

Child's Record Card



The Parade Day Nursery Ltd

401 Wellingborough Road,
Abington, Northampton .
tel. 01604 624641

Start Date **Leaving date**

Childs Full Name **Date of Birth** Male/Female

Address **Religion**

..... **Ethnicity**

..... **Language**

Post Code **Disability**

Mothers Details (parental responsibility Yes – No)
(Legal responsibility Yes – No)
(Does the child live with this parent? Yes – No)

Fathers Details (parental responsibility Yes – No)
(Legal responsibility Yes – No)
(Does the child live with this parent? Yes – No)

Miss/Mrs Mr.

Phone No. (Home) Phone No. (Home)

Phone No. (Mobile) Phone No. (Mobile)

Phone No. (Work) Phone No. (Work)

Who has responsibility for picking up your child **Mother** Yes / No **Father** Yes / No

Others 1) Name Relationship 2) Name Relationship

Emergency Contact (other than parents)

Name Relationship Phone No. 1) Phone No. 2)

Doctors Details

Doctors Name

Doctors Phone Number

Address

Post Code

Previous Illnesses

Chicken Pox Yes / No

Measles Yes / No

German Measles Yes / No

Scarlet Fever Yes / No

Whooping Cough Yes / No

Polio Yes / No

Other 1)

Other 2)

Immunisations

BCG Yes / No

Diphtheria Yes /

Hib Yes / No

MMR Yes / No

Meningitis C Yes / No

Poliomyelitis Yes / No

Tetanus Yes / No

Whooping cough Yes / No

Please note- There may be children in the nursery who have not had MMR or other vaccines

Dietary Requirements

Allergies/medical requirements

Please supply separate instructions for any special precautions or actions that may be required

Sessions Required **Full Day** **Morning Only** **Afternoon Only**

Gov. Funded Yes / No	<input type="checkbox"/> Mon.	<input type="checkbox"/> Mon.	<input type="checkbox"/> Mon.	<input type="checkbox"/> Lunch
	<input type="checkbox"/> Tues.	<input type="checkbox"/> Tues.	<input type="checkbox"/> Tues.	<input type="checkbox"/> Lunch
	<input type="checkbox"/> Wed.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Lunch
	<input type="checkbox"/> Thurs.	<input type="checkbox"/> Thurs.	<input type="checkbox"/> Thurs.	<input type="checkbox"/> Lunch
	<input type="checkbox"/> Fri.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Lunch

Where did you find out about the Nursery?

Recommendation Yes / No Jigsaw (N'hampton) Yes / No

Yellow Pages Yes / No Newspaper

Passing by Yes / No Web site Yes / No

Signed

Print Name

Date **Classroom**

Introduced by – Manager/Deputy – Name 1 of 4

CONSENT FORM

- 1) ***I agree/disagree*** to give consent for my child to receive medication providing I give information about the medicine, dosage, times to be taken and sign the Nurseries' *medication form* on the day medication is required

- 2) ***There are / are not*** any allergic reactions to any medication that is given to my child. If there are reactions please describe below.
.....

- 3) ***I agree/disagree*** to allow my child to take part in outings by transport
(Bus/Taxi/Coach) or on foot accompanied and supervised by Nursery staff.
(planned /unplanned) i.e. local park/shops/library etc.
Trips to theme parks etc would be advised to you by a separate letter and consent slip.

- 4) ***I agree/disagree*** to allow photographs of my child to be displayed and viewed by other parents /
carers / visitors

- 5) ***I agree/disagree*** to allow camcorder videos to be taken of my child together with other children for
the benefit of parents viewing their progress and interaction with other children.

- 6) ***I agree/disagree*** to allow my child to participate in having their face 'painted' on the occasional
'Fun Days' at the Nursery

- 7) ***I agree/disagree*** for emergency treatment to be given onsite or offsite (every effort will be made to
contact the Parent/Guardian).

- 8) ***I agree/disagree*** for FIRST AID treatment to be administered by a senior member of staff.

- 9) ***I agree/disagree*** to allow my child to use garden toys

- 10) I have been ***made aware/not made aware*** that I must provide all necessary creams, nappies and
cleansing wipes, this includes sun cream. (these must be
labeled with your child's name.)

- 11) **I give my permission/do not give permission** for the Nursery staff to use medicated wipes and plasters if necessary.
- 12) **I agree/disagree** that if my child is under 12 months old he/she can have food as outlined in the Nursery's 'Weaning Policy' and 'Weaning menu'. If my requirements differ, I will inform the Nursery in writing.
- 13) I would **like/not like** my child to attend swimming lessons. when places become available
- 14) **I understand / do not understand** that my child's activities in all class rooms will be recorded via the CCTV system operated by the Parade Day Nursery Ltd. for security purposes only.
- 15) **I understand / do not understand** the information recorded on CCTV will be kept in the Nursery for approx 31 days before it is automatically erased.
- 16) **I allow / will not allow** photos of my child to be used in our prospectus and on our website. (www.paradedaynursery.co.uk)
- 17) **I understand and accept / I do not accept** that my child must wear / bring sensible / suitable footwear when in the nursery, especially when the weather is gets warmer and the children are outside most of the time. Trainers or soft soled shoes that totally enclose the feet are the most suitable form of footwear, as the children play more safely when running and climbing whether in the playground or park. Sandals, flip-flops and healed shoes **are not** appropriate for nursery activities.
- 18) **I understand / do not understand** the nursery cannot accept any responsibility for accidents to children caused by inappropriate footwear.
- 19) **I understand and accept / do not accept** that the nursery can not accept any responsibility for any loss, damage or accidents caused by your child wearing jewellery.
- 20) **I understand / do not understand** that all children's clothing must be clearly marked with the child's name.
The nursery cannot accept any responsibility for lost or damaged clothing.

➤ Signed Date

➤ Print name.....

Terms and conditions

Nothing within these terms and conditions affects the parent/guardian's statutory rights. We require all parents to be aware of, and abide by, the following conditions:

1. To register your child at the nursery, a non-refundable (unless we cannot provide a place) registration fee of £60 is payable for each child registered
2. All fees are charged monthly in advance and must be paid by direct debit on the first day of the month to which they relate. Fees will be invoiced to the person(s) named on the registration form (& Direct Debit Mandate). You will receive an invoice on the 15th of every month for the fees due the following month. Any change in Direct Debit details will incur a £5 administration charge.(payable to Parenta). Fees are payable during periods of absence from the nursery, including sickness, holidays and during public and bank.(52 weeks / year)
3. To secure a nursery place, the first month's fees must be paid at the time the place is confirmed by the parent or guardian.
4. Once a place at the nursery is confirmed, 4 weeks written notice is required if you wish to withdraw your child from the nursery. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the place once accepted.
5. Whilst we take all precautions necessary, and have various policies and procedures in place to protect the children in our care, The Parade Day Nursery Limited cannot accept responsibility for accidental injury or loss of property. Copies of the current Employer's Liability and Public Liability insurance policies are displayed on the notice board at the nursery.
6. Parade Day Nursery Limited operates an open access to information policy. This means that parents are welcome to view the policies and procedures under which the nursery runs.
7. Where a member of staff, within three months of leaving the employment of Parade Day Nursery Limited, is employed by a parent/guardian to care for their child, who was previously registered at the nursery, then the parent/guardian will be liable to pay to The Parade Day Nursery Limited a sum equivalent to three months' salary for the employee at the time their employment with Parade Day Nursery Limited terminated.
8. If your child becomes ill during a nursery session, the Nursery Manager will contact the parent/guardian or the emergency contract indicated on the Registration Form.
9. If your child is suffering from a communicable illness, your child should not be brought to nursery until such time as the infection has cleared.
10. If your child suffers from sickness / diarrhea, a period of 48 hours should elapse since the last period of sickness before returning to Nursery.
11. The Parade Day Nursery Limited reserves the right to refuse your child entry to the nursery at any time should the Nursery Manager believe that your child has an infectious illness or in the event that the Nursery Manager believes that your child's presence in the nursery will be detrimental to other children within our care.
12. Parents/guardians are required to notify the Nursery Manager if your child is absent from nursery through sickness. A full copy of Parade Day Nursery Limited infection control policy is available from the Nursery Manager.
13. Parents/guardians collecting children late from the nursery will be subject to a surcharge, details of which are stated in the Fee Schedule. Charges are made for every 10 minutes or part thereof.
14. It is understood that Parade Day Nursery Limited is under an obligation to report to Social Services any incident where we consider a child may have been abused or neglected. This may be done without informing the parent or guardian.

I enclose £60 (non-refundable) registration fee. Please make cheques payable to "The Parade Day Nursery Limited ". Paid / Unpaid

Anyone other than the recognised parent or guardian will not be permitted to collect the child unless prior arrangements have been made. Please note that identification may be required.

I wish to apply for admission of the child named herein to the nursery. I have received and read these Terms and Conditions of registration, and agree to comply with them and hereby confirm that I/we have given my/our consent to all those matters requiring consent under them.

➤ **Signed**

➤ **Print name**

➤ **Date**

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