



# KRAZY DAYZ REGISTRATION FORM

## GENERAL INFORMATION

This section is basic information about your child to help us to meet their needs. We also require a Pickup password which is needed when your child is being collected somebody different, you would need to let a member of staff know prior to them collecting to ensure we are expecting them.

**Note:** Please submit a copy of your child's birth certificate with this registration form, any guardianship documents and a form of ID for parent/carer showing name and current address.

Childs Name	
Date of Birth	
Home Address	
Home Telephone Number	
Pickup Password	
First Language	
Additional Language(s)	
Religious / Cultural Beliefs	
Any Distinguishing Marks	

## MEDICAL INFORMATION

**Note:** Support from outside agencies includes: Health Visitor, Children's Centre, Social Care, Speech & Language, etc. Please provide letters with information from any professionals who are supporting your child regarding allergies and medical conditions information.

Doctors Name	
Address	
Telephone Number	
Allergies / Medical Information	
Medication	
Support from Outside Agencies	

**GUARDIANSHIP**

**MOTHERS DETAILS**

Name	
Address (if different from child)	
Phone Number	
Email Address	
Occupation	
Address (if different from child)	
Work Telephone Number	

**FATHERS DETAILS**

Name	
Address (if different from child)	
Phone Number	
Email Address	
Occupation	
Address (if different from child)	
Work Telephone Number	

**Guardianship / Custody Agreements**

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## EMERGENCY CONTACTS

If you are unable to collect your child or we are unable to get hold of you, we would contact one of your emergency contacts to collect your child. They would need to bring some form of ID with them and know the pickup password that you have set. We recommend having a minimum of 2 emergency contacts.

**Note:** Both parents would be contacted first, so parents are not needed as an emergency contact.

Name	
Relationship to Child	
Phone Number	
Address (if different from child)	

Name	
Relationship to Child	
Phone Number	
Address (if different from child)	

Name	
Relationship to Child	
Phone Number	
Address (if different from child)	

## PERMISSION FORM

We require your permission to complete some activities and actions. Please read each item below and tick all those which you are granting us permission for. If you have declined permission, have any restrictions or notes, please write them in the notes column.

	Y/N	Notes
Photographs for wall displays		
Photographs in newspaper articles		
Sun cream application		
Treatment with adhesive plasters		
Cooking / tasting activities		
Gardening, planting, digging		
To act in case of medical emergency		
Local outings, walks, visits		
Transport via bus, taxi or nursery car		
Photographs on Social Media Platforms e.g. Facebook		

If we require permission for anything that is not covered by the list above, we will ask you to complete a permission form prior to the activity or action being carried out. You have the right to withdraw your permission at any time by submitting a signed and updated copy of this form.



## SESSIONS

Using the Nursery Fee's document, please complete the below information and state the days and sessions that you would like to book your child in for.

NOTE: TERM TIME ONLY SPACES WILL INCUR A 10% SURCHARGE

Requested Start Date	
Full Year / Term Time Only	Full Year   Term Time Only

	Requested Session	Staff Use Only
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

## STAFF USE ONLY

Please leave this section blank as it is for staff use only.

Agreed Start Date	
Birth Certificate Seen	
Registration Fee Paid	
Added to System	
Notes	



## TERMS AND CONDITIONS

This documentation is to let you know what to expect from Krazy Dayz nursery while your child attends and explains briefly some of our policies. Our full policies and procedures are available to view within the parent portal or via request at the setting. By signing this document, you agree to abide by all policies and procedures of Krazy Dayz.

## CHILD PROTECTION / SAFEGUARDING

As a childcare provider we have a duty of care to safeguard all the children within the setting. Staff employed by Krazy Dayz are trained in child protection and it is a requirement that they are alert to any changes in a child's behaviour, physical appearance or emotional state. Krazy Dayz have a process of ongoing observations and therefore any changes will be noted and discussed with the child's parents/carer if suitable to do so. Any suspicions will be reported and investigated appropriately in confidence, only being discussed with the setting manager and child protection officers of the setting who will log concerns into a file and continue the case further if the child is at risk or it is thought that extra support may be required. This includes contacting other relevant professionals.

If You feel that there is any further information you would like to add which you believe may help staff to settle your child in during their first few days, please feel free to add this on a separate sheet.

Krazy Dayz is monitored by CCTV 24-hours a day, 365 days a year.

## FEES AND PAYMENTS

Payment for your child's space at Krazy Dayz is required in advance and no later than the 5<sup>th</sup> day of each month via bank transfer, childcare voucher or tax-free childcare, this must be for the whole month's fees or amount stated on the invoice. Invoices will be generated and payable before the first day attendance for the current month. The following month's fees will be sent out on or around the 22<sup>nd</sup> of each month this will be via email or by hand within the setting.

Fees are payable 52 or 38 weeks per year regardless of closures, bank holidays, illness etc. Prices subject to increase, we will give a minimum of four weeks' notice of change of fees.

Failure to pay will result in a reminder letter and a £15.00 administration charge to be paid immediately, if fees are not paid within 5 days after the reminder letter, we will be unable to care for your child at the setting and the matter will be passed onto the claims court to make a claim for the outstanding amount including any additional charges and interest which can have an impact on any future credit.

If you are experiencing financial difficulty with regards to childcare fees, please speak to the management team or contact the setting office on 01945 738083.



## COLLECTION OF CHILDREN

If someone other than the known parent or carer is collecting the child from the setting nursery staff must be informed, a full description must be given along with the pickup password. The person collecting will need to bring photo ID to confirm who they are. Children will not be released without the correct information and ID being provided. If staff have not been informed of someone other than the known parent or carer, they will contact the parent to confirm if the person is allowed to collect the child.

Your child must be collected by the designated time. Late collection fees apply to everyone, this is to ensure that children are collected at the correct time from the setting, the charge is £1.00 for each minute which children remain at the setting after their booked time.

## CHANGES OR CANCELLATION OF SPACES

Four weeks written notice is required to cancel your child's space at the setting, fees during this notice period are chargeable until the four weeks have expired.

Two weeks written notice is required to change your child's session at the setting. But we are unable to hold spaces unless they are paid for.

## PARENT/NURSERY COMMUNICATION

We pride ourselves on our open-door policy and invite parents to speak to us about any concerns they may have. If it is a private matter, then please contact us to arrange an appointment so that we can arrange staff as required. Nursery staff will share your child's progress through their special folders and hold regular parent partnership meetings to discuss their development. Krazy Dayz follows the EYFS principles and the children's interests within the setting to help us to plan activities to support their learning and development.

Parents are offered a home school book upon enrolment to share information and keep a record of what the children have been doing whilst at the setting, this acts as a two-way communication between nursery and parents/carers.

## CHILD PROTECTION

It is important to inform staff of any bumps or bruises that your child may have incurred at home and complete an existing injuries form.

Please inform staff of any matters at home which may affect their behaviour at nursery such as new baby, loss of relative or pet, family break up etc.

If your child sustains an injury at nursery, we will complete an accident / incident report. You will be asked to read and sign as confirmation that you have been told. For a bump to the head staff are required to contact parents/carers by telephone also to inform them of the incident and take appropriate action.

For all other child protection issues please refer to our policies and procedures.



## STUDENTS

We sometimes have students attend the setting for placement from local schools/colleges to help them with their studies. They are required to work alongside the staff and children under the supervision of senior qualified staff. All students attending will hold an enhanced DBS and will not be left alone with any child while on placement. If you have any concerns regarding this, please speak to a member of staff who will be happy to help. Students are required to carry out activities and tasks with the children under supervision of our staff.

## DATA PROTECTION

We may contact and work alongside agencies to help and support children and their families. This enables us to continue to develop and work in partnership with families and other professionals to provide the right care for all, and to ensure that families are being supported where required.

We collect and share information to support all children within our care, including but not limited to; photographs, observations and art work. The information collected will only be shared with parents, carers and other relevant professionals. Information is kept strictly confidential and will only be shared with staff and professionals directly involved with the care of the child.

**I hereby declare that the information I have provided is accurate to the best of my knowledge and that I accept the terms and conditions set out above and will abide by all policies and procedures set by Krazy Dayz Nursery Ltd.**

	Parent/Carer	Parent/Carer
Name		
Signature		
Date		

Please return this document along with your £40.00 registration fee and a copy of your child's birth certificate as soon as possible to secure your place. Two weeks fees are charged as a deposit upon enrolment to the setting, this deposit is held for the duration of your child's time with us and is deducted from the final invoice when notice is given to leave the setting.

THANK YOU FOR CHOSING KRAZY DAYZ NURSERY