

Kool Kidze Registration Form

Childs Full Name: **M/F**

Date of birth **Copy of Birth Certificate**

Nationality **Language**

Home Address

Home Telephone number **Religion**

Date of Entry **Ethnicity**

Mother's Name

Telephone (mobile) **(Work)**

Home Address

Email address

Profession

Father's Name

Telephone (mobile) **(Work)**

Home Address

Email address

Profession

Who has the parental responsibility of the child?

Other emergency contact details

Name and Telephone Contact 1

Address Contact 1

Name and Telephone Contact 2

Address Contact 2

Name of carer authorised to collect child other than parent

Child's Health Details

Chronic Illnesses: **Current Medications:**

Date of Last Tetanus Immunization: **Allergies**

Does your child suffer from Epilepsy / Diabetes / Asthma / Allergies / Other

Further Information

Any Dietary restrictions:

GP's Name **Telephone**

Address

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		AM	PM
Please specify which days :	Monday	<input type="checkbox"/>	<input type="checkbox"/>
	Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
	Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
	Thursday	<input type="checkbox"/>	<input type="checkbox"/>
	Friday	<input type="checkbox"/>	<input type="checkbox"/>

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Name of Previous Playgroup/Nursery

How did you hear about the nursery?

Named persons allowed to collect your child

Note we will not allow the child to leave with anyone not on this list without your authority.

Password (if child is to be collected by someone not known to the nursery staff)

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Registration Form and Fee

A non- refundable deposit of 25.00 is charged to secure your child a place. On receipt of your registration form and fee, the school will confirm your child's place in writing and arrange a settling-in session.

Conditions of admission

- Fees will be charged one month in advance and are to be paid between the first day of the month to the 10th day of the month. If fees are not paid between the dates stated then a £5.00 fine per day will be applied on the fifth day of not receiving the fees we reserve the right to withdraw a child's place.
- All payments must be made by standing order, cheques or cash.
- A full one month notice in writing is required before a child is withdrawn from the Nursery, otherwise full month's fees will be charged. No reduction is made for temporary absence due to illness or holidays.

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- Children must be collected promptly. Fees will be incurred if a child is left for more than 10 minutes. Charges will be £5.00 for every 5 minutes that a parent is late.
- All nursery places are booked with the understanding that private and public holidays, absents due to illness or any other reason must be paid for.
- Fee levels are reviewed annually
- If the Nursery has to close because of an emergency or due to circumstances out of the Nursery's control, a refund will not be given.
- The information given on this form will be held on computer at the Nursery. In addition the child's name, address and date of birth will be given to the relevant borough when application is made for nursery grants.
- The Nursery will be closed from Christmas Eve 1:00pm up to 2nd January. No refund will be available for this period.
- Parents of the children that are entitled to receive 15 hours of funding have been given the flexible option of how they want to take those hours.

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Permissions:

Delete as applicable

I give permission for the above information to be held on the Kool Kidze database

Yes / No

Information sharing

In regards to safeguarding and child protection issues information will be shared only in these circumstances with the relevant agencies

Yes / No

Medical Consent

I give my permission for my child to be taken to hospital and given emergency treatment, if necessary, in the event that I cannot be contacted.

Yes / No

Photographs

I give permission for photographs to be taken of my child for use within the nursery and Learning Journeys

Yes / No

I give permission for photographs of my child to be used for promotional material

Yes / No

I give permission for photographs of my child to appear on the Nursery website (children's names will not be used).

Yes / No

I give permission for pictures of my child to be displayed within the nursery

Yes / No

Organised Outside Activities

I give permission for my child to leave the building and take part in organised outside activities and walks.

Yes / No

Agreement:

I/We jointly agree to abide by the above conditions of admission and to pay all school fees by the due date.

Signature Relationship to the Child
Date.....

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Overview of Our Polices

Safety and Security

In order to protect children throughout the day we employ stringent security procedures designed to prevent unauthorised access to the Nursery. Please assist us in implementing these by closing and securing the door behind you and by not opening the door for other "parents". Nursery staff are instructed not to release your child to any person who has not previously been advised to us in writing and is known to them or able to produce acceptable identification. If an emergency makes it necessary for your child to be collected by someone not on the list then you must contact the Nursery as soon as possible so that we can agree arrangements with you.

Sickness and Medication

At the Nursery we work very hard to minimise the spread of illnesses and infections; to help us please do not bring your child to the Nursery if they are unwell. A copy of the incubation and exclusion periods for the most common childhood illnesses is available in the Nursery for your information. Please do not return your child to the Nursery before the end of the recommended exclusion time. We reserve the right to decline to admit children who are unwell. If your child becomes unwell during the day we will try to contact you to advise you of the problem and if necessary ask you to collect your child. We fully understand the demands placed on working parents but we ask that you try to come as soon as possible after requested, as we shall only ask if absolutely necessary.

If your child is unable to attend, please telephone the Nursery as soon as possible to advise of the problem.

The Nursery is permitted to administer certain prescribed medicines to children, for example, inhalers and other similar regular courses of treatment. Should your child be prescribed a regular medication or treatment, then please inform the Nursery Manager at the earliest opportunity. There is a comprehensive administration of medicines procedure in place for staff to follow. Parents whose children are prescribed medicines should familiarise themselves with the procedure that the staff will follow and the Nursery Manager will make a copy of the procedure available on request.

Safeguarding Policy (Child Protection)

All children within the care of Day Nursery will be monitored. Parent/child interaction will be noted. If a child enters the nursery with visible bruising parents will be informed that this has been noted and encouraged to discuss the cause. Any child that informs a member of staff of physical/emotional abuse or neglect will professionally report their findings to Sohail or Nurun who will deal with child protection matters within the organization.

- Our designated person (a member of staff) who co-ordinates child protection issues is:
Sohail Khan & Nurun Begum

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Behaviour Policy

At Kool Kidze we believe that children flourish best when their personal, social and emotional needs are met and where there are clear, developmentally appropriate expectations for their behaviour. It is our belief that children should be free to play and learn without fear of being hurt or unfairly restricted by anyone else. Our Aims . To maintain a behaviour policy which is supported and followed by all children, staff and parents/carers. To create, through positive role-models and attitudes, a caring, family atmosphere in which teaching and learning can take place in a safe and happy environment. To teach, through the Early Years Foundation Stage, values and attitudes as well as knowledge and skills. We aim to teach children to behave in socially acceptable ways and to understand the needs and rights of others. To promote and encourage good behaviour by providing a range of rewards for the children. To make clear to children the range of sanctions that will follow misbehavior. To encourage consistent, collaborative and co-operative behaviour management between and across year groups. To work in partnership with parents

Equal Opportunities

We welcome children from all ethnic groups, cultures, religions and family groups. We welcome children and their families who have English as an additional language. We aim to give positive images of other cultures using various methods, including celebrating different festivals and incorporating multicultural play into our themes and activities. We provide a good selection of multicultural toys and equipment, pictures and photographs of people from other countries and cultures. Parents are encouraged to come and tell stories or sing songs from their own country or in their own language. The Nursery has an equal opportunities policy which the Crèche and Nursery adheres to.

Uncollected child

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child; this is usually done with a password on the day.

The role of the key person and settling-in

The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage Each setting must offer a key person for each child, We allocate a key person before the child starts.

- The key person is responsible for the induction of the family and for settling the child into our setting.
- The key person works with the parent to plan and deliver a personalised plan for the child's well-being, care and learning
- The key person acts as the key contact for the parents and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers.

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- A key person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
- The key person encourages positive relationships between children in her/his key group, spending time with them as a group each day.

Making a complaint

Our setting believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

1. Any parent who has a concern about an aspect of the setting's provision talks over, first of all, his/her concerns with the Nursery Manager.
2. Most complaints should be resolved amicably and informally

Details of professionals involved with your child

Health Visitor (if applicable)

Name _____ Telephone _____

Address _____

Emergency Consent Form

Emergency treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the setting manager (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Signed _____ Date _____

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OFFICE USE ONLY

Start Date.....

Registration Fee paid.....

Key Person allocated.....

Register Updated.....

L.A.portal.....