



nursery + pre-school

## registration form

### for office use only

Reg fee paid:

Date:

Amount:

Cash / Cheque / Card

Advance deposit paid:

Date:

Cash / Cheque / Card

Copy done:

Signed:

### your child

Family name:

Given name:

Preferred / pet name:

Date of birth:

First language:

Religious orientation:

### parent(s) / guardians

Name(s):

Home telephone:

Home address:

Mobile numbers:

Work numbers:

Post code:

Email address:

Who has 'Parental Responsibility' for your child?  
(if different to the names above)

Parental date of birth (for security purposes)

\_\_\_ / \_\_\_ / \_\_\_\_\_ & \_\_\_ / \_\_\_ / \_\_\_\_\_

### please give the details of two other people we can contact in an emergency

1. Name:

2. Name:

Location during daytime:

Location during daytime:

Contact number:

Contact number:

All information given is private & confidential

[www.footstepsnursery.com](http://www.footstepsnursery.com)

11 Albany Road, Leighton Buzzard, Bedfordshire LU7 1NS • 01525 375679 • [hello@footstepsnursery.com](mailto:hello@footstepsnursery.com)

**care requested\*** please fill in the desired hours in the spaces provided

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Short day					
Full day					
Preferred start date			* Please study our Fees sheet carefully for what we offer		

### meals

Does your child have any food allergies?:

If yes, please give details:

Please give details of any food your child does not eat:

Would you like them to try these foods gradually:

### health

Doctors name:

Telephone:

Address:

Are you aware of your child suffering from asthma or any other allergies?

Would you like them to try these foods gradually:

Does your child require medication prescribed by your doctor?

If yes, please give details of medicine and dosage:

Footsteps Nursery records all medicines administered on the premises according to OFSTED Guidelines

All information given is private & confidential

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## extra information

So we can make it easier for your child to settle into our nursery, please could you give us a little more personal information.

Has your child previously attended a nursery/childcare setting?:

What is her/his favourite toy at home, or perhaps a pet or animal?:

Is there something she/he especially likes to eat at home or for snack time?:

Does she/he have any special interests?:

## permissions please tick relevant boxes

yes no

I/we give permission for my/our child to be given cleansing wipes, sun-cream, plasters, calpol (with extra permission sought verbally on the day) when necessary.	<input type="checkbox"/>	<input type="checkbox"/>
I/we give permission for my/our child to go on nursery visits.	<input type="checkbox"/>	<input type="checkbox"/>
I/we give permission for my/our child to be photographed , and photographs to be displayed in the nursery and on promotional materials including the nursery website and social media (without using names).	<input type="checkbox"/>	<input type="checkbox"/>
In case of emergency, I/we give permission for an authorised person from Footsteps Nursery to drive my/our child to the nearest medical health centre.	<input type="checkbox"/>	<input type="checkbox"/>
In case of an instant medical emergency, I/we give permission for an authorised First Aid trained person at Footsteps Nursery to initiate the appropriate procedures, including the treatment of our child if necessary.	<input type="checkbox"/>	<input type="checkbox"/>
I/we accept that Footsteps operates a Child Protection Policy which authorises us to inform OFSTED directly if we suspect the abuse of a child holding a place at Footsteps Nursery.	<input type="checkbox"/>	<input type="checkbox"/>

Signed:

Print Name:

I/we give permission for the following named people to collect my/our child from Footsteps Nursery.

Named People:

Signed:

Print Name:

Once this form is completed, please return it along with payment of the £50 Registration Fee, which will guarantee your child a place at a Footsteps Nursery. Cheques are payable to "Footsteps Nursery Ltd". The registration fee is non-refundable, regardless of whether the place is ultimately taken up. By Signing above you acknowledge that you have seen and accept the Footsteps Nursery Ltd Fees listings sheet, and that you have signed and received a copy of the Terms and Conditions of Footsteps Nursery Ltd. The Health and Safety Policy of Footsteps Nursery Ltd was reviewed in the light of any relevant information brought to our attention by this new Registration.

Signed:

Date:

All information given is private & confidential

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## terms and conditions

Regarding a nursery place for \_\_\_\_\_ (Your child's name)

### Footsteps Nursery Places and Bookings

A signed and fully completed registration form must be received by the Nursery before a place can be considered. A non-refundable registration fee of £50 is required upon booking a place. This guarantees your child's place.

### Fees and Invoices

Fees are paid one month in advance. Fees will be charged monthly and invoices will reach you no less than 5 days before the first day of the month and are calculated at a fixed monthly rate. There will be additional charges for late payment of fees. All extra sessions or additional charges will be added on to your monthly invoice depending on the date of the month the Nursery was notified.

If the terms and conditions are breached, all sessions booked must be paid for, regardless of whether the child attends. No refunds will be given for sickness, holidays or bank holidays. Failure to meet payments will result in termination of the nursery place and possibly legal action.

If your child is collected late, a late collection fee of £1 for every minute late will be charged to you unless prior arrangements have been made with the Nursery management. Two months notice will be given before any fee increase is implemented.

### Opening Times

The Nursery will be open from 8am – 6pm Monday to Friday. We are closed on all Bank Holidays, which are chargeable, and a week at Christmas (for which fees are not charged). Early drop-offs by special arrangement can also be reserved (7.30am).

### Termination / Cancellation / Change

We require one months notice, in writing, should you wish to terminate a Nursery place for any reason. Parents will still be liable for the fees during this period. If a parent withdraws their child during this notice period the fees will still remain payable. We reserve the right to terminate a Nursery place with immediate effect if any fees are not paid by the due date, or if a parent, carer or child display's abusive, threatening or otherwise inappropriate behaviour. In all other circumstance we will give you two months written notice, should we wish to terminate a Nursery place for any reason.

### Personal Property and Belongings

We cannot be held responsible for any loss or damage to children's property. Every effort will be made to ensure the children's property is not lost or damaged. Practical 'inexpensive' clothing is recommended for children attending the Nursery. It is the parent's responsibility to ensure all belongings are clearly labelled.

We suggest that all toys, books or other equipment are left at home.

We have extensive Insurance cover – full details are available upon request, from the Nursery Manager.

### Behaviour Management

We may require a child to be withdrawn from our Nursery in the event that the Nursery Manager considers the child to be disruptive or displaying consistently inappropriate behaviour.

We will not tolerate Nursery staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of the Nursery place.

### Accidents, Illness and Infection

We reserve the right to administer basic first aid and treatment when necessary. Parents will be informed of accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by the nursery to contact the parents, but failing this, we are hereby authorised to act on behalf of the parents and authorize necessary treatment.

We will administer only 'prescribed' medicines if parents have completed a medical consent form; however the first dose of medicine must be given at home and parents must take all medicines home at the end of the day.

We may require parents to withdraw their child from Nursery, in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend Nursery. We may also ask parents to withdraw their child from Nursery, if we believe that they are or maybe suffering from or has suffered from any contagious disease or infection and there remains a danger that the other children in the Nursery may contract such a disease/infection. We accept no responsibility for children contracting any illness. Parents are required to inform the Nursery if their child is suffering from any illness, sickness or allergy before attending Nursery.

If your child has Diarrhoea/Sickness, 48 hours must have passed since the last incident before returning to the Nursery.

If your child has Conjunctivitis, he or she will need to remain away until the correct drops have been administered. For all other conditions please consult the Nursery Manager.

We understand and try to be sympathetic to the needs of working parents but we reserve the right to contact parents if their child becomes ill during Nursery hours. For more details please see the relevant policies and procedures in the Operational Plan. We understand and try to be sympathetic to the needs of working parents but we reserve the right to contact parents if their child becomes ill during Nursery hours. For more details please see the relevant policies and procedures in the Operational Plan.

### Security

Under no circumstances will the child be allowed to leave the Nursery with anyone unknown to the Nursery staff unless the parent has previously arranged this. If a parent has made alternative arrangements by telephone, the Nursery will require the name and address of the person permitted to collect the child a proof of identity will be required upon arrival at the Nursery. Descriptions, photographs and passwords may also be necessary.

### General Information

Parents are required to inform Nursery of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction. Parents must provide details, in writing, of the severity of the reaction and must continue to inform Nursery of any changes to the condition, in writing, when they become aware. Parents are requested to inform the Nursery of any changes to all information kept by the Nursery.

We may require parents to remove their child from Nursery, in the event that the parent is not completely honest about the child's condition or withholds or is found to have withheld important information.

Parents are requested to provide nappies, spare clothes and a named toothbrush for their child whilst he/she is at Nursery.

Parents are also required to provide a sunhat for their child and to agree to our staff applying sun cream when necessary.

Should a parent seek to employ a current Member of the Nursery Team to provide alternative childcare, without the prior consent of the owners, the Nursery retains the right to charge the parent for up to 3 month's salary of the employee who would be involved to compensate the business for loss of earnings.

If a parent has a grievance the Nursery Manager will be available to discuss the problem. Any complaints in the first instance should be directed to the Manager who will investigate, if the complaint cannot be satisfied then it will be referred to the Nursery owner's.

### Agreement

These Terms and Conditions, in conjunction with the relevant Policies and Procedures, represent the entire agreement and understanding between the parents or carers and the Nursery. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law.

We reserve the right to update/amend these Terms and Conditions at anytime. Two months notice will be given of any change.

Signed by Parent/Carer \_\_\_\_\_ Signed on behalf of the Nursery \_\_\_\_\_

Name of Parent/Carer \_\_\_\_\_ Name of Nursery signatory \_\_\_\_\_

Date \_\_\_\_\_ Job Title \_\_\_\_\_



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