

St Margaret's Nursery School

01304 853352

Registration Form.

Name _____

Date of Birth _____

Home Address and Postcode _____

_____ Tel. Number _____

Mother's Name _____

Place of Work _____ Tel. Number _____

Father's Name _____

Place of Work _____ Tel Number _____

Names of persons with parental responsibility for the child _____

With whom does the child live? _____

Who has legal contact? _____

Emergency Contact - Name and number _____

Does your child currently attend or has previously attended another setting?

Names of other people who may collect your child _____

Immunisations to date _____

Name and Address of Child's doctor _____

Childhood illnesses _____

Name of Health Visitor _____

Has your child ever had a convulsion? _____

Does your child have any special dietary requirements,
allergies or medical needs? _____

Child's Nationality _____

Ethnic Origin _____

Religion (if applicable) _____

Language/s spoken by child _____

St Margaret's Nursery Terms and Conditions

Dear Parents

Thank you for choosing to send your child to St Margaret's Nursery.

We undertake to make your child's time with us as happy and productive as possible. Furthermore, we shall always endeavour to benefit your child's education at a price that is competitive to any similar establishment.

The nursery is a charity managed by a Committee made up of volunteers. It was founded in 1992 to provide a valuable asset to the local community to ensure that our children receive the best start possible to their educational careers. The Nursery is not supported by any direct funding from the local education authority. There are significant costs in staffing and operating the Nursery to meet the standards which we wish to provide and those which are required by OFSTED. In order to meet these costs we require, in common with other similar establishments, that you abide by the following terms:

1. Fees are payable in full at the beginning of each term. Cheques are to be made payable to "St Margaret's Nursery and After School Club" and placed in the box inside the nursery; please inform a member of staff of this and they will ask you to sign to signify you have paid. Receipts will be issued.
2. Fees remain payable for days taken off, but may be waived at the discretion of the Nursery in cases of serious or prolonged illness.
3. Fees are payable for holidays taken during term time.
4. We reserve the right to vary our fee structure from time to time.
5. Places will be offered in accordance with the nursery's admissions policy. It is important to check with the Nursery Manager which days/sessions are available as early as possible to avoid disappointment.

Please sign below, detach the slip and return it to the Nursery.

Thank-you

I/We have read and understood the nursery terms and conditions and agree to abide by these.

Name Signature

Parent of Date

Privacy Notice, Data Protection Act 1998:

We St Margaret's Nursery are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous setting. We hold this personal data and use it to:

- Support teaching and learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care and
- Assess how well you setting is doing

This information includes your contact details, attendance information, characteristics such as ethnic group, special education needs and any relevant medical information.

We will not give information about you to anyone outside the setting without your consent unless the law and our rules permit it.

We are required by law to pass on some of your information to the Local Education Authority (LA) and the Department for Children, Schools and Families. (DCSF)

If you want to see a copy of the information we hold and share about you then please contact Laura Cory.

If you require more information about how the LA and/of DCSF store and use this information please go to:

- http://www.kent.gov.uk/your_council/contact_us/access_to_information/data_protection.aspx
- <http://www.teachernet.gov.uk/doc/13856/dcsf%20what%20we%20do%20with%20children's%20data%20v4%20Ofinal.doc>

IF you are unable to access these websites, please contact the LA or DCSF as follows:

Access to Information Co-ordinator
Sessions House
County Road
Maidstone
ME14 1XQ

Public communications Unit
DCSF
Sanctuary Buildings
Great Smith Street
London SW1P 3BT
Website: www.dcsf.gov.uk
Info@dcsf.gsi.gov.uk
[Tel: 0870 000 2288](tel:08700002288)

Emergency treatment form

I the parent/carer of _____

Give permission for emergency treatment to be given to my child in my absence.

I understand that this would only be as a last resort if attempts to reach me in an emergency have failed.

Signed _____

Date _____

Photograph consent form

I the parent/carer of _____

Give permission for photographs to be taken of my child while at St Margaret's Nursery.

I understand that these will be used to document progress my child is making, and developments in the nursery. They will not be used outside the nursery setting unless we seek specific permission from you, e.g. for use in the local press.

Signed _____

Date _____

Collection of children form

I the parent/ carer of _____

Give permission for the persons listed below to collect my child from nursery without special arrangements being made

Signed _____

Date _____

Nursery outings form

I the parent/ carer of _____

Give permission for my child to take part in outings around the local area; I understand that these will only be on foot and all children will be supervised on a 1:2 ratio at all times,

Signed _____

Date _____