursery for any reason, this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on Nursery premises, i.e. prior to arrival or after pick up.

10.2 We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

10.3 We will make reasonable endeavours to keep parents and / or children's property in good order.

10.4 Liability for damage of such property is excluded except where caused by our negligence.

11. Accidents and Illness

11.1 If the child becomes ill during the nursery session, the nursery manager will contact you or the emergency contact indicated on the entry profile. You must inform us immediately of any changes to these contact details.

11.2 We reserve the right to administer basic first aid and treatment when necessary. Please refer to our Medication policy for more details.

11.3 Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Nursery to contact the parents or emergency contact provided but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment.

11.4 We will administer prescribed medicines if parents complete a 'Medicine Consent' form; however, the first dose of medicine must be given at home and parents must take all medicines home at the end of each day.

11.5 If the child has been sent home from the nursery because of ill health, he/she will not be re-admitted for at least 24 hours, depending on the reason on child was sent home. If the child is prescribed antibiotics, he/she will not be allowed to return to the nursery for 48 hours.

11.6 We may require parents to withdraw their child from Nursery, in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend Nursery. If the child is not allowed to play outdoors in the nursery then he/she is not fit enough to attend the nursery as we have a free flow system that encourages child move indoors to outdoors freely.

11.7 If we have reasonable cause to believe that they are or maybe suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the Nursery may contract such a disease/infection that may lead to withdrawal from the Nursery. We accept no responsibility for children contracting contagious diseases/infections. Parents are requested to inform the Nursery if their child is suffering from any illness, sickness or allergies before attending Nursery.

11.8 We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during Nursery hours.

12. Security

12.1 Parents are welcome to visit the nursery but we will not admit anyone without prior notification. Under no circumstances will the child be allowed to leave Nursery with anyone unknown to Nursery staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the Nursery will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the Nursery. A list of responsible adults who are authorised to collect the child should be given to the Nursery Manager. The Nursery may also use a password system for entry if necessary.

13. General Information

13.1 We operate strictly as per our Policies and Procedures manual which is updated regularly. Our local council is Harrow Council, we are Ofsted registered and follow a curriculum of Early Years Foundation Stage (EYFS). Please ask a member of staff for more information on the manual, Ofsted and EYFS. The settling in period starts with 45 minutes per day, which involves the parents' presence for as long as the parent is needed. The first two sessions are free, if more sessions are required hourly charges are applied.

13.2 Parents of children who are not potty trained must provide disposable nappies/pull ups. However, nappies may also be provided by the nursery temporarily which can be replenished by the parents or we will charge the amount spent on the nappies from the parents at actual.

13.4 We will work with you to provide suitable food for your child, if they have a special dietary requirement as diagnosed by a Doctor or dietician. All reasonable care will be taken to ensure that a child does not come into contact with certain food with support from parents and external professionals, should the need arise.

13.5 No packed lunches supplied by parents for children will be heated up by us.

13.6 Parents are requested to inform the Nursery of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the Nursery of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the Nursery of any changes to all information kept in the Nursery.

13.7 We do celebrate child's birthday and other festivals in the nursery. We do not allow birthday cake or individual cup-cakes or any confectionaries.

13.8 We also provide Breakfast, water/milk, fruits, vegetables to the children. However, water is always available for children to drink either by asking or helping themselves. We encourage children to have more water intake.

13.9 We operate key person system in the nursery. You have the right to know who your child's key person is and you will be closely interacting with key person about your child's development or anything else you want to discuss about your child.

14. Agreement

14.1 These Terms and Conditions represent the entire agreement and understanding between the parents and the Nursery. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update / amend these Terms and Conditions at anytime. Two months notice will be given of any changes made.

We, the undersigned parents/carer of the child _____ (name of the child) have read and understood above terms and conditions and agree to comply with them.

Signature of parents/carer _____

Parents/Carer Name _____

Relationship to the child _____

Date _____

Name Signature of Manager _____

Name of Manager _____