



Once Upon a Time

**NURSERY  
AND PLAYGROUP**

## Contract for registration

We need some details about your child and family. We have a legal obligation to collect and process this information in accordance with the CIW regulations, and therefore we do not require consent for the first section of this form. Where information to be supplied is voluntary or we do need consent this is identified. The information provided will be kept in paper format and used for maintaining appropriate contact details and for the safety and wellbeing of your child.

### BASIC DETAILS (Please print)

Childs Name:	Known as:		
Date of birth:	Gender:		
Start Date:			
Childcare: Please circle	Playgroup: Do you require term time only <b>Yes/ No</b>		
	<b>Half day</b>	<b>Half day</b>	<b>Full day</b>
Mon:	7.30 – 13.00	13.00 18.00	7.30- 18.00
Tue:	7.30 – 13.00	13.00 18.00	7.30- 18.00
Wed:	7.30 – 13.00	13.00 18.00	7.30- 18.00
Thu:	7.30 – 13.00	13.00 18.00	7.30- 18.00
Fri:	7.30 – 13.00	13.00 18.00	7.30- 18.00
	<b>Morning</b>	<b>Afternoon</b>	
Mon:	9.15 – 12.15	13.00- 16.00	
Tue:	9.15 – 12.15	13.00- 16.00	
Wed:	9.15 – 12.15	13.00- 16.00	
Thu:	9.15 – 12.15	13.00- 16.00	
Fri:	9.15 – 12.15	13.00- 16.00	
<b>Holidays:</b> The nursery is closed on bank holidays Mondays and the following /Good Friday/Christmas day/Boxing day/New years day. There will be no charge for these days.			
<b>Adverse weather conditions:</b> payment are required e.g. snow days			
<b>Staff Meeting/training</b> The nursery is required to hold meetings for all staff we close at 16.00 on the last Friday in September and first Monday in April. We will send reminders in advance of these dates.			
<b>Childcare costs:</b>	<b>Playgroup costs:</b>		
Half day £33.00	£14.00		
Full day £44.00			
Full week £210.00			
N.B.			
<ul style="list-style-type: none"> <li>The following fees will be reviewed annually and may be increased, changes will be notified to you one month prior to increase.</li> <li>A month's written notice is required if you wish to reduce hours / days or terminate your contract.</li> </ul>			

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<ul style="list-style-type: none"> <li>All fees are payable on a weekly or monthly basis, an invoice will be sent out each month on request. Payments can be made in the form of Cash, cheque, Bacs (account number 31529623 sort code 543001) or childcare vouchers. We are also signed up to tax free childcare via the government.</li> <li>Full payment is required for any absences (sickness, general days off and holidays).</li> <li>Failure to pay nursery fees will result in the nursery going to the small claims court to retrieve any outstanding fees, additional cost will be added to the balance.</li> </ul>	
Name of parent(s) with whom the child <u>lives</u> :	
Parent/guardian name     Do you have parental responsibility for this child? <b>Yes/No</b> (please delete as appropriate)  If no, do you have legal contact? <b>Yes / No</b> (please delete as appropriate)	Parent / guardian name     Do you have parental responsibility for this child? <b>Yes/No</b> (please delete as appropriate)  If no, do you have legal contact? <b>Yes / No</b> (please delete as appropriate)
N.B. A mother automatically has responsibility for her child from birth. The other parent would usually have parental responsibility if (s) he's either: <ul style="list-style-type: none"> <li>Married to the child's mother</li> <li>listed on the birth certificate.</li> </ul> If the parents of a child are married when the child is born or if they have jointly adopted a child they both have parental responsibility, they both keep parental responsibility if they later divorce.	Unmarried parents: an unmarried parent can get parent responsibility for their child in one of three ways: <ul style="list-style-type: none"> <li>Jointly registering the birth of the child with the mother.</li> <li>Getting a parental responsibility agreement with the mother</li> <li>Getting a parent responsibility through the court.</li> </ul>
Address of parents(s) with whom the child lives:	
Home telephone number:	Mobile telephone numbers  Parent:  Parent:
Email address:	
The nursery sends all invoices, newsletters and information via email if you do not wish to receive correspondence in this way please leave blank. (if left blank all correspondence will be sent in paper format)	

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Name of parent(s) with whom the child <b>does not live</b> :	
Does this parent have parental responsibility?	<b>Yes/No</b> (please delete as appropriate)
Does this parent have legal contact?	<b>Yes/ No</b> (please delete as appropriate)
Does this parent have legal access to the child?	<b>Yes/ No</b> (please delete as appropriate)
Address:	
Home telephone number:	Mobile telephone number:
Email address:	
<b>Emergency contact details:</b> Please provide the names and contact numbers of 2 people (other than parents guardians) who we can contact in case of an emergency. <b>Note it is your responsibility to ensure these people are happy for us to contact them and to hold their details.</b>	
<b>Emergency contact 1</b>  Name  Home telephone number  Mobile telephone number  Relationship to child	<b>Emergency contact 2</b>  Name  Home telephone number  Mobile telephone number  Relationship to child
<b>Security details</b> A password system operates in our setting. A secure password is required and should be used by emergency contacts and persons authorised to collect your child. Ideally this should be one word and something that is memorable. Please do not use obvious things such as middle names. The password is required from anyone collecting your child, if they do not have the password we will not release your child to them.  <b>My secure password is:</b>	

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**Note** Persons authorised to collect the child. This is any other adult who may collect your child in your absence. Authorised persons must be over 18 years of age

**Additional security information**

We have the safety and wellbeing of the children in mind always and we are sure that you will appreciate that persons known to you are strangers to us and we do need means of identifying those who are authorised to collect your child (emergency contacts) when you are unable to.

We as a setting and especially your child/ children key person will be familiar with you, but we do not always meet both parents. This is also true to your nominated emergency contacts. We therefore request that should anyone other than yourselves be collecting your child that you inform us in advance.

**Health information**

Does your child suffer from any of the following (please tick those which apply)

Asthma		Epilepsy	
Heart condition		Kidney bladder problems	
Diabetes		Bee sting allergy	
Sight impairment		Hearing impairment	
Other		Other	

If you have ticked any of the boxes above, please give details here:

Does your child require medication, either long term for existing conditions or life saving drugs such as Ventolin? (please give details of the medication and inform us of any changes)

Does your child have any special dietary needs?

**Yes/ No** (please delete as applicable)?  
If yes, please give details below



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Does your child have known allergies?

**Yes/ No** (please delete as applicable)  
If yes, please give details below

(Please see allergens poster in the foyer)

Name of GP:

Surgery:

Address:

Telephone number:

N.B.

- If your child has a contagious illness s/he should not be brought to nursery, please follow NHS guidelines for childhood illnesses and incubation periods.
- Calpol, Antihistamine, antibiotic/ creams and drops can be administered once you have completed a daily medication book. (Please see additional medication policy).
- On occasion if your child runs a temperature whilst in the setting we will call to ask permission from the parent/guardian to administer Calpol this will be documented in fully and a signature will be required at the end of the child's session.

**What your child requires daily:**

As a nursery we do not supply formula milk, nappies, wet wipes or barrier creams, therefore you are required to supply these items for your child.

Please provide your child with a spare set of clothes in case of accidents also a small blanket if your child naps at nursery.

**Safeguarding children**

Does your family have a social worker for any reason?

Name:

Telephone Number:

Based at:

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What is the reason for the involvement of Social services with your family?

FOR OFFICE USE -NB if the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social worker named above and keep these securely in the child's named child protection file.

**The following information is voluntary** and you do not have to complete it However, we have a legitimate interest in requesting data as it will assist in providing the necessary care for your child and to allow us to monitor and assess their development

Health Visitor

Name:

Telephone Number:

Based at:

Has your child had their progress check? **Yes / No** (please delete as appropriate)

if so, on what day was this completes?

Are you able to share this information with the setting? **Yes / No** (please delete as appropriate)

The following section requires information classed as '**sensitive personal data**' for which we need your consent to collect and process. We request this data as, in some cases we have a contractual obligation to do so with our Local Authority, but also as we have a legitimate interest to allow us to plan and meet your child's needs.

**Equal opportunities:**

Our nursery is totally committed to a policy which provides children with an environment in which they are valued regardless of their race, culture, language, religion, disability, social disadvantage or gender, see our equal opportunities policy.

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### Ethnicity and culture background

How would you describe your child's ethnicity / cultural background?

What is the main religion of your family?

Are there any festivals or special occasions in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while s/he is in our setting?

What is /are the main language(s) spoken at home?

If English is an additional language, will this be your child's first experience of being in an English -speaking environment?  
**Yes / No** (please delete as applicable)

### Special educational needs and disabilities

Does your child have any special needs or disabilities?  
applicable)

**Yes / No** (please delete as

If yes, please give details below

What (if any) special support will your child require in our setting?



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Professionals involved with the child	
Name	Name
Agency	Agency
Role	Role
Telephone no.	Telephone no.

### **Policies**

There is a selection of policies available at the main entrance for you to read or you can access our website where you will find all relevant policies. Website address : <http://onceuponatimenursery.wales>

### **Safeguarding**

Our Safeguarding Policy is available for you to read at the main entrance and please familiarize yourself with the contents.

### **Behaviour**

Certain standards of behaviour are expected of all parents, carers and children. All staff will provide a positive role model for the children in our care. Further information can be found in the behaviour management policy.

### **Complaints**

We hope that you do not have reason to complain about the service we provide. If you are unhappy, we encourage you to speak to the staff/ manager of the nursery and hopefully the complaint/ issue can be resolved. Records of all complaints will be kept in the nursery (please see privacy policy) and will be made available on inspection. A complaints procedure is available on request.

**The following section contains information for which we need your consent.** As required by data protection we have a duty to inform you that you can withdraw your consent for any of the permissions detailed below at any time. Should you wish to withdraw consent please discuss with a member of staff in the first instance.

## **Permissions and consent**

### **Permission for the setting to act in loco parentis**

If emergency treatment is required, whilst your child is on the premises or on an outing, (for the duration of your child's time with us) and the parents or legal guardians cannot be reached immediately, your signature in the space provided below empowers the settings management to exercise their own judgement in calling the doctor/ dentist/indicated above or to transport the child to hospital casualty department by ambulance. Please

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read and fill in the declaration below, cross out the statement wording that does not apply and sign and date this section

I / we parents / guardian(s) of \_\_\_\_\_ do/do not give consent on my/ our behalf for an anaesthetic to be administered or for any other urgent medical treatment to be given.

I / we do not agree to this statement and indicate our wishes as follows

Signature of parent(s)/ Guardian(s)

Date

### Permission for the application of sun cream

Please read the statement below and strike through the statement that does not apply

I/ we parent(s)/ guardian(s) of \_\_\_\_\_ give consent on my behalf to apply sun cream to my child which I have supplied and clearly labelled with my child(rens) name

and

I / we parent(s) / guardian(s) of \_\_\_\_\_ do not / agree that the nursery can apply on my behalf their own supply of high factor children's sun cream on the occasions that I have not supplied.

Signature of parent (s) / Guardian(s)

Date



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Please initial the statements below if you consent to the following	
	I consent, to my child participating in off-site outings as part of daily practice e.g. trips to the park, shops, library etc
	I consent to my child having their photograph taken for use in displays, for name pegs, development files etc within the setting
	I consent to my child having their photograph taken to be used for publicity purposes- website, flyers.
	I consent to my child's photograph being used on social media sites
	I consent to my child's artwork (with their name) being displayed in the setting
	I consent to my child being videoed, for use by the setting staff only with regards to observational purposes either assessment of children activity or for monitoring children's behaviour
	I consent to the video, as mentioned above to be shared with other professional visiting the group such as Early years advisors, SENCO, health visitors etc if necessary
	I consent to my child's learning journey being shared with Estyn inspectors and / or as part of audits by the local authority
Please sign below to confirm your consent for the indicated statements above:	
Signature of parent(s)/ guardian:	

Further information regarding how we use children's images within the setting can be found in our Image Policy.

<p>Special notes: please notify us immediately of any changes to the information provided, please feel free to come and discuss any problems or concerns with us. If there are any notes you would like to add, please use the space below</p>   <p>I / we confirm that the information provided on this form is correct to the best of my/ our knowledge.</p> <p>Signature of parent(s) / guardian(s)</p> <p>Date</p> <p>Signature of nursery manager</p>
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Thank you for completing this form, you are welcome to request to see the information we hold on you and your child at any time

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