

THE KINDERGARTEN

REGISTRATION FORM

Please attach passport sized photos of your child and the people who will collect your child from nursery

Personal details

Full Name of Child (surname first).....

Date of birthAge at admission.....

Home address

 Postcode

Position in family

Hair colour Eye colour

Religion

Ethnic origin

Nationality

Language

Details of any disabilities / special needs

How did you hear about The Kindergarten?

Preferred start date

OFFICE USE ONLY						
0-2 Room		FULL TIME		Full Day		Permanent
2-3 Room		PART TIME		Half Day		Regular
3-4 Room		ALL YEAR		Mixed		Casual
4-5 Room		TERM TIME		Additional Hours		
Afterschool Club						
Holiday Club						

About your family

Mother/Carer

Title

First NameSurname

Password

Home Address.....

.....Postcode

Home Telephone

Mobile

Home Email.....

Work Address

.....

..... Postcode

Work Telephone

Work Email.....

Hours Worked

.....

Responsibilities (Please tick those that apply)

Collect child from nursery

Payment of fees

Contact in emergency

Father/carer

Title

First NameSurname

Password

Home Address.....

.....

.....Postcode

Home Telephone.....

Mobile

Home Email.....

Work Address

.....

..... Postcode

Work Telephone.....

Work Email.....

Hours Worked

.....

Responsibilities (please tick those that apply)

Collect child from nursery

Payment of fees

Contact in emergency

Other Contacts

Contact 1

First nameSurname

Password

Relationship to child

Address.....

.....

..... postcode

Telephone.....

Mobile

Responsibilities (please tick those that apply)

Collect child from nursery Contact in emergency

Contact 2

First nameSurname

Password

Relationship to child

Address.....

.....

..... Postcode

Telephone

Mobile

Responsibilities (please tick those that apply)

Collect child from nursery Contact in emergency

Medical Details

Allergies

Does your child have any allergies? Yes / No

If yes, please give details of the cause and the reactions

.....
.....
.....

Dietary requirements

Does your child have any special dietary requirements? Yes / No

If so, please give details

.....
.....
.....

Medical conditions

Does your child have any current medical conditions or needs? Yes / No

If yes, please give details

.....
.....
.....

Immunisations

Has your child had any of the following immunisations? (Please tick and date)

BCG	<input type="checkbox"/>	Meningitis C	<input type="checkbox"/>
Diphtheria	<input type="checkbox"/>	Poliomyelitis	<input type="checkbox"/>
HIB	<input type="checkbox"/>	Tetanus	<input type="checkbox"/>
MMR	<input type="checkbox"/>	Whooping cough	<input type="checkbox"/>

Medical Contacts

Doctor's details

Name of GP

Name of Surgery

Address

.....

..... Postcode

Telephone

Health Visitor's details

Name

Address

.....

..... Postcode

Telephone

Other agency details

Name

Address

.....

..... Postcode

Telephone

Session Times Required (0-2 year olds)

Please note we endeavour to provide a place for your child on the chosen sessions. However occasionally an alternative session might be offered, if your chosen session is oversubscribed.

If the half day sessions shown below do not fit in with your requirements, we can increase the times (early start and/or later finish). Please complete the following for alternative times required:

Will your child require a Full or Part time Permanent place, and all year or Nursery Term time:

Full time: Part time: All year: Nursery Term time:

*** Please note The Kindergarten Term Times are different to Oxfordshire County Council School Term times.**

Earlier morning starts: For 0-2yr olds

Monday	(7.30 am to 8.00 am)	<input type="checkbox"/>
Tuesday	(7.30 am to 8.00 am)	<input type="checkbox"/>
Wednesday	(7.30 am to 8.00 am)	<input type="checkbox"/>
Thursday	(7.30 am to 8.00 am)	<input type="checkbox"/>
Friday	(7.30 am to 8.00 am)	<input type="checkbox"/>

Including Breakfast	<input type="checkbox"/>
Excluding Breakfast	<input type="checkbox"/>

Full time (Inc Meals): For 0-2yr olds

Monday to Friday	(8.00 am to 6.00 pm)	<input type="checkbox"/>
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Full days (Inc Meals): For 0-2yr olds

Monday	(8.00 am to 6.00 pm)	<input type="checkbox"/>
Tuesday	(8.00 am to 6.00 pm)	<input type="checkbox"/>
Wednesday	(8.00 am to 6.00 pm)	<input type="checkbox"/>
Thursday	(8.00 am to 6.00 pm)	<input type="checkbox"/>
Friday	(8.00 am to 6.00 pm)	<input type="checkbox"/>

Half day (Inc Meals, Either Lunch or Tea): For 0-2yr olds

Morning		Afternoon		
Monday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(2.00 pm to 6.00 pm)	<input type="checkbox"/>
Tuesday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(2.00 pm to 6.00 pm)	<input type="checkbox"/>
Wednesday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(2.00 pm to 6.00 pm)	<input type="checkbox"/>
Thursday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(2.00 pm to 6.00 pm)	<input type="checkbox"/>
Friday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(2.00 pm to 6.00 pm)	<input type="checkbox"/>

Session Times Required (2-5 year olds)

Please note we endeavour to provide a place for your child on the chosen sessions. However occasionally an alternative session might be offered, if your chosen session is oversubscribed. If the half day sessions shown below do not fit in with your requirements, we can increase the times (early start and/or later finish). Please complete the following for alternative times required: _____

Will your child require a Full or Part time Permanent place, and all year or Nursery

Term time:

Full time: Part time: All year: Nursery Term time:

Earlier morning starts: For 2-5yr olds

Monday	(7.30 am to 8.00 am)	<input type="checkbox"/>
Tuesday	(7.30 am to 8.00 am)	<input type="checkbox"/>
Wednesday	(7.30 am to 8.00 am)	<input type="checkbox"/>
Thursday	(7.30 am to 8.00 am)	<input type="checkbox"/>
Friday	(7.30 am to 8.00 am)	<input type="checkbox"/>

Including Breakfast
 Excluding Breakfast

Wraparound OCC Term Time Sessions: (Inc Both Meals, Lunch & Tea: For 4-5yr olds)

Monday	(11.30 am to 6.00 pm)	<input type="checkbox"/>
Tuesday	(11.30 am to 6.00 pm)	<input type="checkbox"/>
Wednesday	(11.30 am to 6.00 pm)	<input type="checkbox"/>
Thursday	(11.30 am to 6.00 pm)	<input type="checkbox"/>
Friday	(11.30 am to 6.00 pm)	<input type="checkbox"/>

Full time (Inc Meals): For 2-5yr olds

Monday to Friday (8.00 am to 6.00 pm)

Full days (Inc Meals): For 2-5yr olds

Monday	(8.00 am to 6.00 pm)	<input type="checkbox"/>
Tuesday	(8.00 am to 6.00 pm)	<input type="checkbox"/>
Wednesday	(8.00 am to 6.00 pm)	<input type="checkbox"/>
Thursday	(8.00 am to 6.00 pm)	<input type="checkbox"/>
Friday	(8.00 am to 6.00 pm)	<input type="checkbox"/>

Half day (Inc Meals, Either Lunch or Tea): For 2-5yr olds

Morning		Afternoon	
Monday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(1.30 pm to 5.30 pm) <input type="checkbox"/>
Tuesday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(1.30 pm to 5.30 pm) <input type="checkbox"/>
Wednesday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(1.30 pm to 5.30 pm) <input type="checkbox"/>
Thursday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(1.30 pm to 5.30 pm) <input type="checkbox"/>
Friday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(1.30 pm to 5.30 pm) <input type="checkbox"/>

Half day (Excluding Meals): For 2-5yr olds

Morning		Afternoon	
Monday	(9.00 am to 12.30 pm)	<input type="checkbox"/>	(1.30 pm to 5.00 pm) <input type="checkbox"/>
Tuesday	(9.00 am to 12.30 pm)	<input type="checkbox"/>	(1.30 pm to 5.00 pm) <input type="checkbox"/>
Wednesday	(9.00 am to 12.30 pm)	<input type="checkbox"/>	(1.30 pm to 5.00 pm) <input type="checkbox"/>
Thursday	(9.00 am to 12.30 pm)	<input type="checkbox"/>	(1.30 pm to 5.00 pm) <input type="checkbox"/>
Friday	(9.00 am to 12.30 pm)	<input type="checkbox"/>	(1.30 pm to 5.00 pm) <input type="checkbox"/>

Funded OCC Term Time Sessions: For eligible 3-5yr olds

Morning		Afternoon	
Monday	(8.30 am to 11.30 am)	<input type="checkbox"/>	(1.00 pm to 4.00 pm) <input type="checkbox"/>
Tuesday	(8.30 am to 11.30 am)	<input type="checkbox"/>	(1.00 pm to 4.00 pm) <input type="checkbox"/>
Wednesday	(8.30 am to 11.30 am)	<input type="checkbox"/>	(1.00 pm to 4.00 pm) <input type="checkbox"/>
Thursday	(8.30 am to 11.30 am)	<input type="checkbox"/>	(1.00 pm to 4.00 pm) <input type="checkbox"/>
Friday	(8.30 am to 11.30 am)	<input type="checkbox"/>	(1.00 pm to 4.00 pm) <input type="checkbox"/>

Session Times Required (5-14 year olds)

Please note we endeavour to provide a place for your child on the chosen sessions. However occasionally an alternative session might be offered, if your chosen session is oversubscribed. If the half day sessions shown below do not fit in with your requirements, we can increase the times (early start and/or later finish). Please complete the following for alternative times required: _____

Will your child require a Full or Part time Permanent place, and all year or School Term time:

Full time: Part time: All year: School term time: School holidays:

Before School Club: For 5-14yr olds

Monday	(7.30 am to 9.00 am)	<input type="checkbox"/>	(8.00 am to 9.00 am)
Tuesday	(7.30 am to 9.00 am)	<input type="checkbox"/>	(8.00 am to 9.00 am)
Wednesday	(7.30 am to 9.00 am)	<input type="checkbox"/>	(8.00 am to 9.00 am)
Thursday	(7.30 am to 9.00 am)	<input type="checkbox"/>	(8.00 am to 9.00 am)
Friday	(7.30 am to 9.00 am)	<input type="checkbox"/>	(8.00 am to 9.00 am)

Including Breakfast

Excluding Breakfast

Full time: (Inc Meals): During term time, school holidays & inset days

Monday to Friday (8.00 am to 6.00 pm / 3.00 pm to 6.00 pm)

After School Club (Inc Meal): During term time

Monday to Friday (3.00 pm to 6.00 pm)

School Holiday Club: (Inc Meals): During school holidays

Monday to Friday (8.00 am to 6.00 pm)

After School Club (Inc Meal): During term time

Monday	(3.00 pm to 6.00 pm)	<input type="checkbox"/>
Tuesday	(3.00 pm to 6.00 pm)	<input type="checkbox"/>
Wednesday	(3.00 pm to 6.00 pm)	<input type="checkbox"/>
Thursday	(3.00 pm to 6.00 pm)	<input type="checkbox"/>
Friday	(3.00 pm to 6.00 pm)	<input type="checkbox"/>

School Holiday Club (Inc Meals): During school holidays

Monday	(8.00 am to 6.00 pm)	<input type="checkbox"/>
Tuesday	(8.00 am to 6.00 pm)	<input type="checkbox"/>
Wednesday	(8.00 am to 6.00 pm)	<input type="checkbox"/>
Thursday	(8.00 am to 6.00 pm)	<input type="checkbox"/>
Friday	(8.00 am to 6.00 pm)	<input type="checkbox"/>

School Holiday Club (Inc Meals, Either Lunch or Tea): During school holidays

Morning		Afternoon	
Monday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(1.30 pm to 5.30 pm) <input type="checkbox"/>
Tuesday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(1.30 pm to 5.30 pm) <input type="checkbox"/>
Wednesday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(1.30 pm to 5.30 pm) <input type="checkbox"/>
Thursday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(1.30 pm to 5.30 pm) <input type="checkbox"/>
Friday	(9.00 am to 1.00 pm)	<input type="checkbox"/>	(1.30 pm to 5.30 pm) <input type="checkbox"/>

School Holiday Club (Excluding Meals): During school holidays

Morning		Afternoon	
Monday	(9.00 am to 12.30 pm)	<input type="checkbox"/>	(1.30 pm to 5.00 pm) <input type="checkbox"/>
Tuesday	(9.00 am to 12.30 pm)	<input type="checkbox"/>	(1.30 pm to 5.00 pm) <input type="checkbox"/>
Wednesday	(9.00 am to 12.30 pm)	<input type="checkbox"/>	(1.30 pm to 5.00 pm) <input type="checkbox"/>
Thursday	(9.00 am to 12.30 pm)	<input type="checkbox"/>	(1.30 pm to 5.00 pm) <input type="checkbox"/>
Friday	(9.00 am to 12.30 pm)	<input type="checkbox"/>	(1.30 pm to 5.00 pm) <input type="checkbox"/>

Agreement

I agree to abide by the terms and conditions and policies and procedures of The Kindergarten which I have read and fully understand.

Signed Date

Print Name

Relationship to child

Office use only

Actual start date

Room

Key worker

Permission slips received

Nursery trips agree / disagree

Photographs agree / disagree

Medicines agree / disagree

THE KINDERGARTEN

CONTRACT

This contract is between The Kindergarten and
.....concerning
the care of.....who
will be attending The Kindergarten at 13-14 Thorney Leys Park, Witney,
Oxfordshire OX28 4GE

The hours of attendance will be:

Monday	Tuesday	Wednesday	Thursday	Friday

The terms of this contract are those set out in the Terms and Conditions for Parents/Carers and will run for the entire duration of your child's stay at The Kindergarten. Nursery fees are annually reviewed in April.

Length of notice:

- one month's written notice or payment in lieu of notice is required from parents/carers if the child is to stop attending
- one month's notice will be given by The Kindergarten if The Kindergarten wishes the child to cease attending.

This contract is subject to the terms and conditions issued by The Kindergarten and the policies and procedures in The Kindergarten and I/we agree to abide by those.

I/we understand that it is our responsibility to update The Kindergarten with any changes to our child's details, i.e. home address, emergency contact numbers, vaccination record and so forth.

I/we understand that these terms and conditions are not intended to be exhaustive and accept that the policies and procedures in The Kindergarten support these terms and conditions.

I/we agree that The Kindergarten has the right to call an ambulance in an emergency and/or escort my/our child/ren to the emergency department of the nearest hospital and to await your arrival. Any decisions regarding your child's care will then be made by the Emergency Department of the hospital.

Signed.....
for and on behalf of The Kindergarten

Position in Nursery

Signed - (both Parents/Carers to sign)

Mother/Carer.....

Father/Carers.....

Date.....

Agreement for payment of fees

Child's name.....

Parent's name.....

Person responsible for payment of fees

Name.....

Address.....

.....

.....Postcode.....

Telephone: Day.....

Evening

Mobile

I hereby agree to pay the fees for the above child on the date they fall due payable to **Living Waters UK Ltd.**

Signed..... Date.....

Preferred payment method:

Childcare vouchers	
Cheque	
Cash	
Credit/Debit Card	
Internet transfer	

PERMISSION FORMS

Form A - Observations and Photographs

As part of our commitment to provide for the individual needs of your child we will observe all areas of development, and in partnership with you, record progress in those areas in order to plan appropriate activities within The Kindergarten. These observations and records will be available for inspection by Ofsted, otherwise, they will be confidential and available only to you and those nursery staff involved in planning the curriculum for your child.

The Kindergarten offers training placements for childcare students who, in order to complete college assignments will be asked to observe play. Individual students will be asked to gain your written permission to carry out these observations and use them in their assignment work.

Any photographs taken of your child by nursery staff or childcare students may be used in nursery displays but will not be taken off the premises.

From time to time, photographers or the local press may come and take photographs in The Kindergarten to feature in the local newspaper (with the full names of the children).

Please return the completed permission slip to the Nursery Manager.

Name of Child

I do / do not give permission for nursery staff and childcare students to observe my child as described above.

I agree / do not agree to my child being photographed and named in the press and on publicity materials.

SignedRelationship to Child

Form B - Permission to take children off the premises

As part of the nursery curriculum, The Kindergarten will arrange local visits and walks in the neighbourhood to support children’s learning and experiences. For example, they could learn about different kinds of food and cooking ingredients during a trip to a supermarket, or collect objects of interest for a collage or table display during a walk in the park.

For your child(ren) to take part in such activities we require the written permission from their parent / carer.

Adult ratios will be higher than normal on these occasions and we would welcome and appreciate any parents / carers who would feel able to accompany us on short walks and trips.

Please note that separate letters and permission slips will be sent out for planned visits and trips further afield.

Please consider the above and return the completed permission slip to the Nursery Manager.

Name of Child

I do / do not give permission for my child(ren) to take part in trips off The Kindergarten premises.

I could / could not be available to help with nursery trips as detailed above.

Signed

Relationship to Child