



Registration form and Booking Requirements

Name of Child

Date of birth Child Known as

Ethnic origin and religion

Child's first language

Address

..... Postcode

Home Tel Email

Parent/Carer 1 **Mobile**

Address

Place of Work Work tel.....

Parent/Carer 2 **Mobile**

Address

Place of Work Work tel.....

Emergency Contacts (In addition to parents/carers)

Contact name and relationship to child

Tel 1 Tel 2

Address

Contact name and relationship to child

Tel 1 Tel 2

Address

Doctor's Name Telephone number

Address

..... Postcode

Immunisations checklist returned: YES/NO (delete as appropriate)

Any known allergies (Please provide additional written information during the settling in-procedure including details of reaction, if the allergy is life threatening, what to do if child has a reaction in our care etc)

.....

Any dietary requirements

.....

Medical conditions/additional needs.....

.....

Who has legal parental responsibility

.....

Under no circumstances will we permit a child to leave nursery / club with a person who is not a usual collector and we have not been informed of before hand.

Who will collect your child on a regular basis?

	Name of person collecting	When/how often	Relationship to child	Contact tel
1				
2				
3				
4				
5				

If there are any changes to the above we must be notified in writing ASAP!

If anyone other than the above named are collecting your child we will need to be informed of this, with written permission where possible through our collection form, prior to collection of your child, even if we have met him or her before.

Please supply a **password** that any person collecting your child will know:

.....

If at any time the nursery / club is unsure of somebody collecting your child, you will be phoned before we permit the child to leave the setting. **Photographic evidence is required from the person picking up your child.** Please inform those collecting your child of our procedures. Thank you.

Please read and sign the following if you wish to register your child.

(delete as appropriate)

I/we have read and understood the terms of registration and all payment conditions.

I/we will set up a standing order for our monthly fees as soon as possible and agree to abide by all payment conditions.

I/we have paid the registration fee of £45 on the understanding that this is not refundable unless the required sessions are unavailable.

I/we are aware that the setting's policies and procedures are displayed in the reception area and are available for me to read at any time.

I/we give consent for the staff at Little Learners to provide appropriate physical contact to my child in order to meet the child's welfare requirements and to comfort them in times of distress/tiredness.

I/we understand that the setting will not allow children to attend the setting if they are ill or have contagious infections including eye and ear infections.
Please see the illness policy for further details.

I/we understand that should there be any changes to any of the information provided on this registration form, I/we must inform the management team in writing ASAP.

Parent/Carer Sign.....

Print Name Date

Parent/Carer Sign.....

Print Name Date

Manager Sign

Print Name Date

Registration fee received: Cash / cheque Date

Start date agreed

Notes

.....

Booking requirements

Please use the space below to indicate required session times and days. We will try and be as flexible as possible to cater for your individual needs.

Required start date

(Please bare in mind that in the nursery we operate a policy where a minimum of 2 sessions must be taken up, which will aid your child to settle in initially & then optimises maximum development and enjoyment during their time with us.)

Please tick appropriate boxes for your preferred choice

Nursery (0 - 5 years)

Session	Mon	Tues	Weds	Thurs	Fri
Full Day (8:00am - 6:00pm)					
Extended Day (7:30am - 6:30pm)					
Short Day (Flexible 8 hrs - please state times)					
Morning (8:00am - 1:00pm)					
Afternoon (1:00pm - 6:00pm)					
Extended Morning (7:30am - 1:00pm)					
Extended Afternoon (1:00pm - 6:30pm)					
Short Morning (8:00am-12:00pm)					
Short Afternoon (2:00pm - 6:00pm)					
Lunch Club (12:00pm - 1:00pm)					
Government funded only session (term time) please state session time required (subject to availability)					
Other - please state (Subject to availability)					

Out Of School Club (4 - 12 years)

Session	Mon	Tues	Weds	Thurs	Fri
Breakfast Club (7:30am -9:00am)					
After School Care (3:00pm - 6:00pm)					
Extended After School Care (3:00pm - 6:30pm)					
Hourly rate (Subject to availability)					

Please state which school is required for pick up or drop off:

Holiday Club (4 -12 years)

Session	Mon	Tues	Weds	Thurs	Fri
Full Day (8:00am - 6:00pm)					
Extended Day (7:30am - 6:30pm)					
Short Day (Flexible 8 hrs - please state times)					
Morning (8:00am - 1:00pm)					
Afternoon (1:00pm - 6:00pm)					
Extended Morning (7:30am - 1:00pm)					
Extended Afternoon (1:00pm - 6:30pm)					
Short Morning (8:00am-12:00pm)					
Short Afternoon (2:00pm - 6:00pm)					
Lunch Club (12:00pm - 1:00pm)					
Occasional - state times (Subject to availability)					
Other - please state (Subject to availability)					

Any other information regarding sessions