

# Bluebirds Day Nursery



68 London road,  
Grays  
Essex

RM17 5XX



[admin@bluebirdschildcare.co.uk](mailto:admin@bluebirdschildcare.co.uk)



[www.bluebirdschidcare.co.uk](http://www.bluebirdschidcare.co.uk)



01375 768252

## Registration Form

Items marked with asterisk (\*) must be completed

1. CHILD DETAILS*			
Child's Forenames *		<input type="text"/>	
Child's Surname *		<input type="text"/>	
Preferred Name		<input type="text"/>	
Date of Birthday or Due date*		<input type="text"/>	
Gender <small>(Please tick only one)</small>	Boy <input type="checkbox"/>	Girl <input type="checkbox"/>	Unborn <input type="checkbox"/>
Nursery fee funding: *			
Parent/Carer Funded <input type="checkbox"/>	Govt funded 15 hours <input type="checkbox"/> <small>(Applicable to some 2yrs, 3-5yrs)</small>	Govt funded 30 hours <input type="checkbox"/> <small>(applies to 3-5 years only)</small>	
Nursery start date:		Settling in dates:	<small>Please leave blank, nursery to complete - thanks</small>

2. ABOUT YOUR CHILD*	
Child's favorite toys	<input type="text"/>
Child's special routine	<input type="text"/>
Child's sleep pattern	<input type="text"/>
Child's feeding routine	<input type="text"/>
Other siblings (How many?) Please list names and ages	<input type="text"/>
Do you have a pet? Yes/No	If yes, which one? <input type="text"/>

### 3a. PARENT/CARER DETAILS (PARENT 1)\*

Forename*		Surname*	
ADDRESS			
House No*		House Name	
Street*			
Town*		Postcode*	
County*		Landline*	
Mobile No*		Work no*	
Fax No		Email (home)*	
Email (work)			
Parental Responsibility	(Yes/No)		

### 3b. PARENT/CARER DETAILS (PARENT 2)

Forename*		Surname*	
ADDRESS (if different from above)			
House No*		House Name	
Street*			
Town*		Postcode*	
County*		Landline*	
Mobile No*		Work no*	
Fax No		Email (home)*	
Email (work)			
Parental Responsibility	(Yes/No)		

#### 4a. EMERGENCY CONTACT 1\*

Must be non-parent/carer who will only be contacted if one/both parent/carers cannot be reached

Title			
Forename			
Surname			
Relationship to child			
Telephone			
Mobile Number			
Work Number			
Email address			

#### 4b. EMERGENCY CONTACT 2\*

Must not be parent/carer/Emergency contact1 who will only be contacted if one/both parent/carers/  
Emergency contact1 cannot be reached

Title			
Forename			
Surname			
Relationship to child			
Telephone - (Home)		Work Number	
Mobile Number			
Email address			

#### 5a. WHO WILL BE COLLECTING YOUR CHILD DAILY\*

Please complete by indicating parent/carer or if different from parent/carers please provide details below:

Parent (Yes/No/Sometimes)			
Title			
Forename			
Surname			
Relationship to child			
Telephone		Mobile Number	
Email address			

## 5b. COLLECTION OF CHILD BY PREVIOUSLY UNKNOWN PERSON TO THE NURSERY\*

Please provide us with a password, which will be used when a previously unknown person to the nursery is collecting your child on your behalf. Please note the nursery will have to be notified of the name of this person either by text or phone prior to the collection. The person will be identified with the password you give below:

Password

## 6. NURSERY SESSIONS REQUIRED\*

Please indicate the session required, a minimum of **three sessions** a week

	Paid Session <small>(Minimum of two days)</small>			Govt. Funded Session <small>(Term times only)</small>								
	Full day	Sessional		15 Hours					30 hours			
		8am - 6pm	8am- 1pm	1pm - 6pm	8.00am - 11.00am	11.30am - 2.30pm	3pm - 6pm	8am- 1pm <small>(Three days only)</small>	1pm - 6pm <small>(Three days only)</small>	8am - 2pm	12pm - 6pm	8am - 6pm <small>(Three days only)</small>
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Starting date:</b>												

## 7. CHILD'S MEDICAL HISTORY/ALLERGY \*

Name of GP	
Address of GP	
GP's Telephone	
Does your child have any Known medical conditions? <b>Yes/No</b> (Delete as appropriate)	If yes, does he/she have statement or care plan
Does your child have any special education needs? <b>Yes/No</b> (Delete as appropriate)	If yes, please tell us about it
Does your child have any additional needs? <b>Yes/No</b> (Delete as appropriate)	If yes, please tell us about it
Does your child have a Known allergies or major dislikes (to food or any play material)?	If yes, please tell us about it

## 8. PARENTAL CONSENT\*

Child's name	
--------------	--

### 8a. Medical Consent\*

In the event of my/our child needing emergency medical advice or treatment, We will inform you first and seek you permission for a member of staff to accompany my/our child to the Accident and Emergency Department. If my child needs emergency treatment, We will call you to seek your approval to allow a member of staff to sign all necessary forms. We will consent/we do not consent

Name	
------	--

Signature	
-----------	--

Date	
------	--

### 8b. Calpol Consent \*

Do you give consent to administration of Calpol? We will only administer Calpol when all other options for reducing a temperature have been exhausted and we will always call for verbal permission in advance (where possible) (Yes/No)

Name	
------	--

Signature	
-----------	--

Date	
------	--

### 8c. Face painting Consent\*

I do / do not give permission for my child's face to be painted.

Name	
------	--

Signature	
-----------	--

Date	
------	--

### 8d. Outing Consent\*

The nursery sometimes take the children on occasional outings within the local area i.e. Park and library. As we do not wish to bother parents on each of these occasions, we ask that you sign this form giving your consent for your child to participate. I do / do not give permission for my child to go on local area outing.

Name	
------	--

Signature	
-----------	--

Date	
------	--

### 8e. Sun cream Consent\*

I do / do not give permission to the nursery to apply Sun cream on my child. **Please note you will supply sun cream or your child.**

Name	
------	--

Signature	
-----------	--

Date	
------	--

### 8f. Nursery Activity Consent\*

I will only bring my child to the nursery when I know that he/she is well enough to take part in all the nursery's activities and I give permission for my child to participate knowing that he/she will be properly supervised at all times.

Name	
------	--

Signature	
-----------	--

Date	
------	--

## 8g. Transportation Consent\*

I / We hereby give permission for my child / children to be transported in minibus or Public Transport. I / We understand that they will be in appropriate car seat and seat belts will always be used.

Name	
Signature	
Date	

## 8h. Photograph Consent\*

The use of photographs is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At Bluebirds Day Nursery we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent. As the parent or carer of the child named above,

I grant permission for images of my son/daughter to be used for the following purposes:

	Tick		Tick
Electronic and printed information, displays	<input type="checkbox"/>	Nursery records of my child	<input type="checkbox"/>
Website for Nursery	<input type="checkbox"/>	Monthly Nursery newsletter	<input type="checkbox"/>
Promotional material for the Nursery	<input type="checkbox"/>	Nursery promotional material	<input type="checkbox"/>
To assist Nursery staff or student coursework	<input type="checkbox"/>	Local newspaper or magazine	<input type="checkbox"/>
Observation and assessment	<input type="checkbox"/>	National newspaper or magazine	<input type="checkbox"/>
Nursery children group photo	<input type="checkbox"/>		<input type="checkbox"/>

I understand that personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified. I understand that this image will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent or carer. I understand that there will be no payment for my child's participation. I do / do not give photograph permission for my child.

Name	
Signature	
Date	

## 9. EQUAL OPPORTUNITY MONITORING\*

### 9a. Country of Origin\*

Parent 1/Carer1	
Parent 2/Carer 2	

### 9b. Ethnic Origin\*

Asian or Asian British - Bangladeshi	<input type="checkbox"/>	Other - Mixed British	<input type="checkbox"/>
Asian or Asian British - Indian	<input type="checkbox"/>	Vietnamese	<input type="checkbox"/>
Asian or Asian British - Pakistani	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
Asian or Asian British - Other	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Black or Black British - African	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
Black or Black British - Caribbean	<input type="checkbox"/>	White British	<input type="checkbox"/>
Black or Black British - Other	<input type="checkbox"/>	White Irish	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	White European	<input type="checkbox"/>
Other - Ethnic Group	<input type="checkbox"/>	White Other	<input type="checkbox"/>

9c. Religion			
Buddhist		Muslim	
Christianity		Sikh	
Hindu		Others	
Jewish		None	
If you feel none of the groupings above apply to you, please describe below:			
Ethnic Origin:		Religion:	

## 10. ADDITIONAL INFORMATION

### 10a. How did you learn about the Nursery

Referral			
Family/ Friends	<input type="checkbox"/>	Local News Paper (Please State)	<input type="checkbox"/>
Colleague	<input type="checkbox"/>	Website (Please State)	<input type="checkbox"/>
Search Engine (Please State)	<input type="checkbox"/>	Others (Please State)	<input type="checkbox"/>

### 10b. RETURNING THIS FORM



**Please Return to:**

**The Manager**  
 Bluebirds Day Nursery  
 68 London Road  
 Grays, Essex  
 RM17 5XX



## 11a. TERMS AND CONDITION (Nursery copy) \*

Bluebirds Day nursery offer a definite /provisional place to your child who is to join the nursery on the following terms. These terms and conditions relate to the contract between the nursery and the parent/guardian.

### 1 Registration

A non-refundable registration fee of £30 is payable by the parent/guardian to the nursery on submission of the completed registration form, even if such acceptance is later withdrawn by the parent/guardian.

In a situation where more than one child is registered at the nursery at the same time, only one registration fee is payable for the children.

The registration fee will only be refunded if the nursery cannot offer the place on the schedule and date required.

Registration fee is not applicable if your child attends the nursery for only the Local Education Funding. However, if your child is at the nursery more than the Govt. funded hours then registration fee will be payable

### 2 Initial Deposit

One month's deposit is payable by the parent/guardian to the nursery on the acceptance of the offer (This is not applicable if your child attends the nursery for **only** the Local Education Funding). The one-month deposit will be used for your child's last invoice at the nursery provided a full one month leaving notice is given to the nursery in writing or by sending an email to [info@bluebirdschildcare.co.uk](mailto:info@bluebirdschildcare.co.uk). In a situation where your deposit is more than your last invoice, then the difference will be refunded back to your Bank Account **one week** after your child's last day at Bluebirds. Please note that your deposit is not deductible from the first month's fees.

### 3 Payment of nursery fees

(i) Payment of nursery fees to the nursery for the child's attendance at the nursery shall be made by the parent/guardian monthly, in advance, on the first day of each month (the due date) by Standing Order.

(ii) The nursery year runs from January to December

(iii) The nursery closes for one week at Christmas and all other Bank Holidays.

(iv) The fees payable by the parent/guardian are calculated by taking the child's weekly attendance fee, multiplying the same by 51 weeks (parents are given one week off for holiday), being the number of weeks the nursery is open, and dividing by 12 to give twelve **equal** monthly payment through the year.

(v) There is a **5%** sibling discount – This discount will be applied to the lowest fee, however if the child with the lowest fee, is already receiving Govt funding then the 5% discount will not be applicable

(vi) The nursery does not permit the payment of fees on a daily or weekly basis. Any payments by a parent/guardian on this basis may be regarded by the nursery as a breach of the parent/guardian payment obligations.

(vii) The nursery does not permit the pro-rata reduction of payment fees. Fees must be paid irrespective of whether your child attends the place reserved for them or not for example if the child is absent from the nursery due to illness or holidays whilst the nursery is open. The parent/guardian is therefore obliged to make full payment.

(viii) A change in your nursery fee will be reflected a month after your child's birthday (only applicable when a change of room is involved).

(ix) Payment is still due in any of these circumstances,

- In the event of the child's absence due to holidays or sickness
- Bank holidays
- The unavoidable closure for the odd day caused by adverse weather conditions.
- Any closure enforced by the local authority or by the government for whatever reason.
- All **nursery's inset** days (Staff training days) and any other training days as imposed by the Govt, LA or OFSTED.
- All absences/ non-attendance

### 4 Late Payment charges

A penalty will be applied if the nursery fees are not settled in full by close of business on the 1st of each month. This will be 10% of the fee due.

If no payment is received by the 5th of the month, your child's placement will be suspended until your account is cleared. Please note that payment will still be required in full for the suspension days.

If after 14 days and no payment is received, the nursery reserves the right to terminate this agreement.

In the event of termination of placement by the nursery, all outstanding payment for one calendar month shall be due immediately.

The nursery reserves the right to increase the fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/guardian.

## 5 Cancellation / Termination/Change of session

(i) After an offer has been made by the nursery, but before acceptance by the parent/guardian either party may cancel the offer by serving 7 days written notice.

(ii) After acceptance of the offer by the parent/guardian either party may terminate this agreement by serving **one calendar months'** notice in writing. During that said one-month period the nursery undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due.

(iii) In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing the child from the nursery, **one month's fee** shall be due to the nursery in lieu of notice. Failure by the parent/guardian to provide one calendar months' notice or any notice at all shall render the parent/guardian liable to the nursery for one month's fees.

(iv) Notice must be in writing and emailed to the nursery manager at [info@bluebirdschildcare.co.uk](mailto:info@bluebirdschildcare.co.uk)

(v) Your one month's deposit will be paid back into your chosen account a week after your child's last day at the nursery.

(vi) If in the reasonable opinion of the nursery manager or person of similar standing or authority, it is considered that the continued presence of the child in the nursery is detrimental to the health, safety or wellbeing of the child or other children of the nursery or staff so employed then the nursery may serve notice to the parent/guardians or a request for the child to be immediately removed from the nursery and the provision of one month's notice shall not apply

(vii) After your child has been attending the nursery, and a change in nursery session is required, parent/guardian can request for a session change by serving **one calendar months'** notice in writing via email to the manager at [info@bluebirdschildcare.co.uk](mailto:info@bluebirdschildcare.co.uk). During that said one-month period, the parent/guardian undertakes to pay all fees due at the current nursery session and rate.

## 6 Local Education Funding

Parents have access to Local Educational Funding the term after their child is 3 years old and then until the child is 5 years old. You can claim this for a maximum of 15 hours per week.

Any additional sessions will be charged at our normal rate.

Government are now offering 30 hours nursery session to working family. Please check your eligibility at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

## 7 Late Collection of Children

Children are to be collected at the stated times. Regardless of how late you are, an initial fee of £15 will be payable. However, after the first 15 minutes, an additional £15 will be charged for every other 15 minutes. Persistent late collection regarded by the nursery as a breach of this agreement.

## 8. British Value

Our setting promotes children's spiritual, moral, social and cultural development. We encourage our children to respect other people's faith, races and cultures with tolerance.

## 9 Safeguarding

Bluebirds Day nursery is a telling nursery, the welfare of the children in our care is paramount, our duty of care is to do all we can to protect our nursery children on any issues or concern relating to Safeguarding and Child Protection, including seeking professional assistance, if required.

## 10 Prevent Duty

The setting will take necessary action under the Counter Terrorism and Security Acts 2015, if we observe concerning behavior.

## 11. Our right to vary the terms & Conditions

We have the right to revise and amend these Terms and conditions from time to time. Any such changes will be published on our website and you will be notified.

## 12. Acceptance

I agree with the Bluebirds Day Nursery Policies and Procedures and I confirm that I have read and agree to the terms of this agreement.

Name	
Signature	
Date	

## 11b. Data Processing Consent (Nursery copy) \*

By signing this consent below, I confirm to Bluebirds Day Nursery processing my Personal Data and that of my child named on this form as a data controller.

This consent is also considered as the consent to receiving electronic mail messages, text or by snail post from Bluebirds Day Nursery. Bluebirds may process my personal data above for the purposes of sending any information with regards to my child's Welfare, Safeguarding, Learning and development.

At the same time I agree that Bluebirds may also process my personal data through a data processor – an affiliated company to Bluebirds Childcare LTD, or provide or make such data available to such companies under the terms and conditions set out by the General Data Protection Regulation, Personal Data Protection Act, OFSTED or any Childcare regulatory body.

The consent is provided for the unlimited period until it is revoked. The personal data may be modified or supplemented to protect my identity and that of my child.

I understand this consent to processing may be revoked or withdrawn by myself by sending an e-mail to: [admin@bluebirdschildcare.co.uk](mailto:admin@bluebirdschildcare.co.uk) . In such a case, the provided personal data will be updated, blocked or deleted. Receiving electronic mails messages may be revoked in the same manner at any time.

Child's Name:	
Parent/Carer Name:	
Parent/Carer Signature:	
Date:	

**Thank  
you**

**Parents  
Copy  
To  
Keep**

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Signature	
Date	

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I understand this consent to processing may be revoked or withdrawn by myself by sending an e-mail to: [admin@bluebirdschildcare.co.uk](mailto:admin@bluebirdschildcare.co.uk) . In such a case, the provided personal data will be updated, blocked or deleted. Receiving electronic mails messages may be revoked in the same manner at any time.

Child's Name:	
Parent/Carer Name:	
Parent/Carer Signature:	
Date:	

**Thank  
you**