

Jigsaw Nursery and Pre School Registration form. Ofsted Registration No :- EY392837



"Play together, learn together"

Child's Details

Child's first name(s):		Child's surname:	
Name known as:		Date of birth:	
Gender	Religion	Ethnicity or Cultural Background.	

Parent or Carer Details

Which of the parents/carers does the child normally live with?

Parent or carer (1)

First name(s):	Surname
Relationship to child:	Occupation
Home address (incl. postcode):	Work address (incl. postcode)
Home phone number:	Work phone number:
Mobile phone number:	Email address

Does this person have legal "parental responsibility" for the child? YES: NO:

Parent or carer (2)

First name(s):	Surname
Relationship to child:	Occupation
Home address (incl. postcode):	Work address (incl. postcode)
Home phone number:	Work phone number:
Mobile phone number:	Email address

Does this person have legal "parental responsibility" for the child? YES: NO:

Is there anybody else who has legal contact with your child?

If yes please give details:

YES: NO

Alternative emergency contacts

Emergency contact (1)

First name(s):	Surname
Relationship to child:	Contact number

Emergency contact (2)

First name(s):	Surname
Relationship to child:	Contact number

Health information

Child's Doctor

Full name:	Address:
Contact number:	

Child's health visitor

Full name:	Address:
Contact number:	

Allergies and dietary requirements

Does your child have any allergies e.g plasters or special dietary requirements? YES: <input type="checkbox"/> NO: <input type="checkbox"/>	If so please give full details below.
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If you answered "YES" above, is this potentially life threatening as far as you are aware? YES: <input type="checkbox"/> NO: <input type="checkbox"/>	If so, what treatment is required in the event of exposure?
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If this information changes in the future, please notify the nursery in writing immediately. It would help us if you could give as much detail as possible, including specific ingredients and products.

Medication requirements

Does your child require regular medication? YES: <input type="checkbox"/> NO: <input type="checkbox"/>	If so, please give full details below:
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Special Needs or Disabilities

Does your child have any special needs or disabilities? YES: <input type="checkbox"/> NO: <input type="checkbox"/>	If so, please give full details below:
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Additional information

Please provide any other information about your child that you feel the nursery should be aware of:
e.g Are the following in place for your child?

Early Years Action?	Yes/No (delete)
Early Years Action Plus?	Yes/No (delete)
Statement of special education needed?	Yes/No (delete)

What special support will he/she require in our setting?

Authorisations

Emergency medical treatment

In the event of an emergency, the nursery will take your child to a doctor or to the hospital for treatment.

If you do not consent to this, please speak to the Nursery Manager so that suitable alternative arrangements can be made before your child starts at the nursery.

Do you give permission for the nursery to seek emergency medical advice and/ or treatment for your child?

YES:

NO:

Outings that do not require motorised transport

From time to time, the nursery will organise outings to visit the village shop, church, park and other local attractions.

Appropriate staff ratios will be maintained at all times and procedures are in place to ensure safety.

Do you give permission for your child to be taken on outings that do not require motorised transport?

YES:

NO:

If we were to organise an outing that would require motorised transport. You would be notified by a separate authorisation form. This would have full details about the outing.

Photographs

We often take photographs of children to be used in displays around the nursery and in the children's development records.

Do you give permission for photographs to be taken of your child for the purposes described?

YES:

NO:

Occasionally we invite the local newspapers in to support us and see what exciting things we have done, also we are sometimes included in our local parish newsletter and on our school web site.

Do you give permission for photographs to be taken of your child for the purposes described?

YES:

NO:

Suncream

Our curriculum includes being outdoors every day. During sunny weather please bring some sun cream, clearly labelled with your child's name. Please also don't forget a sun hat!

Do you give permission for a member of staff to apply your child's own labelled sun cream?

YES:

NO:

Plasters

Do you give permission for us to use plasters on your child if necessary?

YES:

NO:

Nappies

Do you give permission for us to change your child's nappy if necessary?

YES:

NO:



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Please tick the boxes below as to which sessions you would like your child to attend.

Child's Name	Date of Birth	Monday	Tuesday	Wednesday	Thursday	Friday	Extra half hour session 11.15-11.45	Total number of sessions

Persons authorised to collect your child (must be over 16 years of age)

Name 1	Relationship to child
Telephone	Mobile

Name 2	Relationship to child
Telephone	Mobile

Name 3	Relationship to child
Telephone	Mobile

Name 4	Relationship to child
Telephone	Mobile

Terms and Conditions

Fee payment terms

Nursery fees are payable weekly in advance.

Notice requirement

One month notice in writing, or payment in lieu of notice, is required if you wish to withdraw your child from the nursery or change your booked sessions.

Holidays and absences

Absences from the nursery, including for sickness and family holidays, must be paid for in full.

Illnesses and medication

Certain infectious childhood ailments (e.g. chicken pox, conjunctivitis) will require your child to be excluded from the nursery for the appropriate period to prevent the spread of infection. We take advice from the NHS Direct and follow guidance issued by the Department of Health to determine the most appropriate course of action in each case. If your child becomes ill whilst in nursery, we may ask you to collect him or her.

Any medication that your child requires must be clearly labelled and handed to a member of staff. You will be asked to sign a medicine form each time a medicine is administered.

Dropping off and collecting your child

Children must always be collected on time at the end of each session and must not arrive early at the nursery before the beginning of their session.

Ensure that you notify the nursery if your child is to be collected by someone other than that of the parents / carers listed on Page 1 of your application form.

Use the public car park next to the school grounds at all times, whatever the weather. Do not park on the yellow zig zag lines. This is to ensure the safety of the children.

Children's clothing

Label any removable clothing / footwear.

Agreement confirmation

By signing below, you are confirming that:

1. This application form has been correctly completed to the best of your knowledge.
2. You have read and agreed to abide by the terms and conditions detailed above.
3. You agree that you are jointly and severally liable to pay the nursery's fees in accordance with the payment terms detailed above.
4. That you have been given a copy and understand circumstances when information may be shared without parents consent.
This will only be when it is a matter for safeguarding a child.
Details can be found in our Nursery Policy file which is available in Nursery to all parents section 1.5

Parent or carer (1)

Signature

Date

Full name

Parent or carer (2)

Signature

Date

Full name