



Please read, sign and return the following documents.

Thank you

If you have any questions please don't hesitate to ask.





REGISTRATION FORM

Personal Information

Name of child		
Date of birth		
Home address		
Postcode		
Position in family		
Hair colour		Eye colour
Religion		
Ethnic origin		
Nationality		
Childs first language		
Other languages spoken		
Details of any disabilities/special needs		
How did you hear about Little Monkeys Day Nursery?		
Preferred start date		



About your family

Mother/carer			
Title			
First name		Surname	
DOB			
First Language		Other languages spoken:	
Password			
Home address			
Postcode			
Home tel numbers			
Mobile			
Home email			
Work address			
Postcode			
Work tel numbers			
Hours worked			
Responsibilities (Tick all that apply)	Parental responsibility ☐	Payment of fees ☐	
	Collect child from nursery ☐	Contact in emergency ☐	

Who would you like us to contact first regarding your child/ren?	
--	--



Father/carer			
Title			
First name		Surname:	
DOB:			
First Language		Other languages spoken:	
Password			
Home address			
Postcode			
Home tel numbers			
Mobile			
Home email			
Work address			
Postcode			
Work tel numbers			
Hours worked			
Responsibilities (Tick all that apply)	Parental responsibility ☐ Payment of fees ☐ Collect child from nursery ☐ Contact in emergency ☐		



Other contacts - (we require two additional contacts in the event we cannot get in touch with either parent/carer)

Contact 1			
Title			
First name			
Surname			
Relationship to the child			
Password			
Address			
Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)		Collect child from nursery without prior warning ☐ Contact in emergency ☐ Collect child from nursery only with prior warning ☐	
Contact 2			
Title			
First name			
Surname			
Relationship to the child			
Password			
Address			



Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from nursery without prior warning	☐	Contact in emergency ☐
	Collect child from nursery only with prior warning	☐	

Medical details

Does your child have any medical conditions?	Yes / No (please circle)
If yes, please give details	
Does your child have any allergies?	Yes / No (please circle)
If yes, please give details of the cause and reaction	
Does your child have any special dietary requirements?	Yes / No (please circle)
If yes, please give details	



Has your child had any of the following immunisations? Please tick and date	Immunisation	Date of immunisation
	BCG	
	Diphtheria	
	HIB	
	MMR	
	Meningitis C	
	Poliomyelitis	
	Tetanus	
	Whooping cough	
Name of GP		
Name of surgery		
Address		
Postcode		
Telephone number		
Dentist practice		
Telephone number		



Health visitor details	
Name	
Address	
Postcode	
Telephone number	
Other agency details	
Name	
Address	
Postcode	
Telephone number	
Any other details that we should know about?	



Sessions

Please indicate your preferred sessions.

Session	Mon	Tues	Wed	Thurs	Fri
Full day					
Morning only					
Afternoon only					

As per our terms and conditions, one month's notice must be given if the number of sessions is to be reduced.

Name of parent

Signed Date

Is your child eligible for two year old funding Yes No

If Yes:

Please provide funding code

Is your child eligible for three year old 30 funded hours Yes No

If Yes:

Please provide funding code

Please provide a parents national insurance number.....

If your child is splitting their 30 funded hours (or 15 universal funded hours) between Little Monkeys and another setting please provide information about the setting they attend and the sessions they attend

Other setting.....

Days and hours child attends each week.....



You can find all the Little Monkeys Day Nursery policies and procedures at www.laurasmonkeys.co.uk

I agree to abide by the terms and conditions and policies and procedures of Little Monkeys Day Nursery & Pre School which I have read and fully understand.

Signed..... Date

Print name.....

Relationship to child

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

Print name.....

Relationship to child

Communication Plan

Please tick method of communications regarding sharing information about your child both from nursery to home and home to nursery. Please tick all that apply with your preferred method at the bottom:

Face to face ☐ Telephone ☐ Email ☐

Via paper documentation, e.g. daily diary, observation sheets ☐

The preferred method is _____





Photographs and Videos

The use of photographs and videos in the nursery is a very useful means of recording activities, events, or as evidence of practice in portfolios. The children's names are never used on other children's portfolios to maintain confidentiality. We may also put photographs of your child on their and others personal tapestry accounts, on display in the nursery and in the entrance hall.

We have CCTV in operation on the outside of the building this is firstly for the security of the building and the safeguarding of the children and staff within it. We may also use any garden interactions for staff development although this recording would never leave the building unless requested by the police or other relevant authorities.

Occasionally we like to share achievements and events with the local press where we use photos and again no names are used for confidentiality.

Child's Name -----

I understand and I am happy that CCTV is in operation outside the nursery building Yes/No

I am happy for the nursery to use photographs of my child Yes/No
(on indoor displays, homemade books, peg pictures etc)

I am happy for my child's photograph to appear on the nursery website Yes/No

I am happy for my child to appear on other tapestry accounts Yes/No

I am happy for my child to appear in the local press Yes/No

I am happy for my child to appear on Little Monkeys public Facebook Page Yes/No

Signed: _____ Name printed: _____ Date: _____



Tapestry

All children attending Little Monkeys Day nursery & Pre-School have a personal on-line Learning Journey, which records photos, observations and comments in line with the Early Years Foundation Stage Curriculum to build up a record of your child's experiences during their time here.

The name of the software we will be using is Tapestry, a system which is hosted in the UK on secure servers. These servers conform to very high environmental standards and are proactively managed 24 hours a day. Each tapestry account has its own database and the code itself is developed using hack-resistant techniques. Filenames are encoded for uploaded videos and images making tapestry a safe and secure on-line Learning Journey tool.

Once you have provided us with an email address we will be able to set you up with an account. If you do not have access to email your child is still able to have an on-line Learning Journey which you can access through the use of nursery computer equipment throughout the year. It is also possible to provide print outs of the Learning Journeys for parents who do not have access.

In order for your child's Learning Journey to be created please give us permission by completing the attached slip. A link will be sent to your email address for you to create your login details including your own pin to use the app which can be downloaded to smart phones and tablets and start using this great resource. (please note each parent only has access to their own child's Learning Journey).

IMPORTANT - Parents are NOT permitted to share photos from tapestry on social media as they may include other children on the photos.

If you have any questions or queries about the on-line Learning Journey please don't hesitate to ask.



Tapestry Permission Slip

I give permission for Little Monkeys Day Nursery & Pre-School to create an online Tapestry Learning Journey

for _____(name of child) I understand I am NOT permitted to share photos from tapestry on social media site

Parent Name _____ Parent signature _____

The email address I would like to link with the account so I have access to my child's Learning Journey is _____ (email address)

Or If you do not have access to email please tick this box and you will be able to view your child's learning journey using nursery equipment ☐

Parent 2 (Please give second details if you would like two sets of login details)

I give permission for Little Monkeys Day nursery & Pre-School to create an online Tapestry Learning Journey

for _____(name of child) I understand I am NOT permitted to share photos from tapestry on social media site.

Parent Name _____ Parent signature _____

The email address I would like to link with the account so I have access to my child's Learning Journey is _____ (email address)



Sun Cream

In hot weather our sun policy states that sun cream will be regularly applied to all the children.

We use factor 40/50 sun cream which we supply unless your child/ren have any allergies or you would like a specific sun cream used, in which case you must bring your own which will be clearly labelled for your child's use.

Childs Name _____

I am/We are happy for you to apply sun cream to my child Yes/No

Any known allergies to sun cream Yes/No

I am happy to use the nursery sun cream Yes/No

Signed: _____ Name Printed: _____ Date: _____

Trips Out

Occasionally, the nursery may take the children on short trips. This may be a walk to the river, or the local shop, to allow the children to become more aware of the environment around them. We also take the children on educational outings, which may include travel by coach.

At all times the safety of the children will be our priority, with a higher than recommended staff: child ratio.

Please sign the statement below and delete as appropriate.

I/We do/do not give permission for my/our child to participate in trips and outings as described above.

Signed: _____ Name Printed: _____ Date: _____



Calpol

In the event that your child becomes ill at nursery we follow our policy for dealing with a sick child. You will be contacted and asked to collect your child from Little Monkeys day Nursery. When dealing with a dangerously high temperature (38.C- 40.C) clothing will be removed to bottom layer, water given, cold flannel used on the skin, if all theses measure fail to bring down the temperature of the child, we will ring for verbal permission to administer the appropriate amount of Calpol (liquid paracetamol) to your child to reduce the chance of the child fitting whilst waiting for your arrival.

On arrival you will be then given permission slips to sign stating witch member of management gave your child Calpol, dosage and at what time.

However in the event that you cannot be contacted signing of this form will give us permission to administer Calpol to reduce the chance of your child fitting to ensure the welfare of all children.

Childs Name _____

In the event of a dangerously high temperature I am/We are happy for you to administer Calpol (liquid paracetamol) to my child **Yes/No**

Any known allergies to Calpol **Yes/No**

Signed: _____ Name Printed: _____ Date: _____



Animals

At Little Monkeys Day Nursery we recognise that pets can help meet the emotional needs of children and adults. Caring for pets also gives children the opportunity to learn how to be gentle and responsible for others and supports their learning and development.

We currently have 2 rabbits and a small fish tank at the nursery and occasionally animals are bought in as part of a learning experience for the children. Full risk assessments are completed and the children will only ever be allowed near the animals when safe to be so. Only staff are responsible for cleaning the animals and their habitats.

Please complete the following with regards to your child/children

Child's name _____

I/We do/do not give permission for my/our child to be around animals as described above

Signed: _____

Name Printed: _____

Date: _____



GDPR

As some of you may be aware The General Data Protection (GDPR) is a new EU law coming into effect on 25th May 2018 replacing the current Data Protection Act 1998. It will give individuals greater control over their own personal data. As a nursery it is necessary for us to collect personal information about the children who attend as well as parents/carers and staff. All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss.

Staff at Little Monkeys have access to your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's records is trained in confidentiality issues and is governed by a legal duty to keep their details secure. In some circumstances we may be required by law to release your child's details to statutory or other official bodies for safeguarding purposes.

There are 2 main roles under the GDPR; the data controller and the data processor. As a childcare provider, we are the data controller. The data is the data that we have collected about the children and their families. We have contracts with other companies to process data which makes them the data processor. The two roles have some differences but the principles of GDPR apply to both. We have a responsibility to ensure that other companies/settings we work with are also GDPR complaint.

Please see our data protection policy for further information regarding GDPR which is available on our website or ask if you would prefer a paper copy.

.....

I parent/guardian of have read and fully understood the data protection policy and understand the need for Little Monkeys to keep such information about my child/children stored securely and the necessity to share said information where necessary.

Signed

Name Printed.....

Date.....



Nursery Contract with Parent/Main Carer

Please read the terms and conditions outlined below carefully.

- A nominated person may collect your child from nursery only, unless a prior arrangement is made.
- You must notify the nursery if your child is to be absent.
- The nursery must be advised if your child or any family member is suffering from an infectious disease.
- The nursery reserves the right to refuse admission to a child if in any doubt over the child health.
- Little Monkeys can not care for sick children and will contact parents/carers if necessary. Any child who has been sent home from nursery because of ill health will not be re-admitted for at least 24 hours.
- Only prescribed medication will be administered.
- Little Monkeys cannot be responsible for any valuables your child brings into nursery.
- Four weeks notice is required if your child no longer requires a place.
- The nursery will be closed on the annual bank holidays.
- Fees are payable monthly and in advance.
- Fees must be paid irrespective of whether your child is present or not.
- The nursery allows 2 free weeks per annum. One of these must be taken at Christmas when the nursery closes, the other at any time during the year. (N.B a reduction for these 2 free weeks is already allowed for in the monthly fees, which are calculated on a 50 - week basis. Therefore, no refund or reduction in fees will be due for a holiday.)
- Little Monkeys reserves the right to refuse admission if fees are in arrears.
- Increase in fees is at the discretion of the proprietor. You will be notified in writing at least 4 weeks notice should any increase be imminent.
- Nursery opening hours are 8am until 6pm, Monday to Friday. Please inform the nursery in all cases that you will be late.

I have read and understood the terms and conditions set out above and agree to abide by them. I understand that the nursery has a responsibility to inform the social services department if abuse of a child is suspected.

Signed: _____

Relationship to Child: _____

Name Printed: _____

Date: _____



FOR YOUR FUTURE USE

- Contact information up to date form.
(To be filled in and returned whenever anything changes)
- Little Monkeys questionnaires.
(Which can be filled in at your discretion as and when you feel necessary)



Little Monkeys Contact Update Form

Child's Name:	
Parents/Carers Full Name:	
Address:	
Home Telephone:	
Name:	Mobile Number: Work Number:
Name:	Mobile Number: Work Number:
Emergency Contact	
Name:	
Relationship to Child:	
Address:	
Home Telephone:	
Mobile Telephone:	

Please tick the sessions which your child/ren attend nursery:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

If there are any changes to your circumstances which you feel we should be aware of please write on the back of this form thank you.

Signed: _____ Name Printed: _____ Date: _____



Little Monkeys Parent Questionnaire

1 ~ How do you think your child/ren feels about attending nursery?

2 ~ What part of Little Monkeys Day Nursery do you and your family value most?

3 ~ How welcome & informed do you feel when you drop off and pick up your child/ren ?

4 ~ Do the nursery staff have a caring attitude?

YES NO

Comments or examples:

5 ~ Does Little Monkeys meet your child's individual needs?

YES NO

Comments or examples:

6 ~ Can you think of any suggestions/ideas that would enhance both yours & your child's experience of Little Monkeys?



7 ~ Are our opening times appropriate for your family's needs?

YES

NO

Comments or examples:

8 ~ Are there any ways, as a parent, in which you would like to become more involved with Nursery?(for example Playing with children, gardening)

9 ~ Are there any other ways in which we could improve our partnerships with parents?

10 ~ How likely would it be that you would recommend Little Monkeys to a friend?

YES

NO

11 ~ Any other comments?

Thank You for taking the time to fill in this questionnaire