



LITTLE TOTS NURSERY  
STONEY HEATH



**BABY ROOM REGISTRATION FORM**

<b>CHILD DETAILS</b>					
First Names		Surname			
Known As		Date of Birth	Female	Male	Preferred Start Date
Religion	Ethnic Origin	Nationality		Main Language	
<b>PARENT / GUARDIAN DETAILS</b>					
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		
<b>EMERGENCY CONTACTS</b>					
(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	
<b>ALLERGY / DIETRY INFORMATION</b>			<b>MEDICAL CONDITIONS / MEDICINES</b>		
(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 & Surgery	3 MONTH DEVELOPMENT CHECKS COMPLETED	Date
	6 MONTH DEVELOPMENT CHECKS COMPLETED	Date
	9 MONTH DEVELOPMENT CHECKS COMPLETED	Date
	<b>IMMUNISATIONS UPTO DATE</b>	
Surgery Phone	YES	NO
HEALTH VISITOR'S NAME	HEALTH VISITOR'S PHONE NUMBER	
Did your child require an extended stay at hospital at birth, if so give details:	Was you child born premature	

**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 51 weeks of the year (only closed Bank Holidays &amp; 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

<b>PLEASE CIRCLE TIMES REQUIRED</b>		Monday	Tuesday	Wednesday	Thursday	Friday
<b>START TIMES:</b>	8am	8am	8am	8am	8am	8am
	8.30am	8.30am	8.30am	8.30am	8.30am	8.30am
	9.00am	9.00am	9.00am	9.00am	9.00am	9.00am
	1.30pm	1.30pm	1.30pm	1.30pm	1.30pm	1.30pm
<b>FINISH TIMES:</b>	1.00pm	1.00pm	1.00pm	1.00pm	1.00pm	1.00pm
	4.30pm	4.30pm	4.30pm	4.30pm	4.30pm	4.30pm
	6.00pm	6.00pm	6.00pm	6.00pm	6.00pm	6.00pm
ALL YEAR	<b>We prioritise children attending ALL YEAR</b> 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.			

**OTHER USEFUL INFORMATION**

Siblings 1		Siblings 2	
Name		Name	
Age		Age	
Festivals Celebrated	Withdraw from any activity		
Has your child attended another Play Group, Child Minder, Nursery etc:			
What school are you hoping your child will attend			
Does your Child attend the Family Centre - YES / NO			

**PERMISSION FORM**

**PHOTOGRAPHS**

<p><b><u>LEARNING JOURNAL</u></b> – 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><b><u>GROUP PHOTO LEARNING JOURNAL</u></b> – 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><b><u>FACEBOOK / TWITTER</u></b> – we give permission for our child’s photo to be used on our public Facebook /Twitter page, enjoying nursery activities.</p> <p><b><u>WEBSITE</u></b> - 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"><b><u>OUTINGS</u></b></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, 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"><b><u>FIRST AID</u></b></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"><b><u>CALPOL</u></b></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"><b><u>SUN PROTECTION CREAM</u></b></p> <p>We give permission for sun cream to be administered when necessary.</p>	<p>YES / NO</p>
<p align="center"><b><u>SUDOCREM</u></b></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:

important that we are aware if your child attends another setting, to enable us to share information regarding their learning profile’s. We also use this information to ensure that we correctly claim your nursery grant funding when your child becomes eligible at the age of 3. These are the lines 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 _ _ / _ _ / _ _ _ _

