

Gateway Lodge Nursery

Registration Form



Child's Details:

Name:

Country of Birth:

Date of Birth:

Ethnic Origin:

Child's First Language:

Other Language(s) spoken at home:

Home Address:

Home Telephone No:

Home email:

**** The nursery is required to check children's identity.**

Please bring your child's birth certificate with you when you visit and the health visitor Red Book.

Mother's Details:

Mother's Name:

Mobile No:

Address if different from above:

Work address (if applicable):

Work Telephone No:

Usual working hours:

Father's Details:

Father's Name:

Mobile No:

Address if different from above:

Work address (if applicable):

Work Telephone No:

Usual working hours:

Who will normally collect your child at the end of the day?
(**must be over 18 years of age**)

Person with Parental Responsibility if different from above:

Is there anyone who has legal contact arrangements with your child?

Is there anyone who should NOT be in legal contact with your child?

Emergency Contacts:

Should you be unable to collect your child, or be contacted in an emergency – please provide the details of three people (all whom must **be over 18 years of age**). The nursery will only release your child into the care of these named persons:

Name:	Relationship to Child:
Tel No:	Mobile No:
Name:	Relationship to Child:
Tel No:	Mobile No:
Name:	Relationship to Child:
Tel No:	Mobile No:

Password:

As part of our Safeguarding procedures, we operate a password system when a person other than yourselves is collecting your child. Please create a password which is known only to you and your emergency contacts (e.g. your child's favourite toy, a family nickname or maiden name etc.).

It is essential that you provide a password.

PASSWORD:

We must be able to contact either you or your emergency contacts at all times whilst your child is in our care.

Medical Care:

Name of Child's Doctor:

Name of Health Visitor:

Name/Address of Surgery:

Telephone Number:

Does your child have any **medical conditions** of which we should be aware?

If so, please give details:

Does your child have any **allergies** of which we should be aware?
(e.g. asthma, plasters, pets)

NB. We keep a photographic register of pupils with allergies, with basic information eg. 'allergic to nuts'. This is displayed in the staffroom, offices and kitchens – it is not in public view.

If appropriate do you consent to your child's photo and information being displayed in this way? Yes / No

Does your child have any **special dietary requirements**, either medical or cultural?
(We are able to provide vegetarian, dairy free or other specific preferences)

*** We will require a separate Care Plan for your child.**

Inoculations:

MMR	Yes / No	Meningitis C	Yes / No	Measles	Yes / No
Mumps	Yes / No	Rubella	Yes / No	Diphtheria	Yes / No
Tetanus	Yes / No	Polio	Yes / No	Whooping Cough	Yes / No
HIB	Yes / No	Meningitis B	Yes / No		
Any other	Yes / No	If so, which?			

Permissions and Consent:

In the event of an emergency where your child may need urgent medical attention the nursery will make every reasonable effort to contact parents/carers. In the event that neither parent can be contacted the nursery staff will act in the best interests of the child. I consent to the nursery administering medication to my child should they require it.	Yes / No
I consent to the nursery acting on my behalf in an emergency and authorise the staff to sign any written consent forms that may be required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.	Yes / No
I consent to my son/daughter receiving a blood transfusion if considered necessary by a qualified medical practitioner.	Yes / No
I consent to allow the nursery to speak with/refer to my child's health visitor, outside agencies such as Speech and Language, the local children's centre, SEND Officer (Special Educational Needs and Disability) as required.	Yes / No
I give permission for the nursery to administer non-prescription medication, e.g. paracetamol oral suspension, teething gels; provided by us as parents, and understand that the nursery will telephone for verbal permission or request you to complete and sign a Medication Form before any administration.	Yes / No
I consent to my child having their photo taken, displayed within the Nursery, their Journal, and shared observations with their peers.	Yes / No
I consent to my child's photos being on the Gateway Lodge Nursery Facebook page.	Yes / No
I consent to my child's photo being on the Lea C.E. Primary School / Gateway Lodge Nursery website, and in external media for publicity purposes.	Yes / No
I consent to my child's development progress being shared, should they attend another Childcare Setting.	Yes / No
I consent to my child's development progress being recorded on Tapestry, the online observation and tracking program	Yes / No

Parent's Signature:

Date:

Permissions and Consent (*continued*):

I consent to:

Sun cream	Yes / No	Plasters	Yes / No
Face paints	Yes / No	Nappy Creams	Yes / No
Walks in the local community	Yes / No		

Parent's Signature:

Date:

Gateway Lodge Nursery



Getting to know me...

Please spend some time filling in this part of the form, with, or on behalf of your child, giving as much information as possible, to ensure we start with a good knowledge of what things make them unique. This contribution from you:

- Celebrates your child's learning journey so far
- Values you as your child's prime educator
- Acts as a starting point for Early Years Practitioners in our setting to begin to make a contribution to your child's learning and development.

Child's Name: _____ **Date of Birth:** _____

Everyone calls me (*preferred name*): _____

My family members:

(include all the people who live at home, from oldest to youngest, any special names your child has for them and their relationship to your child - include pets):

Other people/friends who are important to me:

(include special names they have for these people and who they like to spend time with):

My favourite events/celebrations are:

(Christmas, birthday, religious festivals etc):

My favourite things at the moment are:

(include favourite games/toys/stories/activities in and out of the home like swimming, toddler groups, etc

I don't like:

At home I speak:

(include all languages spoken at home and/or any other language your child can speak):

My routines:

(include special toys, books, comforters, home routines that might be used to help settle your child into nursery initially):

My Personality:

(sociable, shy, nervous etc):

We do not expect your child to be able to do all of the things below, but it helps us to know what they can do!

I can: *(please tick/fill in any of the following things your child can do already)*

- | | |
|---------------------------------------|----------------------------|
| • Unzip my own coat | Zip my own coat |
| • Take off my own shoes | Put on my own shoes |
| • Undress myself | Dress myself |
| • Tell someone when I need the toilet | Go to the toilet by myself |

- Wash my hands by myself
- Feed myself
- Recognise my name when written
- Say numbers in order to ...
- Recognise the following colours:
- Recognise the following shapes:
- Sing along to nursery rhymes
- Follow simple instructions
- Walk downstairs independently
- Climb
- Jump off things and land appropriately
- Make-believe by pretending

Write my name

Language and communication:

(special words for things, speech and language difficulties, limited vocabulary, rich vocabulary):

Computer use:

(games, programmes, etc.)

Things I am looking forward to at nursery:

I also go to / have been to:

(other current/previous experiences at pre-school/nursery, etc)

Physical development:

(include whether your child is in nappies, potty training, dry, able to go to toilet independently etc):

Health issues:

(and any other requirements/concerns/information you would like us to know):

I understand that this profile will be the start of my child's learning journey and I am happy for this information to be shared with other people in their care and education.

Signed _____

Date _____

Toileting Information

NB If your child is not yet able to use the toilet **independently**, please complete the appropriate section below.

This information is used to help us set up a tailored programme that best suits your child – it will help us to reinforce the familiar routine, method and language you use with your child at home, etc. Working together is vitally important to assist your child to achieve this developmental milestone.

• Does your child wear 'pull ups' or pants?
• Do you use an insert seat and/or step at home?
• Boys – Does your child sit or stand when going to the toilet?
• Does your child need help with pulling their clothes up/down?
• Does your child need help being lifted on/off seat?
• Does your child need help with wiping their bottom?

I give permission for Gateway Lodge Nursery staff to assist my child during their session.
I will supply pull-ups and/or spare pants for my child in a named bag.

Parent's Name Signature

Child's Name Date

Nappies

• How often is your child wet daily?
• How often does your child soil daily?
• Is there a regular pattern? (<i>Morning, lunchtime, etc.</i>)
• What language does your child use to indicate they are wet/soiled?
• If no verbal language, what signs indicate they are wet/soiled?
• How do you change your child? (<i>On a floor mat, changing table, etc</i>)
• Which cleansing materials do you use? (<i>Water and cotton wool, wipes, etc</i>)
• Do you apply any cream or powder afterwards?

I give permission for Lea Pre-school's staff to change my child during the session and use cleansing materials and cream as necessary. I will supply nappies, cleansing materials, cream (if used) and nappy disposal bags in a named bag.

Parent's Name Signature

Child's Name Date

Fee Structure

Gateway Lodge Nursery is a term time only nursery and is open from 7.45am to 5.30pm. We are able to offer 15 hour and 30 hour Government funded sessions, from 9am to 12 noon and 12 noon to 3pm. Any additional hours beyond those times need to be paid for in advance. **Parents** are required to complete and submit a Registration Form to the Nursery and to select the days and times they wish their child to attend. Nursery places are subject to availability.

All fees are payable regardless of absence due to illness, family holidays or any other reason whatsoever and the nursery has no obligation to make up any missed attendance.

Fees need to be paid in advance, through ParentPay or childcare vouchers, either weekly or monthly. An account with ParentPay will be set up upon registration at the nursery.

Fee reviews occur each July. However, the Nursery reserves the right to review the fees at any stage throughout the year due to increased costs beyond our control. Fee payers will receive a minimum of one month's notice for any changes in fees.

One full calendar months' notice is required to reduce attendance or to withdraw a child from the Nursery or full Fees are payable in lieu of Notice.

Nursery Additional Sessions:

Time	2 Year Olds	3 and 4 Year Olds	Notes
7.45am to 8.00am	£1.25	£1.15	
8.00am to 9.00am	£5.00	£4.60	Inclusive of breakfast
9.00am to 12.00 noon	£15.00	£13.80	Additional to funded sessions
12.00noon to 3.00pm	£15.00	£13.80	Additional to funded sessions
3.00pm to 4.00pm	£5.00	£4.60	Inclusive of snack
4.00pm to 5.00pm	£5.00	£4.60	
5.00pm to 5.30pm	£2.50	£2.30	

Government Schemes

Information about Government Childcare Costs

- ★ **Government funding for 2 year old:** Some families are eligible for 2 year old funding depending on their circumstances.
- ★ **Government funding for 3 and 4 year olds:** A term after their 3rd birthday all children are eligible for the funding of up to 15 hours a week term time.
- ★ **30 hours funding:** To support families who are working and each earning at least £120 per week (on average) and not more than £100,000 per year there is an extended funding for 3 and 4 year olds. You can now receive an additional 15 hours a week term time.
- ★ **Tax-Free Childcare:** The government run a scheme where parents are able to open a childcare account and for every £8 paid into it the government will pay in £2. You are entitled to receive up to £2,000 government support per child per year towards your childcare costs. Any payments made to nursery are taken straight from the childcare account. Like the 30 hours funding, parents must be working and each earning at least £120 per week and not more than £100,000 per year.
- ★ **Tax credits:** and universal credits for childcare – Some families are eligible to receive tax credits or universal credit.



Booking Form

Please complete the table below to share the session your child will attend nursery.

Starting Date:

	Monday	Tuesday	Wednesday	Thursday	Friday
07:45 – 08:00					
08:00 – 09:00					
09:00 – 12:00					
12:00 – 15:00					
15:00 – 16:00					
16:00 – 17:00					
17:00 – 17:30					

Funded Hours Entitlement	15 Hours	30 hours
<i>Please tick</i>		

I agree to abide by the Terms and Conditions and all policies in force, and to pay fees due by the required *date (only one signature required)*.

Mother's Signature:

Father's Signature:

Date:

Date:

Please return this booking form to;
Gateway Lodge Nursery, Lea C of E Primary School, Lea, Ross-On-Wye, Herefordshire HR9 7JY or
download and email to admin@lea-primary.hereford.sch.uk

Terms and Condition of Attendance

1. To secure an offered place a fully completed booking form and payment of one month's fees is required prior to start date.
2. Fees are due four weeks in advance. These will be paid through ParentPay. Fees will be reviewed annually or changed only under exceptional circumstances – one month's notice of any change will be given to parents.
3. In the event that a start date is delayed, unless otherwise agreed, fees are due as from the original agreed date.
4. Any additional sessions or days must be booked and paid for in advance and are non-refundable. Times before 9.00am and after 3.00pm must be booked a week in advance to ensure adequate staffing.
5. Should a place be unavailable for your child, their name will be placed on a waiting list. We will inform you by telephone or in writing as soon as a place becomes available for them.
6. A period of four weeks' notice, in writing, is required should you wish to withdraw your child from nursery; otherwise one month's fees will be charged.
7. Holiday entitlement is two weeks (of normal weekly attendance) at 50% retainer of fees. We require six weeks written notice of your holiday intentions. Nursery funding cannot be claimed if on holiday in term time.
8. Sickness – PLEASE DO NOT bring your child into Nursery if they are unwell (e.g. heavy cough/cold). No child is allowed to attend with a contagious or infectious disease, or if they have had **diarrhoea or sickness in the last 48 hours**.
9. If your child requires any prescribed medication whilst at Nursery, you must fill in a Medication Form and give full instructions to the Manager or a member of staff.
10. As we maintain a full time staff team, any non-attendance (i.e. illness) will be charged for at the full rate. Unforeseen closure of the nursery due to adverse weather conditions (e.g. snow) or any other unforeseen circumstance will be charged for.
11. We record any children's accidents/incidents. Parents are notified and asked to sign the completed Accident/Incident Form.
12. Complaints Procedure should a parent be concerned about any aspect of our Nursery's provision/practice they should talk to the Nursery Manager in the first instance. If you would like to escalate your complaint please follow the school complaints policy available on the website or ask at the office for a paper copy.
13. If any person other than yourself (or the nominated person on your Registration Form) is collecting your child, please inform the Manager by telephone or in writing. They will need to provide proof of identity and a password. We will telephone parents if this is not provided and the child will not be allowed to leave.
14. If a parent fails to collect a child then the Nursery will telephone **all** the contact numbers given. PLEASE KEEP THE NURSERY UP TO DATE WITH ANY CHANGES.
15. Consistently late collection will be recorded by staff, should this continue, a late charge will be added to your account and you will be required to make payment of late collection fee on collection.
16. The Nursery operates a Behaviour Management Policy and we aim to provide positive models on acceptable behaviour.
17. We operate a No Smoking Policy at Nursery at all times. There is no smoking permitted in the nursery or in the school grounds. Parents must turn off mobile phones and digital devices whilst in the nursery.

18. All our current policies are available for parents to view on request or please see the school website.
19. Gateway Lodge Nursery recognises that there are no circumstances in which aggressive behaviour towards any member of staff is acceptable and no member of staff shall be expected to accept exposure to aggressive and confrontational behaviour as part of their role.
20. We reserve the right to alter our Terms and Conditions as required and a copy of the updated Terms and Conditions is available from the Nursery Manager on request.

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I hereby sign to say that I have read and understood the Terms and Conditions set out above:

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Parent's Signature: Date:.....

These Terms and Conditions were reviewed and updated, by the Governors of the Gateway Federation, on 14th October 2020.