



Oyster Bay Nursery Registration Form

Child's Name:

Date of Birth:

Date of Admission:

Sessions:

Please tick sessions required

	Breakfast Club 7.30 – 8.30am	Morning Session 8.30 – 11.30am	Lunch Club 11.30 – 12.30pm	Afternoon Session 12.30 – 3.30pm	Afternoon Club 3.30 – 5.30pm
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

PASSWORD:
(For collection purposes)

Any Other Name Child Answers To:

Gender: * MALE / FEMALE (*Please delete as appropriate)

Birth Certificate Has Been Shown: YES / NO **Certificate No:**

Home Address	
Home Telephone No	

Details of Those With Legal Parental Responsibility:

	Mother	Father
Name		
Address (if different from above)		
Post Code		
Home Tel No		
Mobile		
Work		
E-Mail		
National Insurance No.		

With Whom Does The Child Live?

Emergency Contacts:

	Emergency Contact 1	Emergency Contact 2
Name		
Relationship To Child		
Address		
Home Tel No		
Mobile		

Doctor:

Name	
Address	
Telephone No	

Immunisations Are Up To Date: YES / NO

Religion:..... **Ethnicity:**..... **Nationality:**.....

Names & Ages of Any Siblings:

Please name the persons who are authorised to collect your Child from Nursery

- 1.
- 2.
- 3.
- 4.

What other languages, if any, does your child speak?

Does your child require a special diet?

Is there anything about your child's current, or previous, health that it might help us know? (e.g. problems with hearing, speech or eyesight, staying clean & dry, regular ear, nose or throat problems e.g. glue ear, chest problems, sleeping problems or allergies)

Does your child take regular medication? If yes, why? (e.g. asthma, diabetes, epilepsy, heart trouble, eczema)

Has your child ever been in hospital, if yes, for what reason?

Have there been any recent changes which may affect how your child settles into Nursery? (e.g. baby in the family, a death, someone in hospital, moving house, involvement with other agencies such as Child Guidance, Speech Therapy)

PARENTAL CONSENT

Plasters

*** I do / do not** give permission for plasters to be placed on my child if needed.

Photographs

We make a developmental folder on your child. In this we put together photographs of your child doing activities at Nursery. We need your permission to take photographs (which may be used for displays, publicity, Nursery Website, Staff/Students Coursework for qualifications & Press releases).

*** I do / do not** give permission for photographs to be taken.

Sun Cream

*** I do / do not** give permission for my child to have a Sensitive Sun Cream Very High Protection, Factor 50, sun cream applied to them when appropriate by Nursery staff. If preferred, please provide your own sun cream in a labelled bottle. Please apply sun cream before Nursery. I understand that I need to provide my child with a sun hat in order that he / she may access the outside area.

Child Protection

We have a duty to report any child protection issues or concerns regarding the possible abuse of a child in our care. I understand that any concerns regarding our child and possible abuse will be reported.

Anaesthetic

Should the necessity arise, I agree for the person in charge of the Nursery, or an appointed deputy, giving consent on my behalf for an anaesthetic to be administered or for other urgent medical treatment to be given.

Parent / Carer's Signature:..... Date:.....

OYSTER BAY NURSERY CONTRACT FOR ADDITIONAL FEES AND HOURS

Please read the following conditions carefully:

I understand that fees are payable in advance, and are due on the 1st of every month. They are non-refundable or transferable for any reason. Late Nursery fees will incur a 10% charge.

I understand that unattended sessions must still be paid for.

I understand that if my child does not attend the Nursery for a consecutive period of three weeks without explanation, any non-funded / wraparound sessions they attend may be given to the next child on the waiting list and I will still be liable for payment of these hours until the end of the term.

I agree to give one month's notice in writing if I wish to remove my child from the Nursery. I agree that if I do not give this notice, I will be liable to pay my child's non-funded / wraparound hours fees to the end of the term.

Sessional fees are currently £5 per hour for 2, 3 & 4 year olds and £5.50 per hour for babies. You will receive an invoice at the beginning of each term.

I understand that non-payment of fees will be pursued by the Small Claims Court.

Administration Fee £30 (Non- Refundable) *Please note that you may be exempt from this charge – please speak to the Nursery Administrator.

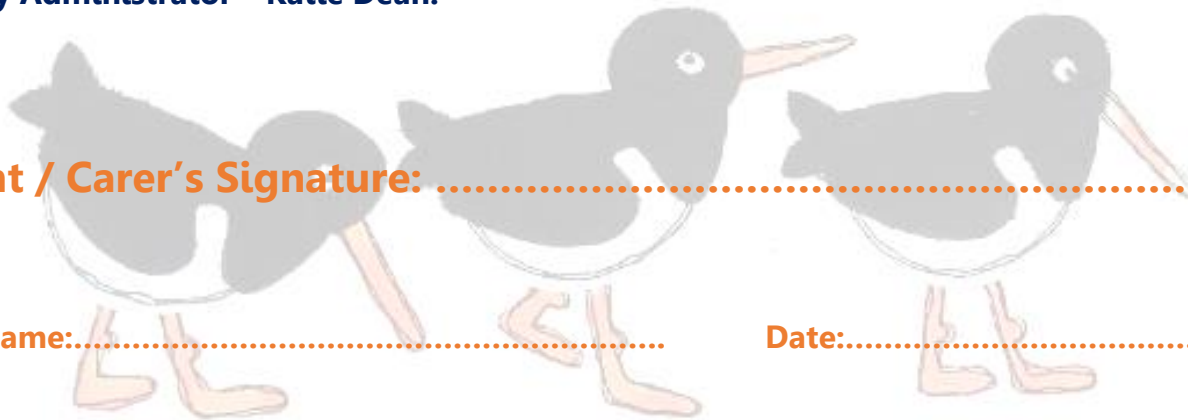
The fees are payable at the School Office to secure your Child's place at Oyster Bay Nursery.

If you have any concerns, please speak to the Nursery Manager – Miss Longhorn or the Nursery Administrator – Katie Dean.

Parent / Carer's Signature:

Print Name:.....

Date:.....



Funding

30 Hours Free Early Education and Childcare

Are you eligible for 30 hours funding? Yes No

If yes, what is your eligibility code?

Early Years Funding

The Early Years Funding currently starts from the term after the child's 3rd birthday. This does not, however cover the optional Lunch Club (11.30am – 12.30pm) for which there is a charge of £5.

Free for 2 Early Years Funding

Free for 2 Early Years Funding may be available subject to eligibility. If you require further information, please contact the Nursery Manager.

Early Years Pupil Premium Funding

Your child may be eligible for EYPP funding. EYPP funding is provided by the Government to support families receiving additional welfare benefits. Your child's Early Years provider will be able to use the funding to support additional and extended learning opportunities to enhance your child's learning. Please find an EYPP eligibility form in your child's welcome pack and please contact the Nursery Manager if you have any questions.

2 Year Old Progress Check

It is a statutory requirement for Early Years Providers to complete a 2 Year Old Progress Check when your child is approximately 2 years and 6 months old.

If your child is 3 and already had their progress check, please provide the Nursery Manager with a copy, or take the original copy to the School Office to be photocopied. This is so that the Nursery is aware of and able to meet your child's specific needs.



Home Visits

We offer optional home visits for all children that start at Oyster Bay Nursery. Home visits provide a wonderful opportunity for your child's assigned key worker to get to know your child and their family in their home setting. During these visits we will discuss your child's individual needs and home routines and address any questions or concerns about your child's transition into Nursery.

Our Nursery Manager will contact you regarding booking a home visit before your child starts at Oyster Bay Nursery.

If you would like us to know any additional information about your child, please give details below:

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Swimming lessons:

We are extremely lucky to be able to offer our Nursery children swimming lessons! These take place on a Tuesday and are currently for our three and four year olds only.

Swimming lessons cost £45 for three School terms.

If you would like your child to start swimming lessons, please speak to Katie in the School office or call 01227 261430 for more information.

