



# REGISTRATION AND AGREEMENT FORM

All children who attend Funtasia First Steps Nursery must have a completed registration form.  
Please complete the form in full with as much detail as possible. Only one form per child.

Child's name in full:	
Name known by (if different from above)	
Child's Date of birth:	Child's Gender:
Home language:	Ethnic origin:
Understands/Speaks other language?:	
Nursery, pre school or childminder attended:	

Names of parents or carers (who has parental responsibility or legal contact):

Parent 1	Parent 2
Name:	Name:
Address:	Address (if different):
Postcode:	Postcode:
Telephone:	Telephone:
Email Address:	Email Address:
Is the the child's primary address?    Y    N	Is the the child's primary address?    Y    N

Contact details of above: *Please ensure one of these is an emergency contact no: e.g. work no or mobile.*

Day:

Emergency:

Mobile:

Email:

Do we have your consent to call you at work? Yes  No

Memorable Password for collecting your child initially when your child first starts, or for any of the other persons on this form.

Password:

Password Hint:

Name and address of person collecting child from the nursery if different from above:  
(Child will only be allowed to leave with the named person and must be over 16 years of age)

Name:

Relationship:

Address:

Postcode:

Telephone numbers:

Name and address of second person collecting child from the nursery if different from above:  
(Child will only be allowed to leave with the named person and must be over 16 years of age)

Name:

Relationship:

Address:

Postcode:

Telephone numbers:

Details of child's Doctor

Name:

Address:

Postcode:

Telephone numbers:

Does your child have any known medical needs? (Please list):

Does your child have any known allergies or major dislikes (i.e. food or materials):

Does your child have any special health requirements?

Does your child have any special dietary requirements, preferences or food allergies?

Any known allergies ?(e.g. food, animals, plasters, medication, etc)

Are there any cultural or religious observances that you would like us to be aware of when looking after your child, for example diet, dress, religious holidays, festivals.

Are all childhood vaccinations up to date?

Please read the statements below carefully to give your parental consent, as you see appropriate.  
Please sign and date the bottom of the form.

<p>Agree <i>(please Tick)</i></p>	<p>Some of the routine activities and experiences of the nursery may involve visiting parks or short trips. For your child to take part in these activities you must give your consent. You will be notified <b>WHENEVER POSSIBLE</b> in advance of any planned trips or outings. <i>e.g. this may not apply to a short trip to the park if the weather is good and the nursery staff feel it would be beneficial to the children.</i></p>
	<p>Some of the above activities may involve the use of a hired minibus, coach or public transport. I agree to my child taking part in the activities described above, and travelling as appropriately whenever necessary</p>
	<p>To administer prescribed medication at my request, (and provided by parent/guardian) NB: the medication sheet must still be signed on a Daily basis if medication is to be given.</p>
	<p>To apply non-allergenic plasters</p>
	<p>During the summer months, I will apply a suitable sunscreen before my child arrives at nursery.</p>
	<p>During the summer months I will supply a named sunscreen for my child, to be kept at the nursery.</p>
	<p>In the event that my child does not have his/her own sunscreen at the setting I give permission for Funtasia staff to apply an alternative SPF50+ when necessary.</p>
	<p>I will provide a named sun hat for my child.</p>
	<p>In the event of my child being allergic to sunscreen and I will provide an alternative protection.</p>
	<p>First Aid/Emergency Treatment: In the event of an accident during the Nursery day, every attempt will be made by staff to contact a parent or guardian. Should this prove impossible, any immediate treatment which may be required will be given by a member of staff, doctor or local hospital, whichever is the most appropriate. I give my permission for any immediate medical treatment to be given to my child if the nursery is unable to contact me in the event of an accident.</p>
	<p>Holding personal information (paper and computer based)</p>
	<p>Sharing information with other professionals, e.g. Health Visitor or Speech therapist</p>
	<p>Photography to be used in-house only, e.g. photo observations for child's folder</p>
	<p>Photography to be used in nursery publicity material, including on the internet (children's names will NOT be used on any website or in any publicity)</p>
	<p>First aid and emergency medical treatment, including the administration of Calpol should your child's temperature rise suddenly above 39°C</p>

Parent/Carer's Signature:

Parent/Carer's Name:

Date:

Any other information you may think is relevant to your child enjoying our facility & Which will ensure we provide the appropriate level of care for your child, e.g. Behaviour patterns, likes, dislikes, and the best way to deal with the matters raised.

## CHILDCARE REQUIREMENTS

Required Start date?

Please mark the days and any extra services you require below.

Sessions	Time	Mon	Tue	Wed	Thu	Fri
Extended day	7.30am-6pm					
Core Day	8.00am - 4pm					
Short School Day	9am - 3pm					
Half Day AM (in. lunch)	7.30am - 1pm					
Half Day PM	1am - 6pm					

Additional hours

Mon	Tue	Wed	Thu	Fri
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15hours Funded	Time (Term Time Only)	Mon	Tue	Wed	Thu	Fri
5 days	9am-12pm					
5 days	12am - 3pm					
Lunch and/or Tea - (additional cost)		Mon Lunch Tea	Tue Lunch Tea	Wed Lunch Tea	Thu Lunch Tea	Fri Lunch Tea

30hrs Funded	Time (Term Time Only)	Mon	Tue	Wed	Thu	Fri
5 days - 6 hours	9am - 3pm					
4 days - 7.5 hours	8am - 3.30pm					
3 days - 10 hours	8am - 6pm					
Lunch and/or Tea - (additional cost)		Mon Lunch Tea	Tue Lunch Tea	Wed Lunch Tea	Thu Lunch Tea	Fri Lunch Tea

How did you hear about Funtasia First Steps Nursery? Please tick appropriate box

Magazine

Children's Info Service

Facebook

Flyer

Website

Recommendation

Sign outside

Other

Did you look at any other nurseries?

Why did you choose Funtasia First Steps Nursery?

Does your child have any professionals involved with your child, please list and provide contact numbers.  
(For example, social worker, speech therapist)

Health Visitors Name and telephone no:

I give my permission for you to contact the people mentioned above to find out more about my child's individual needs and to share information and to seek advice and support. I confirm that I have parental responsibility for the child.

Parent/Carer's Signature:

Parent/Carer's Name:

Date:

**Important:** We ask that you keep us informed of any changes to your details. Periodically we may ask you to confirm your details for our records.

Would you like letters/information sent by email? Yes No

We welcome all children irrespective of ethnicity, culture or religion, home language, family background, learning difficulties, disabilities, gender or ability. The information given will help to ensure that your child has a smooth transition into our setting. It will also help us to plan and support your child during their time with us.

## PRIVACY

Here at Funtasia First Steps Nursery we take privacy seriously and will only use your personal information to administer your account and to provide the service you have requested from us. Please see our privacy policy for further details. We do have a professional duty to share information with other professionals, ie school, health professionals, safeguarding board and Ofsted.

From time to time we would like to contact you with, details of up and coming events/ newsletters/ questionnaires. Please could you tick the boxes below to say how you would like us to contact you?

- Email
- Person
- Telephone
- Post

Inline with The general data protection act, I confirm I have gained consent to include the personal information of the people listed within this form.

Name:

Signature:

Date:

## SHARING INFORMATION

We sometimes find it helpful to speak to other early years practitioners to find out more information about your child and also to pass information on. (For example, we feel it is important to speak to teachers or nursery nurses at your child's future school or previous early years setting). Please sign below if you consent to the nursery sharing information about your child.

Name:
Signature:
Date:

## INFORMATION SHARING CONSENT FORM

This form gives permission for Funtasia to share relevant discussions, assessments, records, reports and information with other professionals (for example speech and language therapists, physiotherapist etc) who are working with your child, in order to support and aid their development and transitions

I/We (parents/carers name)
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Give consent for Funtasia to share relevant information about my/our child with appropriate professionals who maybe working with him/her

Child Name:
Child's Date of Birth:
Parent/Carer's Name:
Relationship to child:
Parent/Carer's Signature:

This consent form is valid until your child ends reception class.  
You have the right to withdraw your consent to share information at any time.

Date:
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<b>Consent withdrawn</b>
Parent/Carer's Name:
Relationship to child:
Parent/Carer's Signature:
Date:



# TERMS AND CONDITIONS

Thank you for choosing Funtasia First Steps nursery. To accept your place, please read the terms and conditions below and then sign return along with:

- Completed registration
- Signed Terms and Conditions
- Current registration fee and one weeks deposit

## Registration

I agree to return completed forms and pay the registration fee and one weeks childcare fees.

## Opening times

The nursery sessions run from 7.30am- 6.00pm. The nursery is open all year except bank holidays, Christmas & New Year closure.

## Insurance

The nursery has extensive insurance cover for nursery based activities and outings. Details of the insurance may be requested from the nursery manager. The Certificate is displayed in the nursery.

## Termination, cancellation and change of sessions

Two months notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month (if available). If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Agreement form.

The nursery reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

## Payment of nursery fees

Please refer to current fees. I agree to pay nursery fees in advance on the 1st of each month. Invoices will be raised on 25th of each month.

We do not accept cash all payments must be paid via BACS transfer into Funtasia Kids Clubs account as below:

## Funtasia kids clubs Limited

Account Number 26929790

Sort code 09-01-29

Payments must be referenced with your child's name.

## Voucher payments

Funtasia First Steps nursery accept voucher payments from several companies, we are registered for the government childcare Tax payment. Please speak to the manager to discuss further.

## Government Funded childcare

I will keep the nursery up to date and ensure that my child's attendance is regular. There may be extra charges for trips, meals this will be discussed on visits.

## Late payment of fees

If the payment of fees referred to above shall be outstanding for more than 7 days then Funtasia may serve notice in writing to terminate this contract. Upon termination of this contract the childcare shall cease, notice to terminate shall be regarded as a formal demand for all outstanding monies.

Funtasia reserves the right to charge interest on late fees at the rate of £5.00 per week, every week fees remain outstanding. For re-presented cheque a minimum charge of £30 will be made.

Parents may be asked to withdraw a child if fees are continually late. This is at the discretion of the nursery manager

Funtasia reserves the right to review and increase the said fees on an annual basis and give one calendar month's written notice of the proposed increase to the parent/guardian, inline with our fees policy.

## Cancellation / Termination / Variation to bookings

After a place has been offered, either party may cancel the offer by serving 7 days written notice.

After acceptance of the offer and payment of by the parent /guardian either party may terminate this agreement by the service of 2 months notice in writing, should they no longer require a place. During that said period Funtasia continues to admit the child and the parent /guardian undertakes to pay all fees due.

We are unable to refund fees for sessions not taken due to illness, absence or where any of Funtasia setting is forced to close due to circumstances beyond our control.

## Partnership

I agree to work alongside the nursery practitioners with a partnership approach to enhance children's care and learning.

## Collection

A named adult, over 16 years of age must collect your child on the registration form, otherwise we WILL NOT allow children to leave the premises. Parents must inform a member of staff in advance and provide the password to the person collecting. Should an emergency arise, the parent must contact the nursery Manager prior to collection. Failure to do so will unfortunately result in your child being kept at nursery until confirmation is received.

## Behavior

Funtasia reserves the right to ask the Parent to remove child/children without notice whether in writing or otherwise should the behavior of such child/Children are deemed by the nursery to be unacceptable. For further information about this please see our behavior policy.

## Absences

If your child is going to be absent from nursery for any reason, please notify the nursery Manager by telephone.

## Health/Sickness

Parents are requested not to send a sick child to the nursery and to inform the nursery Manager as soon as possible, especially if your child's illness is contagious. Children with contagious diseases MUST NOT be brought to nursery until it has been cleared by your doctor to do so. Should a child become ill whilst in our care, parents will be notified immediately and will be expected to collect their child at the earliest opportunity. In the very unlikely event of an emergency, the manager reserves the right to take your child to hospital, with every effort being made to contact the parents.

Please ensure these numbers are kept up-to-date. Parents should refer to the Infectious Disease Control Policy guide for the appropriate duration a child should not attend for all illness and diseases.

Children with Norovirus, Diarrhoea and vomiting must not return to nursery for 48 hours following an outbreak.

## Medication

If a child requires medication, parents must request this by completing a medical form that gives us full instructions

1. Under what circumstances medicine is to be given.
2. Dosage/how much to give.
3. What time medication is to be given?
4. How often dose is to be given or can be repeated.

The details of medication administered will be recorded on the medication sheet and must be read and signed when the child is collected.

We can not give any medication without it being prescribed for the child and without a signed consent medical consent form from the parent.

Notice boards/ parent tables: Urgent information will be placed on the notice board. Please try to check it on a regular basis.

Complaints If you have any cause for complaint, please speak in the first instance to the Manager. If you wish to take the complaint further, please ask for our complaints procedure.

Funtasia reserves the right to charge interest on late fees at the rate of £5.00 per week, every week fees remain outstanding. For re-presented cheque a minimum charge of £25 will be made.

## Family Discounts

Discounts are available for siblings in Funtasia First steps nursery. The discount is provided to the younger child and remains in place until the older child leaves. The rate of this discount is 5% for daily rates only

## Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of Funtasia First steps nursery being temporarily closed or the non- admittance of your child to the nursery for any reason, this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on our premises, i.e. prior to arrival or after pick up.

We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

Parents/carers may ask staff to baby-sit outside Funtasia First steps nursery hours. This is a contract between parent/carer and the member of staff, Funtasia takes no responsibility.

## Personal property and belongings

we cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by nursery staff to ensure the children's belongings are not lost or damaged.

Practical 'inexpensive' clothing is strongly recommended for children attending holiday club. It is the parent's responsibility to name and clearly label all items of clothing.

We will make reasonable endeavours to keep parents and / or children's property in good order.

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

## Early and Late Collections and details of surcharges payable.

Parents/guardians either dropping off early or collecting beyond the booked session times will be subject to an additional surcharge, of the current hourly rate over 5 minutes or 5 minutes early.

Because of the staffing and resource requirements as laid down by Ofsted, children who are collected after the agreed time (6.00 p.m.) will incur a late collection charge. This is £5.00 for every 15 minutes after 6.00pm; this must be paid in cash on collection to the nursery manager. (This payment is made directly to the staff on shift)

## Policies and procedures

I confirm that I have read and agree with Funtasia First steps nursery policies and procedures. These terms and conditions relate to the child referred to overleaf who is to apply to/ join Funtasia First steps nursery on the following terms as listed. These terms and conditions relate to the contract between Funtasia Kids clubs and the parent/guardian.

In the event any of this information changing, please notify us immediately so we can up date our records accordingly.

## Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warranties, conditions, terms and 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. One month notice will be given of any changes made.

The nursery is operated by Funtasia Kids Clubs Ltd.

I have read and understand these Terms and Conditions and agree to be bound by them.

Please note that we reserve the right to amend our terms and conditions as necessary.

Please sign both copies and retain one for your personal records to refer to.

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