



LITTLE TOTS NURSERY READING REGISTRATION FORM



CHILD DETAILS					
First Names		Surname			
Known As		Date of Birth	Female	Male	Preferred Start Date
Religion	Ethnic Origin	Nationality		Main Language	
PARENT / GUARDIAN DETAILS					
Carer 1 – Legal Responsibility		Yes / No	Carer 2 – Legal Responsibility		Yes / No
Relationship to Child			Relationship to Child		
First Name			First Name		
Surname			Surname		
Nationality			Nationality		
Child's Home Address			Address (if different)		
Postcode			Postcode		
Home Phone			Home Phone		
Mobile Phone			Mobile Phone		
Home Email			Home Email		
Occupation			Occupation		
Work Phone			Work Phone		
Work Email			Work Email		
EMERGENCY CONTACTS					
(Please provide 2 contacts in order of priority – please be aware the Contacts need to be local in case they need to collect your child if you are not available)					
Contact 1 Name				Contact 2 Name	
Relationship to Child				Relationship to Child	
Home Phone				Home Phone	
Mobile Phone				Mobile Phone	
Work Phone				Work Phone	
ALLERGY / DIETRY INFORMATION			MEDICAL CONDITIONS / MEDICINES		
(Please provide details of any medical allergies, food allergies or foods to avoid due to beliefs)			(Please provide details of any medicines your child takes regularly)		

MEDICAL INFORMATION			
Doctor Name		TWO YEAR CHECK COMPLETED	
Surgery Name		YES - Date Please	NO - Date Due
Surgery Address		IMMUNISATIONS UPTO DATE	
		YES	NO
		HEALTH VISITOR'S NAME	
Surgery Phone		HEALTH VISITOR'S PHONE NUMBER	

DISABILITY, DEVELOPMENTAL CONCERNS OR ADDITIONAL NEEDS
 (Important - Please circle Yes or No)

PHYSICAL Yes / No	SENSORY Yes / No	LEARNING Yes / No	BEHAVIOUR Yes / No	SPEECH Yes / No	CHRONIC ILLNESS Yes / No	OTHER Yes / No
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Please provide details / Referrals applied for:

SESSION REQUIREMENTS
 Open 50 weeks of the year (only closed Bank Holidays, 1 week at Easter & 1 week at Christmas)

Please note that a MINIMUM ATTENDANCE OF 3 SESSIONS OVER 3 DAYS A WEEK IS REQUIRED to make your child's Nursery experience beneficial

Preferred Start Date:	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day Long Session - 8.00am – 6.00pm					
Full Day Short Session - 8.00am – 4.30pm					
Morning Long Session - 8.00am – 1.00pm					
Morning Short Session - 8.30am – 11.30am					
Afternoon Short Session - 1.30pm – 4.30pm					
Afternoon Long Session - 1.30pm – 6.00pm					

ALL YEAR	We prioritise children attending ALL YEAR ALL YEAR = attending 50 Weeks of the year	TERM TIME ONLY	Term Time only spaces are very limited, we cannot guarantee you will be offered a space, 2 years waiting on average.
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FUNDED SESSIONS
 15hrs / 30hrs free government funding eligible the term after child's 3rd Birthday. Funding is only paid Term Time (38 weeks of the year). Little Tots is open 50 weeks. 15hrs funding can be taken Term Time only (depending on availability). 30hrs funding will be offered on an All Year space only. Your funding entitlement will be taken off your bill, the remainder will be stretched over monthly payments. You will need to provide us with your funding code each term to ensure you are eligible. Please tick which funding you are eligible for below:

2-YEAR-OLD FUNDING - 15 hours	3-YEAR-OLD FUNDING - 30 hours	Parent / Carer National Insurance Number
Eligibility Code:	Eligibility Code:	

OTHER USEFUL INFORMATION

Siblings 1	Siblings 2
Name	Name
Age	Age
Festivals Celebrated	Withdraw from any activity

Has your child attended another Play Group or Pre-School in the past

What school are you hoping your child will attend

Does your Child attend the Family Centre - YES / NO

PERMISSION FORM

PHOTOGRAPHS

<p><u>LEARNING JOURNAL</u> – we give permission for our child’s photo to be used in our secure password protected electronic Learning Journal – Iconnect. You will also be able to see this Learning Journal via the secure password protected “ParentZone”.</p> <p><u>GROUP PHOTO LEARNING JOURNAL</u> – sometimes the children will take part in a group activity which will be photographed for their Learning Journal. We give permission for our child to have group activity photos taken to be used in our personal Learning Journal, but may also be shared on their peers Learning Journals.</p> <p><u>FACEBOOK / TWITTER</u> – we give permission for our child’s photo to be used on our public Facebook /Twitter page, enjoying nursery activities.</p> <p><u>WEBSITE</u> - we give permission for our child’s photo to be used on our Website.</p>	<p>YES / NO</p> <p>YES / NO</p> <p>YES / NO</p> <p>YES / NO</p>
<p align="center"><u>OUTINGS</u></p> <p>We give permission for our child to accompany a member of staff on this kind of activity.</p> <p>For Children over the age of three there is an opportunity for them to take part in Forest School, our Secret Garden or visit our allotment, or perhaps take them locally to the shops, library, other local areas or the park. This depends on the weather.</p>	<p>YES / NO</p>
<p align="center"><u>FIRST AID</u></p> <p>We give permission for emergency first aid to be administered.</p> <p>In the event of your child requiring emergency aid, we need your authorisation for senior staff at the nursery to call the emergency services and/or administer emergency first aid.</p>	<p>YES / NO</p>
<p align="center"><u>CALPOL</u></p> <p>We agree that Calpol may be given upon our verbal consent.</p> <p>Should your child become ill during a session, we may feel that giving them Calpol is necessary. We will always seek verbal consent before administering.</p>	<p>YES / NO</p>
<p align="center"><u>SUN PROTECTION CREAM</u></p> <p>We give permission for sun cream to be administered when necessary.</p>	<p>YES / NO</p>
<p align="center"><u>SUDOCREM</u></p> <p>We give permission for Sudocrem to be administered when nappy changing if needed.</p>	<p>YES / NO</p>

To ensure that we are aware of parents’ wishes, please give details of any cultural and / or religious beliefs which need to be taken into account before emergency aid is administered:

It is important that we are aware if your child attends another setting, to enable us to share information regarding their learning profile’s. We also need this information to ensure that we correctly claim your nursery grant funding when your child becomes eligible at the age of 3. These are guidelines set by Ofsted.

Does your child currently attend another setting?	NO	YES – Which Setting?
	I agree to pay a NON REFUNDABLE Administration Fee of £50 when I accept a Nursery space. (Cash or Cheques made payable to Little Tots Nurseries Ltd)	
	I agree to pay a REFUNDABLE DEPOSIT of £50 (returned when your child leaves the Nursery subject to a settled account) when I accept a Nursery space.	
	I agree to provide a copy of my child’s birth certificate or passport (we require child identification to complete registration process) when I accept a Nursery space.	
	I have read and accept Little Tots Nurseries Ltd Terms and Conditions. E&OE	

Parent / Carer Name (Print)	Parent / Carer Name (Signature)	Date Signed
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