



# REGISTRATION FORM



# REGISTRATION FORM

## Notes for Parents/Carer

- 1 Cheeky Cherubs Day Nursery is open 8am to 6pm Monday to Friday for 51 weeks a year closing for Bank Holidays and 1 week at Christmas.
- 2 At the end of the relevant session children will only be released to their parents or authorised carer. If alternative arrangements have to be made, such arrangements **MUST** be notified in advance, if possible, to the management.
- 3 All places reserved must be paid for when the child is absent through sickness, holidays or for any other reason.
- 4 Fees are calculated with Bank Holidays and nursery holidays already included, so unless any extra hours are to be added, nursery fees will be the same amount each month. Our current fees are as follows:

babies - 18 months:	Full Day: £50.00, Morning or Afternoon Session: £30.00
18 months – 30 months:	Full Day: £47.00, Morning or Afternoon Session: £25.00
30 months – 5 years:	Full Day: £44.00, Morning or Afternoon Session: £22.00
After School care:	Per Day: £9.00
Breakfast/School Drop Off:	Per Day: £6.50
Holiday Care 4-8 years old:	Full Day: £40.00, Morning or Afternoon Session: £25.00
- 5 Fees include all nappies, wipes, milk (whole milk) but **not** formula or special milk which must be provided by Parents/Carers.
- 6 Discounts are available for siblings attending 2 or more full days. Payments can be made by Cheque (made payable to 'Cheeky Cherubs Day Nursery') or cash. Alternatively you may pay by Direct Debit (please ask for bank details).
- 7 A £30 non-refundable Registration Fee is required to cover administration costs when applying for a new place, and this must be received along with this fully completed application form before a place can be considered.
- 8 A Deposit of £70 is required to secure a place. If you already have paid a deposit for the previous year, please tick and read the section below.
- 9 Fees are payable in advance and must be paid on or before the first day of attendance each month to which they relate to avoid charges. One months notice in writing by either party is required to terminate or change the child's place at the nursery.
- 10 All reserved places must be paid for when your child is absent through sickness, holidays or for any other reason. Swapping of days can only be done by prior arrangement through the managers and only if ratios allow it. Please allow sufficient time for collection, charges will be made for any late pick-ups.
- 11 Sickness – any child suffering from a doubtful rash, discharge from the eyes or sickness and diarrhoea should be kept at home until a doctor has given the all clear or until well enough to attend nursery. Should a child become ill in the nursery every effort will be made to contact the parents/emergency contacts. The nursery staff reserve the right to take a child to hospital in an emergency. Medicines will not be administered unless prescribed by a doctor and with written permission from a parent / guardian.



- 12 When the weather permits, children will be taken outside, it is therefore important that they are provided with suitable clothing, i.e., Winter – Hat, scarf and mittens/gloves. Wellingtons if wished, Summer – Sun hat and sun cream. All children should have a bag with a change of clothes clearly labelled with the child's name, in case of any accidents.
- 13 Admittance to the nursery is through the front door and using the security system at the side of the door to announce you are present. Always ensure that you close the door on entering and leaving the nursery.
- 14 Parking is limited in residential area. Cheeky Cherubs Day Nursery does not accept responsibility for injury, damage or loss to person's vehicles or property.



## CHILD'S DETAILS

Surname			
Forenames			
Address			
Postcode			
Telephone (Home)			
Date of Birth			
Sex	Male / Female		

Please tick the appropriate boxes when you wish your child to attend nursery

Days	Full day 8am-6pm	Morning session 8am-1pm	Afternoon session 1pm-6pm
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(The minimum number of sessions is two per week)

Nursery place commencement date:	
----------------------------------	--

## PARENT'S DETAILS

Mother's Name		Father's Name	
Telephone (Work)		Telephone (Work)	
(Mobile)		(Mobile)	

## FIRST EMERGENCY CONTACT

Contact's Name		Relationship to Child	
Telephone (Home)			
(Mobile)			



<b>SECOND EMERGENCY CONTACT</b>			
Contact's Name		Relationship to Child	
Telephone (Home)			
(Mobile)			
<b>MEDICAL INFORMATION</b>			
Doctors Name		Health Visitor Name	
Telephone		Telephone	
Immunisations to date			
Please give details of any known allergies or medical conditions and any regular medication your child may be on			
Please indicate whether your child should not be given certain foods or drinks on the following grounds			
Medical			
Religious			
Other			
Is there anything else you think we should know about your child?			



May one or more members of staff take your child out of nursery to shops, parks, libraries, etc.?	YES / NO
In case of an emergency do we have permission to give emergency first aid and take your child to hospital if deemed necessary?	YES / NO
May your child appear in photographs taken and used within the nursery?	YES / NO
Do we have permission to use the following creams on your child? Sun Cream Nappy Cream	YES / NO YES / NO

I/we wish to apply to enrol the named child with Cheeky Cherubs Day Nursery. I/we have received and read all the regulations relating to the nursery and agree to comply with them.

I/we understand this is a formal contract and that all details are correct as of today's date. If any details change I/we will inform the nursery in writing straight away.

I/we have enclosed the £30 registration fee (non-refundable) to secure our child's place.

I/we have enclosed a £70 deposit, (cheques made payable to 'Cheeky Cherubs Day Nursery') that I/we understand will be refunded on cancellation of this registration subject to our account being in order.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

For legal reasons both parents must sign unless only one parent has legal custody. If so, please state that you have 'sole responsibility'.

Please return this form to:      Manager: Ms Belinda Asare  
Cheeky Cherubs Day Nursery  
Shaftesbury Christian Centre,  
2 Austin Road,  
Battersea,  
SW11 5JP

<b>For office use only:</b>	Signed:
<input type="checkbox"/> Deposit Received <input type="checkbox"/> Registration Fee received	Date      :



## ABOUT ME

<b>My Name is</b>			
When I sleep I like to cuddle			
When I am tired or upset I like			
I am not allowed to eat			
I have an allergy to			
I like to drink my bottle of milk	YES / NO	at	__ : __
I am allowed to drink full cream cows milk at snack time	YES / NO		
When I am not feeling well and have a temperature my key person will phone Mummy or Daddy to tell them and then I will get a cuddle and be given some Calpol to make me feel better	YES / NO		
I like to eat everything	YES / NO		
I wear nappies	YES / NO		
I can use Sudocream	YES / NO		
I can use baby wipes	YES / NO		
I use special cream	YES / NO		
I am potty trained	YES / NO		
In the summer I like to go into the paddling pool but I have to wear sun screen. I will be able to use the Nursery sun screen	YES / NO		
I have a special sun screen that my mummy will provide	YES / NO		
My Mummy's name is			
I live with my Mummy	YES / NO		
My Daddy's name is			
I live with my Daddy	YES / NO		
When someone other than Mummy or Daddy picks me up from Nursery the secret password will be			