



Registration Form

Please complete in full and return this form if you wish to secure a place for your child at First Day Nursery Montessori (FDNM)

Child's Details:		
Child's Forename:	Middle Name:	Surname:
Known As:	DOB:	Gender: Male - Female
Child's Address:		
Postcode:		
Child predominantly resides with:		
Language spoken at home? Is English an Additional Language for the child? Yes No	Religious Beliefs: Any specific Religious Requirements?	
Parents/Carers Details		
Mothers Name: Mrs/Miss/Ms/Dr/Other	Fathers Name: Mr/Dr/Other	
Biological Mother – Step Father – Foster Mother – Adopted Mother/Carer	Biological Father – Step Father – Foster Father – Adopted Father/Carer	
Mothers Address: Postcode:	Fathers Address: Postcode:	
Home Telephone:	Home Telephone:	
Mobile:	Mobile:	
Work Telephone:	Work Telephone:	
Email:	Email:	
Is the Child Known to Social Services? Yes / No - Capacity if Yes? If yes please provide full details of the child's social worker: Name: Contact Number: Email:	Is the named child adopted?	Yes No
	Is the named child in Foster Care?	Yes No
	Details:	



Booked Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day 8am-6pm					
Mornings 8am-1pm					
Afternoons 1pm-6pm					
Extended Hours 7am-8am					
Extended Hours 6pm-7pm					
Additional Hours					
Start Date?					

Family Details:

How many siblings does the child have?

Sibling Name:	Sibling Name:	Sibling Name:	Sibling Name:
Age:	Age:	Age:	Age:
Setting Attended:	Setting Attended:	Setting Attended:	Setting Attended:
Step sibling? Y - N	Step sibling? Y - N	Step sibling? Y - N	Step sibling? Y - N
Side: Mother - Father	Side: Mother - Father	Side: Mother - Father	Side: Mother - Father

Emergency Contacts: (other than the parents with prior permission to be contacted in the event of an emergency and collect the child from nursery, in a priority order)

<p>1st Emergency Contact:</p> <p>Full Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Home Telephone:</p> <p>Mobile:</p> <p>Work Telephone:</p> <p>Relationship to child:</p> <p>Picture Included: Yes No</p>	<p>2nd Emergency Contact:</p> <p>Full Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Home Telephone:</p> <p>Mobile:</p> <p>Work Telephone:</p> <p>Relationship to child:</p> <p>Picture Included: Yes No</p>
<p>3rd Emergency Contact:</p> <p>Full Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Home Telephone:</p> <p>Mobile:</p> <p>Work Telephone:</p> <p>Relationship to child:</p> <p>Picture Included: Yes No</p>	<p>4th Emergency Contact:</p> <p>Full Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Home Telephone:</p> <p>Mobile:</p> <p>Work Telephone:</p> <p>Relationship to child:</p> <p>Picture Included: Yes No</p>



Emergency Collection Password:

Medical/Additional Details:

Does your child have any Medical Needs/Special Requirements? Yes No
 If Yes, Please give specific details:

Does your child need a medical care plan to be in place? Yes No

Does your child require regular Medication? Yes No
 If Yes, please give specific details:

Does your child have any Disabilities/Special Educational Needs? Yes No
 If Yes, Please give specific details

Does your child have any allergies? Yes No
 If Yes, please give specific details:

Does your child have any Dietary Requirements? Yes No
 If Yes, please give specific details:

Doctors Details:

Doctors Name:
 Surgery Address:

Telephone Number:

Health Visitors Details: If applicable, i.e. the child has any Medical or SEN Needs

Name:
 Contact Address:

Telephone Number:

Email:



Details of any other professionals involved in the wellbeing of the child: i.e. Speech & Language Therapist, Nutritionist, other:	Is your child registered at a dentist? Yes - No
	Dentists Name:
	Address: Telephone:

Additional Information

Has your child attended any other Nursery/Toddler groups? Please give details.	When and where is your child expected to attend Primary School? Please give details of any other ways you are able to help:
--	---

Parents as Partners

<p>Parents Committee:</p> <p>Parents are asked to offer some of their free time to be a part of the Parents Committee, committee members will be part of a small group that discuss upcoming events, changes in nursery and revisions in Policy and Procedures. Predominantly via email and occasionally meeting up.</p> <p>Would you like to be a part of the parents committee? Yes No</p> <p>If Yes, are there any specific skills, qualifications or experience you can bring to the committee that would support the nursery in continuous Quality & Improvement:</p>	
<p>Parent Helper:</p> <p>Parent Helper would be an individual who is happy to support other parents with advice and guidance surrounding childcare, actively participating in their child's learning and assessments, local area information and general support (Employment/Training/Welfare). The Helper would need to be happy to share their contact details (email/phone number) with other parents as well as setting aside some time to meet with other parents if needed.</p> <p>Are you able to be a parent helper? Yes No</p>	
Please give details of any other ways you are able to help (nutrition support, ICT, marketing, etc.):	



Outings Consent

Child's Name: _____

Parent/Carer's Name: _____

As part of our practice we take the children on daily outings in the local community and there may not always be time to inform you beforehand. We always ensure a safe and generous ratio of adult to children on these walks. Therefore we need your prior consent for your child to join us on these walks, as they will not be prearranged with you. Rest assured any non-local outings or if we are going on an outing that involves transport to a further destination we will contact you for separate permission.

I do give my permission for my child to be taken on trips within the local community.

Parent/Carer Signature: _____

Date: ___/___/___

Photo/Video Permission

In our setting we take photographs and videos of the children for display purposes and to provide evidence for the child's assessment (if more than one child is in the photo it may be used for shared assessments). Photo's are taken & stored on nursery equipment and not personal staff devices. For Learning Journey purposes photo's are uploaded on to the Tapestry secure servers and can be accessed via any computer device but only by authorised staff and the child's parents.

Photos are also used for promotional and marketing purposes via written media and online sources (nursery website, social media, etc.) Social Media and photos in general are used as an active tool to share special moments and the day to day life of the child with their families (in some cases your child may be present in a special moment captured in a picture of another child and shared with their family).

The Nursery also uses photographs/videos as evidence and illustration for our quality improvement scheme (Quality Improvement in Learning and Teaching) and that is shared with Redbridge Local Authority.

We also maintain CCTV footage throughout the nursery for the security and wellbeing of the children, the CCTV footage is not available to view to anyone but the authorised and vetted nursery staff, it is stored in the nursery on a separate hard drive and the data is deleted every 2 weeks.

We need your prior consent for your child to be included in this.

I give my permission for my child to be photographed & Videoed .

Parent/Carer Signature: _____

Date: ___/___/___



Emergency Medical Consent

In the case of your child needing emergency medical treatment while attending this Setting, we need your prior permission for us to seek treatment and for a member of staff to accompany your child to hospital.

In all such cases, we will always try to contact the parent/carer using the telephone numbers provided on the Admissions Form. However, it may prove necessary to act in place of the parent/carer if we are unable to contact you and/or to arrange to meet you at the hospital.

I give my permission for FDNM to seek medical care in an emergency and for a member of staff to accompany my child to the hospital.

Parent/Carer Signature: _____

Date: ___/___/___

Sun Cream

I will supply sun cream for my child and authorise it to be administered to my child when necessary.

Signed Parent/Carer: _____

Fee Payment:

Name/s of Parent responsible for payment of Nursery Fees	1:	2:
<p>I agree my current monthly fees stand at £_____ to be paid on or before the 1st of each month. I understand late payment will incur a charge as detailed in the policies and procedures. It is my responsibility to ensure timely payment of fees in the event part/full amount of my fees is to be paid by a third party. I also agree in the unlikely case my child's nursery fees are not paid by the appropriate outside agency, I will be liable to pay the full amount.</p> <p>I understand that my monthly fees may be modified if I change my child's attendance pattern. I agree to give FDNM 1 months written notice if I wish to withdraw my child from nursery and in failure to do so forfeit my deposit amount in full.</p>		
<p>Combined Method of Payment:</p>		
Name: Signature: Date:	Name: Signature: Date:	

Office Use:

Child's Birth Certificate Seen and a copy taken ()	Parents ID's seen and copies taken ()	Parents Proof of Address seen and copies taken ()
Consent forms signed ()	Terms & Conditions Signed ()	Registration Fees paid () Date:
Deposit paid () Amount: Date:	Uniforms & diary paid for () Amount: Items: Date:	Diary Paid for () Date:



First Day Nursery Montessori (FDNM) – Parent/Provider Contract Terms & Conditions

FDNM aims to always offer a quality and caring environment for all its children. In order to provide an excellent and individually tailored service to each and every child it is of utmost importance that we work as a team with all parents/carers, as you are your child's most important early educators. Therefore, we ask that you read the following contract and sign it once you have fully understood all the terms as a shared commitment towards your child's early learning and wellbeing.

1. Policies & Procedures –

- I understand that the nursery is run in accordance with the Policies & Procedures and full copies of these are available to me through the FDNM website, hard copies based in the office and reception areas and summary version is to hand in my child's daily diary. I commit to ensuring that I read, understand and accept all Policies and Procedures.

2. Learning & Assessment –

- I will actively add to the development/learning journey of my child, by ensuring I contribute to their assessments, by providing details of their experiences and learning outside of the nursery.
- Work closely with staff to identify and meet my child's educational, personal and social needs, attending review meetings when necessary.
- Tapestry Online Learning Journal: I understand my child's learning journal will be compiled online, via a secure encrypted web portal. That will be accessed by key FDNM staff, the child's parents and on occasion outside agency professionals such as Ofsted or LEA support workers. I make a commitment to ensure I set aside time on a fortnightly basis to view the Observations and Assessments, provide my feedback and add observations based on my child's experiences outside of nursery. I also understand that the Tapestry Online Journal and all its contents can be accessed via any computer or internet device.
- I agree to allow FDNM to share my child's learning journey with any setting (i.e. nursery, pre-school or school) that my child transfers too.

3. Fees & Payments –

- I commit to paying my child's agreed fees a month in advance via the pre agreed method.
- I understand Fees are due to be paid on or before the 1st of each month and late payment will incur a charge, which I am liable to pay.
- I understand that fees are to be paid on a monthly basis via standing order/bank transfer.
- Late Payment of Fees Charges:
 - between the 2nd and 6th day of the month will incur a £5 charge
 - between the 7th and 15th day of the month will incur a £15 charge
 - After the 15th day of the month will incur a £25 charge
 - Failure to pay fees within the month will result in forfeiting of my deposit
- Late Collection Charges:
 - £5 for late collection charge for anything up to 15 minutes
 - £1 per minute from then until a 60 minute duration.
 - In the event parents are delayed to collect their child and this time falls



within FDNM's operating hours, parents have the opportunity to inform the nursery beforehand and pay the pre-defined charge (hourly charge for anything up to 3 hours and a session rate for anything between 3-6 hours).

- I understand that in the event of non-payment of fees FDNM reserves the right to cancel my child's place with immediate effect, in which case I forfeit my deposit.
- I understand the Registration Fee is a non-refundable amount to secure my child's place in nursery.
- I understand my Deposit amount is fully refundable once my child has left the nursery and all balances have been paid in full. I am aware that I will forfeit my deposit if T&C's are not met (See Paragraph 4).
- In the event that fees may be delayed due to unforeseen circumstances, I must speak to FDNM Management at my earliest convenience to make appropriate arrangements.
- I am fully aware that any arrangement of an outside agency subsidising my child's fees is between me and the agency, I will ensure timely payment by the said agency and in the event of non-payment, will be liable to pay the full cost of my childcare.
- Fees are calculated on a 51 week basis and divided into 12 equal parts to make it easier for accounting purposes, I understand I must pay my fees in full every month regardless of closures (as explained in Paragraph 10).
- I understand I am to cover the full costs of my child's nursery uniform.
- I understand that some outings and excursions may cost (entrance, transport, etc.) and the nursery cannot sustain this expense and I am liable to pay for this if I wish for my child to take part.
- The first months fees are payable immediately via cash, cheque or bank transfer.
- I understand that in the event my cheque bounces I am liable to pay the bank charge incurred by FDNM and pay a minimum charge of £50.
- I understand that FDNM reserves the right to amend/increase fees when necessary and my updated fee structure will automatically replace the agreed fees I have in place for the care of my child. The setting will give me at least a months' notice before the date the updated fees are due.

4. Deposit –

- I understand I have to pay the amount of £200 or 1 months' fees (whichever is greater) as deposit to secure my child's place.
- I understand my deposit amount is fully refundable providing I give the nursery 1 months' notice in writing and clear all balances.
- I am aware I will forfeit my deposit under the following circumstances:
 - Unacceptable Late Payment of fees
 - Failure to provide 1 months written notice
 - Cancellation of child's place due to unpaid fees
 - Inappropriate conduct on the part of the parent (paragraph 7)
- Providing all balances are cleared, I will receive my deposit refund on a date given to me by FDNM (usually the month following my child's last day) taking into consideration duration of accounting procedures.



5. Attendance & Punctuality –

- I understand that my sessions (days and times) are pre-booked and I can make full use of services throughout this timeslot.
- Late Arrival: I understand that in the event that my child arrives late for their pre-defined session (whether I inform FDNM or not) will not be compensated by any means.
- I understand that in the event of Late Collection of my child, outside of their pre-booked session (whether I inform FDNM or not) will incur a Late Collection Charge (as defined in Paragraph 3).
- As the parent/carer I am responsible for informing the nursery in the event I am delayed in collecting my child so appropriate arrangements can be made.
- Non-Collection: In the event that a child has not been collected within (and the nursery has not been informed)
 - 20 minutes after closing time, all attempts will be made to contact the parents/carers and determine a ETA or instructions on how to proceed.
 - If attempts to contact parents/carers are unsuccessful, FDNM will contact all emergency contacts in the order stated by parents and attempt to arrange for them to collect the child from nursery.
 - Failing this the setting is obliged to contact the Social Services Emergency Care Team, who will arrange for the child to be collected and kept safe until contact with the parents/carers can be established.

6. Bookings & Admission Terms–

- I understand that the days/times I have pre-booked for my child are to be adhered to fully, and if my child arrives late or I collect them early that times will not be reimbursed in any way.
- I understand any holidays or days off taken by are to be fully paid, and discounts, extra days or refunds will not be offered as compensation.
- The set days and sessions cannot be swapped or changed.
- I understand that if I wish to change my child's attendance pattern, I must submit a request in writing to FDNM management a month in advance, and accept that whether the request is approved remains at the sole discretion of the nursery and depends on the occupancy levels.
- I understand extra sessions booked are to be paid in full in advance and will not be refunded if cancelled.

7. Termination–

- I understand that I reserve the right to withdraw my child from nursery and terminate my child's place by providing a month's written notice. In the event I am unable to or choose not to provide the required notice, I will forfeit my deposit (as explained in Paragraph 4).
- I understand that FDNM reserves the right to terminate my child's place:
 - at any time if they see fit by giving me 2 weeks' notice
 - if parents display inappropriate or aggressive behaviour towards any member of staff/other parents or children, without notice
 - If me, my child or any other member of my family threatens the safety of



any staff/user of FDNM facilities or display any negative/disruptive behaviour.

- If parents fail to comply with the terms & conditions or policies and procedures
- It is the parent's responsibility to cancel/amend standing orders/bank transfers. We reserve the right to charge a £10.00 fee to cover bank charges incurred by us for any overpayments made and thus refunds required.
- I understand I remain liable to pay fees throughout the notice period, in case of leaving before the end of my child's notice period fees are due in lieu of completion of notice period.

8. Parent Participation –

- I will take part in all nursery events until my child is part of the setting.
- I will take an active part in the learning and development of my child.
- I will provide feedback and support when asked of me to aid the quality and improvement of the nursery.

9. Funding –

- I understand that funding eligibility is decided by the Local Authority and the nursery does not have a say in the matter.
- In the case of 2 year old funding, I understand that I will have to apply through the appropriate channels and await the authorities decision.
- 3 year old funding: my child is eligible for funding from the term after their 3rd birthday
- Funding is currently offered throughout Redbridge for 15 hours a week for 38 weeks of the year (term time only), which means that my child will not receive any free funded hours during half term, end of term or end of year holidays.
- I understand that I can avail extra hours/sessions (that need to be booked & paid for in advance) for all non-funded periods.
- I am aware that if I want a funded only place I do not have to pay a registration fee.
- I am aware that funding does not include any extras (listed below) and I can purchase these for my child if I wish:
 - Meals
 - Uniform
 - Excursions
- I agree to abide by my child's pre-defined funded sessions, and understand that if I am late in bringing my child in, late in collecting or miss days, the same conditions apply to me as all other parents (stated in this document and FDNM policies and procedures).

10. FDNM Operating Hours –

- I understand that the nursery is open 7am till 6.30pm.
- The Nursery is in operation 51 weeks of the year, closed for a week at the end of the year and all bank holidays.
- I understand that in rare occasions due to emergencies and adverse weather it may be impossible for the setting to open or they may have to close early. FDNM will make every appropriate effort to inform me in advance but in some cases it may be not be possible to give me prior notice. This odd closure day/time is an adverse effect of the service we



provide and cannot be deducted from fees or compensated in any way.

- I understand FDNM reserves the right to amend/change operating hours and days (including closure periods) and will provide me with a months' notice if this occurs.

11. Personal Belongings -

- I understand the Nursery cannot be held responsible for the loss of or damage to any items of children's property. FDNM will make every reasonable effort to avoid any loss or damage to personal belongings. FDNM strongly advise all parents/carers to dress their children in practical inexpensive items of clothing, clearly labelled with their name and to leave toys, books, etc, at home, unless they are of a strong comfort to the child when settling in.

12. Safety and Wellbeing of all children:

- It is FDNM's highest obligation to ensure the Safety & Wellbeing of all children whether registered at the setting or not.
- I understand that FDNM staff will investigate and inquire about any injuries/incidents that come to their attention (the setting appreciate that many injuries and incidents are due to normal daily life and no harm was meant to my child) and I agree to cooperate fully if this situation arises.
- I am aware of and agree that FDNM will keep records of all accidents, and injuries on and offsite involving all users of the setting.
- I understand that any inquiry made in regards to my child is not in any way personal and understand the benefit this provides to my child's Wellbeing.
- I will inform FDNM in the event of any absence of my child from the nursery (however short the absence period), preferably on the 1st day of absence.
- I understand that if my child is absent from nursery for over 2 weeks without any contact from parents the Nursery is obliged to contact Social Services with respect to the child's wellbeing.
- I will ensure I inform FDNM staff of all accidents, injuries, illnesses and incidents that occur outside of the setting so they are aware.
- I understand that I must provide the setting with a suitable password to be used to verify the identity of any authorised person collecting my child on my behalf.
- I understand that my child can only be collected by authorised persons (detailed in the Admission Form), in the event that I wish for another person to collect my child who is not mentioned in the form I will call the nursery beforehand and inform them ensuring the password (I provided in the admission form) is used to verify the identity of the person collecting my child. I am aware that FDNM reserves the right to ask for ID to assist them in making a decision in regards to this matter.
- I am aware and accept that in the event that FDNM staff are not fully confident in the identity of the person collecting my child, they have the right to and may choose to deny the person access to the child or leave the premises with them.
- I accept that if FDNM staff feel that I (the Parent/Carer) or any of my authorised persons are not in a sound state of mind (mentally or physically inhibited) i.e. due to the use of alcohol, drugs, medication or injury I/they will be refused access to or leave the premises with my child.



- I accept that only persons over the age of 16 years are able to collect my child from nursery and FDNM reserves the right to ask for ID and if doubts remain, refuse collection, in which case I will make other arrangements for the collection of my child.
- I understand and accept that FDNM staff may ask me (the parent/carer) to provide my passport when I contact them via phone if they feel they are unable to recognise my voice and are uncertain of who is calling.
- Security –
 - I understand that the nursery policies and procedures are in place to ensure the safety of the children, staff and all its users. Parents are an integral part of the team of individuals working together to keep our children safe, therefore I understand that it is my responsibility to strictly follow safety guidelines and I agree to the following:
 - I will ensure I do not give my password to anyone who is not directly involved in the collection of my child from nursery.
 - I will ensure all doors are closed fully behind me when entering and exiting the premises.
 - I will not allow access into the premises to anyone whether I recognise them or not.
 - I will report any suspicious behaviour to FDNM management at my earliest convenience.

13. Miscellaneous –

- No Shoe Policy – I understand FDNM operate a strict no shoe policy to ensure the health and hygiene of all children. I understand I must adhere by this and ensure I remove my own and my child's shoes before entering the playrooms.
- Uniform – I understand FDNM require all children to wear the approved uniform for the entire duration of their time in nursery. I am liable to purchase this uniform from the FDNM office.
- I am aware of and have given my consent for the Local Outings, Photographs and Videos, Sun Cream Application and Emergency Care permissions present as part of the Admission Form.
- I am aware that FDNM take all possible measures to ensure the safety and care of my child, and accidents/incidents involving my child occurring on site during the day will be made known to me in accordance with the policies and procedures. I understand FDNM is not liable for any accidents/incidents that occur while my child is in my care (i.e. before I hand over my child at the start of the sessions or when collecting my child at the end of the session). It is my responsibility to maintain supervision and take measures to ensure my child is kept safe while in my care on FDNM premises.
- I understand FDNM operate a comprehensive Equal Opportunities Policy. I will ensure that I comply with this policy and do not spread any hate, ensuring I educate my child (independently and in conjunction with FDNM staff) to develop a healthy respect of all people.
- I accept that it is my responsibility to inform the FDNM staff team of any allergies or dietary requirements my child has so that appropriate precautions can be put in place. I



will ensure I keep FDNM staff team aware of any changes/updates via written notification.

- I accept that in the case of illness my child will need to take time off to ensure their own and other children's safety. In the event my child is in nursery when they become unwell, I will need to collect my child (or arrange for my child to be collected by an authorised person) at the earliest possible time. I understand the nursery is not liable for my child contracting any contagious disease/infection during nursery hours. I accept the nursery takes all possible precautions to maintain the health and hygiene standards in nursery.
- Password – I understand it is my responsibility to ensure I remember my password and am able to provide it when needed. I agree for FDNM staff to email me a confirmation of my password so I am able to refer to it when necessary.
- I am aware that FDNM will be happy to arrange meetings to discuss concerns, children's development and any other issue at a mutually convenient time.
- I understand it is my responsibility to keep myself updated with amendments and additions in FDNM Policy & Procedures (these will be reviewed periodically), I know and I understand these are available to me via the FDNM website, hard copies located in the office & reception, summary versions in my parent's handbook and my child's daily diary. I can also ask any member of staff at any time for more information on this.

- ❖ I can confirm I have read and understood all of the Policies and Procedures, have received a copy of the Parents Handbook and have thoroughly read and understood the Terms and Conditions presented here. I confirm I have received a copy of these Terms and Conditions also.
- ❖ I agree to abide by all the terms presented in this document as well as the FDNM policy and procedures.
- ❖ This agreement is a legally binding contract between First Day Nursery Montessori (FDNM) and the parent/carer named below.

Signed on behalf of FDNM
Afshan Din (Nursery Manager)

My Child's Name:

DOB:

Address:

Date:

Parent/Carer (Mother)

Name:

Sign:

Date

Parent/Carer (Father)

Name:

Sign:

Date