

CHILD REGISTRATION & PERMISSIONS FORM

Child's Full Name	
Date of Birth	Gender
Child's Home Address	
Parent's Occupation (optional) 1. _____ 2. _____	
Full names, addresses, email and telephone numbers for whoever has parental responsibility for the child	
1. _____	
2. _____	
Child's Nationality	
Ethnic Origin	
Languages spoken at home	
Religion	
Emergency Contact Details	Emergency Contact Details
Contact Name	Contact Name
Relationship to Child	Relationship to Child
Daytime Contact No.	Daytime Contact No.
Mobile No.	Mobile No.
Do you give permission for this person to take your child home from nursery if they are ill? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you give permission for this person to take your child home from nursery if they are ill? Yes <input type="checkbox"/> No <input type="checkbox"/>



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Please give any details of any siblings attending The Lodge					
Preferred Start Date					
SESSIONS: Please tick the sessions you would like your child to attend					
	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day					
Has your child attended a Nursery or Preschool before? If yes, please give details					
Additional Notes					
Please give details of the preferred option for Pre-Prep or Primary School for your child to attend after leaving The Lodge					
Bill Payer details:					
Name, email address, method of payment. If paying by Tax Free Child Care, please add your code.					
MEDICAL DETAILS					
Name of GP					
Name of Health Visitor					
Surgery Name & Address					
Telephone No.					
Does your child have any pre-existing injuries/ health conditions we should be aware of?					



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Are you receiving support from social services? If yes, please provide details
Is your child receiving support from any outside agencies? If yes, please provide details.
Does your child currently have a child protection plan?
Do both parents have parental responsibility? If no, please give details.
DIETARY REQUIREMENTS
Does your child have any special dietary requirements? If yes, please give details
COLLECTION OF YOUR CHILD: Please list who you give permission to collect your child from The Lodge. We operate a password system if we are not familiar with an adult collecting. Please provide us with a unique password:.....
PERMISSIONS: As part of our provision of childcare, we require your permission on a range of points, covering your child's wellbeing and the service we provide. Name of parent completing agreement:..... Should your child have an accident at The Lodge we will administer paediatric first aid. We will endeavor to contact you as parent, carer and / or named emergency contact using the information you have provided in your registration form. We will seek medical assistance if required and will continue to accept responsibility for your child in your absence until medical professionals take over. I / we give permission to the staff at The Lodge to maintain responsibility in my/our absence should medical assistance be required.



MISSION STATEMENT

HEALTH & WELLBEING

- Administration of Moisturiser Yes No
- Administration of Nappy cream Yes No
- Administration of Vaseline or barrier cream Yes No
- Administration of Teething Gel or Crystals Yes No
- Administration of Plasters Yes No
- Administration of Factor 50 Suncream Yes No
- Administration of recommended dose of Paracetamol suspension for fever Yes No
- Administration of anti-histamine Yes No
- Emergency first aid treatment Yes No
- Emergency medical treatment Yes No

EDUCATION & NURSERY INFORMATION: Short outings in the local community Yes No

IMAGES: We often take pictures in our nursery for various internal purposes and some of those pictures may include your child. Please can you confirm if you are happy for us to store and use such images for the following:

- Store images on SD card Yes No
- Store images on nursery computer / ipad / laptop Yes No
- Print / use photographs within nursery and learning journals Yes No
- Use on Social Media Platforms Yes No
- Use on Connect Parent Zone Yes No

I/we agree that I/we will not employ any of The Lodge Preschool and Nursery staff for at least 6 months after they leave employment.

By signing here you confirm you have read and understood our terms and conditions and our privacy policy on our website

Name.....

Signature.....Date.....

Non refundable registration fee Yes No

Bank Details: The Lodge Preschool & Nursery Ltd. Sort Code: 40 40 32 Account No. 01647318



FEES | TERMS & CONDITIONS

Hours from 7:30am to 6pm	1 Day	2 Days	3 Days	4 Days	5 Days
0-2 Daily	£111.00	£109.00	£107.00	£105.00	£99.00
0-2 Monthly	£471.75	£926.50	£1364.25	£1785.00	£2103.75
2-5 Daily	£108.00	£106.00	£103.00	£101.00	£96.00
2-5 Monthly	£459.00	£901.00	£1313.25	£1717.00	£2040.00

Prices include breakfast, midmorning snack, lunch, afternoon snack, and afternoon tea, facilities and care.

RE: 0-2 RATE: Fees change a full calendar month after your child turns two.

*The Lodge is open from 7:30am to 6pm Monday to Friday. We will be closed for Bank/Public holidays and a week at Christmas and two staff training days per annum. Should you be late when collecting your child, you will be charged a late collection fee. Please refer to our late collection policy for details

CALCULATION OF FEES: Fees are reviewed annually, and parents / carers are given one months' notice of any changes. We calculate the fees (inclusive of all included in our prices shown above) by taking the annual figures and dividing them by twelve calendar months, enabling each month's fees to remain the same throughout the year. Fees are calculated to include Bank Holidays and exclude the Christmas holidays.

REGISTRATION FEE: Following your tour of The Lodge, should you decide to join the waitlist, you will be asked to pay a non refundable, registration fee of £75.00 This does not, however, guarantee you a place.

ACCEPTING YOUR PLACE: Once you have been offered a place at The Lodge you will be required to pay a full months fees in advance in order to secure your place, this will then be offset against your first month's invoice. If your child starts with us here at The Lodge after we have increased our fees you will be expected to pay the new fees.

SETTLING IN PERIOD: The days given to settle your child/children will be arranged once payment has been made prior to the start date.

PAYMENT OF FEES: Fees must be paid monthly, in advance, by the 1st of each month regardless of payment method (standing order, BACS transfer or TFC) Please note that there is no reduction in fees or changing of days for absence due to holidays or sickness. The same applies when we are closed for Bank Holidays.

GOVERNMENT FUNDING: We accept Government funding, subject to availability and eligibility codes. For more information, please visit: www.childcarechoices.gov.uk.

SIBLING POLICY: We offer a 5% discount to the eldest child if a sibling joins for 3 days a week or more.

REDUCING DAYS: A minimum of two full calendar month's notice is required to reduce your child's days. Notice must be given in writing. The Manager will then refer to the waiting list and discuss the days available. Please note you are required to settle the two months payment for those days even if your child does not attend the days reduced. When reducing your days, we cannot guarantee your child attending the same days as before.

NOTICE OF A CHILD LEAVING: If your child is leaving, we require two full calendar months' notice. The leaving date is the last day of the calendar month irrespective of whether it coincides with personal holidays, sickness, Bank/Public Holidays, Easter and Christmas. Notice must be given in writing. Once written notice has been received an invoice will be issued including any other amounts that are due or outstanding. Please note, you are required to settle the two months payment even if your child does not attend the full two months duration.

CHILD PROTECTION: We have an obligation to report to the relevant authorities any suspicions we have that a child has suffered neglect or abuse, and we may do so without parental consent and / or without informing a Parent.

COMPLAINTS: Complaints regarding the provision of services and / or level of care you or your child has received should, in the first instance, be addressed to the nursery Manager in person or in writing. A full copy of our complaints policy is available on our website.

ADVERSE WEATHER CONDITIONS: Please note that during adverse weather conditions there will be no refunds offered for any closures or alterations to opening hours. We do not take the decision to close our setting lightly & would only ever do so under extreme unavoidable conditions in order to keep staff and families safe.

We the Parents/Carers have read understood and agree to the terms for the above Fees and Conditions

Child's Name: Date:.....

Parent / Carers Name:

Parent / Carers Signature:



YOUR CHILD'S FIRST DAY

USEFUL INFORMATION

BEFORE YOUR CHILD STARTS:

New parents are warmly welcomed to visit The Lodge. We offer a comprehensive tour so that you can get to know our setting and what we have to offer. During your tour we will introduce you to our dedicated team of staff and talk you through our daily routines and arrangements for settling your child. We are also very happy to answer any / all questions you may have.

SETTLING:

Settling in sessions are tailored to meet your child's individual needs. We usually recommend several sessions and they will be arranged with your child's key person once you have enrolled at The Lodge. We usually suggest that you stay with your child until they feel comfortable to be left in our care.

YOUR CHILD'S FIRST DAY:

Your child will be welcomed warmly and happily by our staff and our 'Little Lodgers.' At The Lodge, we understand that, for parents, the first day can be especially emotional. We are committed to working closely with you to make this transition as smooth as possible. To assist this process, please find below a short list of helpful advice:

- When dropping off your child for their first full day, their key person will be awaiting their arrival. When you feel confident that your child is happy, say goodbye. Your child's key person will keep you updated throughout your child's first day and settling in period.
- Please call the nursery office at any time of day to check on your child; (you will receive regular updates from us too). We don't mind if you call once, twice, or ten times!
- If your child has a comforter / dummy, please bring it along in a named bag. Having a familiar toy or blanket will help your child feel safe and secure. Please ensure we have a spare comforter / dummy to be kept at Nursery.

WHAT TO PACK IN YOUR CHILD'S BAG:

- Seasonal clothing – a coat, a winter hat and/or a sunhat
- A full change of clothes (x 2)
- Indoor / outdoor shoes
- Comforter / dummy (in a case, if used), plus spares.

Please ensure all items of clothing / shoes are clearly labeled with your child's name



YOUR CHILD'S FIRST DAY

ADDITIONAL INFORMATION:

SLEEP TIME:

Babies' routines will be closely adhered to and older children requiring a nap during the daytime will be given the opportunity to sleep. Freshly laundered sheets and blankets are provided for each child.

TOILET TRAINING:

As your child approaches toilet training, please speak to their key person to ensure a consistent approach from both home and nursery. Although some children adapt quickly to not wearing nappies, some may take a little longer and it's important that we feel they are ready. When toilet training, children are encouraged to use the toilet with a member of staff initially before eventually going independently. We recommend children wear clothes they can dress themselves in comfortably and easily.

NUTRITION:

All of our meals are provided by Zebedees, the UK's leading nursery food provider. Zebedees are experts in food and nutrition and they prepare fresh, balanced meals that provide children with all the nutrients they need for a busy day of play, learning and development.

Menu cards and further information are available at the entrance. Please help yourself or ask a member of staff who will be happy to help.

HEALTH & SAFETY:

If your child has suffered from sickness or diarrhoea in the last 48 hours, they must not attend nursery. The 48 hours starts from their last bout of vomiting or diarrhoea. Your child should not attend nursery if they have a high temperature or if they have been administered Calpol. The setting will administer Calpol automatically should a child's temperature exceed 39 degrees, providing permission was granted on your registration form. We have a comprehensive sickness policy (copies available) and if you need any information please do not hesitate to call the nursery.

Accidents within the nursery setting are recorded and we ask parents to sign an accident form when collecting children. Parents will be contacted immediately if their child has a bump to the head so that action can be taken, should it be necessary.



YOUR CHILD'S FIRST DAY

MEDICATION:

Advance written permission from a parent/guardian is required to administer both prescription and non-prescription medication. All medicine prescribed by a medical professional needs to be in the original packaging, with a label, stating the child's name, D.O.B and dosage required.

Non-prescription, over the counter pharmaceutical medicines will be administered at the manager's discretion.

Please ensure all medications are handed to a senior member of staff and that medication is never left in your child's bag.



SICKNESS & ILLNESS

At The Lodge Preschool and Nursery we promote the good health of all children attending. To help keep children healthy and minimise infection, we do not expect children to attend nursery if they are unwell. This is because it is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting. If a child is unwell it is in their best interest to be in a home environment with adults, they know well rather than at nursery with their peers. If a child has been given Calpol or other pain relief before Nursery you must inform your key person or Nursery Management.

OUR PROCEDURES

In order to take appropriate action for children who become ill and to minimise the spread of infection we implement the following procedures:

- All Families and staff to follow the Disease and Sickness Table which clarifies any exclusion.
- If a child becomes ill during the nursery day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time, we care for the child in a quiet, calm area with their key person, wherever possible.
- Should a child develop a temperature whilst at Nursery that exceeds 39 degrees, Calpol will automatically be administered, provided previous authorisation was given on your registration form.
- We follow the guidance given to us by Public Health England (Health Protection In Schools and other childcare facilities) and advice from our local health protection unit on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles and chicken pox, to protect other children in the nursery
- Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to nursery until they have been clear for at least 48 hours. We inform all parents if there is a contagious infection identified in the nursery, to enable them to spot the early signs of this illness. We thoroughly clean and sterilise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection.
- We notify Ofsted as soon as possible, and in all cases within 14 days of the incident, where we have any child or staff member with food poisoning.
- We exclude all children on antibiotics for the first 24 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions e.g. asthma and the child is not unwell). This is because it is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics



SICKNESS & ILLNESS

- Children should be fever free, without the aid of infant paracetamol suspension or Ibuprofen, for at least 24 hours before returning to nursery.
- We have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable.
- We make information/posters about head lice readily available and all parents are requested to regularly check their children's hair. If a parent finds that their child has head lice, we would be grateful if they could inform the nursery so that other parents can be alerted to check their child's hair.

MENINGITIS PROCEDURE

If a parent informs the nursery that their child has meningitis, the nursery manager will contact the Local Area Infection Control (IC) Nurse. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we will be contacted directly by the IC Nurse and the appropriate support will be given. We will follow all guidance given and notify any of the appropriate authorities including Ofsted if necessary.

TRANSPORTING CHILDREN TO HOSPITAL PROCEDURE

The nursery manager/staff member must:

- Call for an ambulance immediately if the sickness is severe. DO NOT attempt to transport the sick child in your own vehicle.
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Redeploy staff if necessary, to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.
- Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.
- Inform a member of the management team immediately.
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

