

**Registration Form.**

Child's Name: .....

Date of Birth: .....

Child's Address: .....

.....

Home Telephone Number: ..... Email address:.....

Mothers name: ..... Father name:.....

**Emergency contact details:**

1<sup>st</sup> Contact No: ..... Name:.....Relationship to child.....

2<sup>nd</sup> Contact No: ..... Name: ..... Relationship to child.....

3<sup>rd</sup> Contact No: ..... Name:..... Relationship to child.....

Person/persons with legal parental responsibility:.....

Who has legal contact with the above named child?:.....  
{usually the person/persons who has legal parental responsibility}

**Please bring your child's passport/birth certificate for the manager to see:**

Managers signature ..... Date verified .....

Child's Doctor's Name: .....

Address & Tel:  
.....

Allergies/Important information:  
.....

Names of people NOT permitted to collect your child:  
.....

Will your child be attending another setting as well as Humpty Dumpty Nursery  
Please Circle Yes No

**Registration Fee £42.00**  
**PAID**


**Please write below which session you require:**

.....

.....

.....

.....



The character Humpty Dumpty is a white egg-shaped figure with a smiling face, wearing a red top hat, a blue suit jacket with a yellow bow tie, and red trousers. He is sitting on a grey brick wall and waving his right hand.

**CONSENT FORM-PART 1**

**I give my consent for my child(ren) to receive necessary emergency medical and dental treatment, and for an anaesthetic to be administered for an operation if needed.**

**I understand that this is only to be used in a situation where the nursery staff is unable to contact a parent/guardian.**

**NAME OF CHILD**.....

**PARENT'S NAME**.....

**ADDRESS**.....

**TEL No**.....

**SIGNED**.....

**Any specific Dietary requirements? {Please detail}**

.....

**Please give details any allergies or medical conditions you feel we need to be informed of, e.g. diabetic, epilepsy, asthma, and convulsions**

.....

**If you have any religious considerations please give details**

.....

**Are your child's Immunisations up to date? yes / no {please circle}**

.....



**CONSENT FORM-PART 2**

I hereby give my consent for my child to be taken on a local visit where transport is not necessary. eg local shops or parks.

Parent signature.....

Occasionally children are photographed for local press events or by students to be part of their course work; I hereby give my consent for my child to be included in these photos.

Parent signature.....

My child has previously been administered Calpol and would allow staff to administer if my child develops a temperature (please circle)      Yes              No

Parent signature.....

Sometimes at nursery a child may fall and graze themselves, to protect from infection: I hereby give my consent for a plaster to be applied.

Parent signature.....

**Humpty Dumpty Nursery in not liable for any loss or damage to any item of clothing or Property bought onto the premises**

**NURSERY COPY**



**AGREEMENT BETWEEN NURSERY AND PARENTS**

One copy of this agreement is to be kept by the parent and one by the Nursery.

Name of Child \_\_\_\_\_

Address \_\_\_\_\_

Tel No \_\_\_\_\_

Name of Parents \_\_\_\_\_

Name of Nursery *Humpty Dumpty Nursery*

Address *Bilton Infant School, Magnet Lane, Bilton, Rugby.*

Tel No. *01788 521038*

Name of Nursery Supervisor *Louise Flanagan*

Fee per Session \_\_\_\_\_ To be paid in advance

Fees will be charged in the event of absence and during school holidays. Nursery Fees are reviewed annually.

**Please Note:** *The nursery cannot look after sick children, therefore if your child is ill, please keep him/her at home.*

Date the agreement is to begin \_\_\_\_\_

PARENT COPY



AGREEMENT BETWEEN NURSERY AND PARENTS

One copy of this agreement is to be kept by the parent and one by the Nursery.

Name of Child \_\_\_\_\_

Address \_\_\_\_\_

Tel No \_\_\_\_\_

Name of Parents \_\_\_\_\_

Name of Nursery *Humpty Dumpty Nursery*

Address *Bilton Infant School, Magnet Lane, Bilton, Rugby.*

Tel No. *01788 521038*

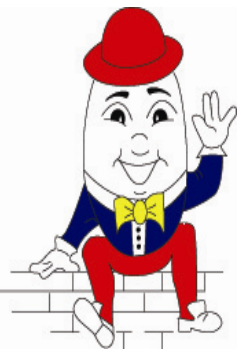
Fee per Session \_\_\_\_\_ To be paid in advance

Fees will be charged in the event of absence and during school holidays. Nursery Fees are reviewed annually.

**Please Note: The nursery cannot look after sick children, therefore if your child is ill, please keep him/her at home.**

Will your child be attending another setting as well as Humpty Dumpty Nursery eg Childminder, another nursery. Please Circle Yes No

Date the agreement is to begin \_\_\_\_\_



## **Terms of Agreement- Nursery Copy**

**Please read the following terms and conditions carefully and sign below to say you're in agreement of these. Copy of this agreement will be kept by the nursery and parents.**

1. I must give a 4 week notice if I am to take my child out of nursery.
2. If bills go unpaid and management feel that unpaid fees are escalating to an unsatisfactory amount, nursery management are in their right to terminate your contract at Humpty Dumpty Nursery. If you're having difficulty to pay your nursery fees for financial reasons please speak to management to arrange a suitable payment plan. We have a Dept Management policy which procedure will be followed. If you require a copy of this policy see a member of staff.
3. If your child is in receipt of the 2 HELP Funding there is no funding over holiday periods, if you require your child to attend nursery, then full fees will be charged.
4. If your child is in receipt of the 3 and 4 year old Nursery Education Funding (NEF) there is NO funding during holiday periods and charges will be as follows.

Here is an example..

	Monday	Tuesday	Wednesday	Thursday	Friday
Sessions	8.30 - 3.30		8.30 -3.30	8.30 - 12.45	
Not in	£9.30		£9.30	£10.35	
Come in	£18.00		£18.00	£11.00	

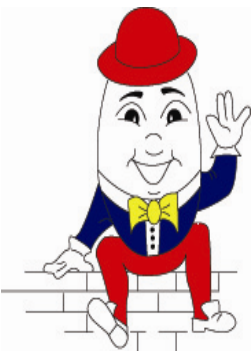
If your child attends nursery as a good will gesture we will charge half our original session fee, if your child does not attend their sessions then additional service fee will be charged to secure your child's place over the holiday period.

5. We agree to the policies and procedures of the nursery, policies are available to read in nursery and a copy maybe be requested.
6. We accept that fees will be reviewed annually and subject to increase. A letter of notice will be sent out within 8 weeks of changes.
7. We accept that we can add extra sessions but are aware that we will be unable to swap sessions.

**I have read and adhere to the above terms and conditions of Humpty Dumpty Nursery.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Nursery Management Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Terms of Agreement- Parent Copy**

**Please read the following terms and conditions carefully and sign below to say you're in agreement of these. Copy of this agreement will be kept by the nursery and parents.**

1. I must give a 4 week notice if I am to take my child out of nursery.
2. If bills go unpaid and management feel that unpaid fees are escalating to an unsatisfactory amount, nursery management are in their right to terminate your contract at Humpty Dumpty Nursery. If you're having difficulty to pay your nursery fees for financial reasons please speak to management to arrange a suitable payment plan. We have a Debt Management policy which procedure will be followed. If you require a copy of this policy see a member of staff.
3. If your child is in receipt of the 2 HELP Funding there is no funding over holiday periods, if you require your child to attend nursery, then full fees will be charged.
4. If your child is in receipt of the 3 and 4 year old Nursery Education Funding (NEF) there is NO funding during holiday periods and charges will be as follows.

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7. We accept that we can add extra sessions but are aware that we will be unable to swap sessions.

**I have read and adhere to the above terms and conditions of Humpty Dumpty Nursery.**

Parent Signature\_\_\_\_\_ Date\_\_\_\_\_

Nursery Management Signature\_\_\_\_\_ Date\_\_\_\_\_