



Head of School and Centre: Mrs Nicola Matheson

Nursery Registration Form

Child Details

Forename(s): Surname:

Date of Birth: Boy / Girl:

Nationality: Ethnicity:

Religion: Language:

Country of Birth:..... What is your home language?.....

Home Address:

.....

Postcode: Home Phone:

Does your child normally live with: Both Parents Mother Father Carer

Who has parental responsibility: Both Parents Mother Father Carer

Siblings Name	Age	Where at School
.....
.....
.....

Name, address and telephone of previous nursery/ playgroup/childminder (if any):

Days/hours attended (if any):



Family Details

Mother's Details:

Father's Details:

Mrs/Miss/Ms (please delete)

Mr

Forename(s):

Forename(s):

Surname:

Surname:

Date of Birth

Date of Birth.....

National Insurance No.....

National Insurance No.....

Address (if different from child):.....

Address (if different from child).....

.....
.....

Postcode:

Postcode:

Home Phone:

Home Phone:

Work Phone:

Work Phone:

Mobile:

Mobile:

Email:

Email:

Are you and/or your partner in receipt of workless benefits?

Do you or any member of your household in receipt of disability living allowance?

What is your level of English, if not your home language? **Fluent / Basic / Interpreter Required?**





Other Emergency Contacts

Name: Phone:

Address:

Relationship to child:

Name: Phone:

Address:

Relationship to child:

Medical Details

Doctor's Name: Health Visitor:

Address:

.....

Phone:

Medical Conditions (including allergies, asthma, sight or hearing impairment):

.....

Are there any agencies involved in your childcare (Social Services, paediatrician, speech therapists, etc)?

.....

Dietary Requirements (vegetarian, Halal, food allergies):





In the event of an emergency, staff at Sythwood will inform me immediately and I give permission, if necessary, for an employee of Sythwood to take my child directly to hospital where medical staff will undertake appropriate treatment.

Signature of Legal Guardian: **Date:**

Data Protection Act 1998

Sythwood Children’s Centre (the ‘Centre’) respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Centre and other information available to the Centre (‘your information’). In accordance with the Data Protection Act 1998, the Centre will use your information, for the purpose of providing support to children, to (a) deal with your requests and administer its functions, (b) meet its statutory obligations, and (c) prevent and detect fraud. The Centre may share your information (but only with the minimum amount of information necessary to do the above and only where it is lawful to do so) with appropriate departments and agencies in accordance with the Multi Agency Information Sharing Protocol (MAISP). Further details, including a copy of the MAISP can found at www.surreycc.gov.uk

Under the Data Protection Act 1998, Sythwood Children’s Centre has a legal duty to keep the information held about you and your family up-to-date. **Please inform us if any of your details change.** We will update the information we hold about you to ensure that we are able to offer the most appropriate services and assistance to you and your family.

If you are providing personal information for other people, we would suggest that you inform them of this. If you would like to apply for access to the information we hold about you please send a written request to Mrs N Matheson, Sythwood Primary School & Children’s Centre, Sythwood, Horsell, Woking, Surrey GU21 3AX

I AGREE THAT THE SCHOOL CAN USE THIS INFORMATION TO ASSESS ELIGIBILITY FOR PUPIL PREMIUM FUNDING BY CONTACTING BABCOCK 4S, WHO WILL CHECK ENTITLEMENT VIA A SECURE GOVERNMENT WEBSITE.

FOR OFFICE USE ONLY

Registration Form Received

Birth Certificate Seen

Staff Signature:

Date:

Start date





Nursery Consent Form

Name of Child:

Date of Birth:

Please tick the boxes where you give your permission for your child to take part in these activities:

- My child's photograph may appear on the school website or in school/nursery publications
- My child's photograph may appear in local newspapers and other news media (including television)
- I am willing to have my child's photo displayed around nursery and school. If your child's photo is taken within a group, this photo may appear in the other children's reports as well as your own.
- I give permission for a member of staff to assist my child with any hygiene matters that require moist wipes.
- My child may use hypoallergenic plasters.
- I give permission for a member of staff to assist my child when applying named sun cream that I have provided.
- I give my permission for my child to go off Nursery/School premises for educational purposes when the journey is within walking distance of the School and Nursery and does not involve transport.

Please note

You may change your mind and withdraw permission or grant permission at any time by writing to the Nursery Manager.

Please note that if you or members of your family take photographs or video recordings at a school and Nursery event they should be for family use only.

Signed (parent/carer)

Date:



Nursery Booking Form – 2 year olds

Nursery sessions are as follows:-

Mornings - 8.45am to 11.45am

Afternoons -12.15pm to 3.15pm

FEET Funded Yes Please go to section 1
 No Please go to section 2

Section 1 FEET funded		
Mornings only (Monday – Friday) 8:45-11:45 This is covered by your 15 hours free entitlement.		
Afternoons only (Monday – Friday) 12:15-3:15 This is covered by your 15 hours free entitlement.	Please discuss with nursery manager.	
2 and a half days (15 hours + 1) Monday all day. Tuesday all day. Wednesday morning 8:45 - 11:45. <i>15 hours free entitlement with - school dinners require an additional fee.</i>		
2 and a half days (15 hours +1) Wednesday afternoon 12:15 – 3:15 Thursday all day Friday all day <i>15 hours free entitlement - school dinners require an additional fee.</i>		
If you require additional hours please contact the Nursery teacher.		

Section 2		
Mornings only (Monday – Friday) 8:45-11:45 £18 per session - £90 per week		
Afternoons only (Monday – Friday) 12:15-3:15 £18 per session - £90 per week	Please discuss with nursery manager.	
2 and a half days (15 hours + 1) Monday all day. Tuesday all day. Wednesday morning 8:45 - 11:45. £97.50 per week - <i>school dinners require an additional fee.</i>		
2 and a half days (15 hours +1) Wednesday afternoon 12:15 – 3:15 Thursday all day Friday all day £97.50 per week - <i>school dinners require an additional fee.</i>		
30 hours (Monday – Friday 8:45-3:15) £192.50 per week - <i>school dinners require an additional fee.</i>		



Nursery Booking Form For 3 – 4 yr olds

Nursery sessions are as follows:-

Mornings - 8.45am to 11.45am

Afternoons -12.15pm to 3.15pm

In additional to these morning and afternoon sessions, we offer:-

Breakfast Club - 7.45am to 8.45am

After School Club - 3.15pm to 6.00pm

<p>Mornings only (Monday – Friday) 8:45-11:45 This is covered by your 15 hours free entitlement.</p>	
<p>2 and a half days (15 hours + 1) Monday all day. Tuesday all day. Wednesday morning 8:45 - 11:45. <i>15 hours free entitlement - school dinners require an additional fee.</i></p>	
<p>2 and a half days (15 hours +1) Wednesday afternoon 12:15 – 3:15 Thursday all day Friday all day <i>15 hours free entitlement - school dinners require an additional fee.</i></p>	
<p>30 hours Monday - Friday 8:45 – 3:15. Working parents may be eligible for the Government funded 30 hours - school dinners will require an additional fee. If you are not eligible for the Government funded 30 hours the cost weekly would be £75 per week + £12.50 for lunchtime periods - school dinners require an additional fee</p>	



Payment Holidays

We understand that before your child reaches school age you may wish to take advantage of term time holidays. With this in mind, we are pleased to be able to offer a two week payment hiatus allowing you to take your child out of nursery without charge and without risk of losing their place. This break is only available in either 1 x two week or 2 x one week blocks and must be agreed with the Nursery Manager, at least one week in advance. All other absences will be subject to our normal charges.

Also from September, all Nursery sessions must be booked in advance each half-term and non-funded sessions must be paid for monthly in advance and paid for by the 4th of the month. It will no longer be possible to secure additional sessions without prior payment. We do not offer refunds for sickness or cancellations and we are unable to swap bookings, although additional sessions can be booked if there is availability.

Payment needs to be made online using a Scopay account. Information about this and how to set-up an account is available from the main office and we will be holding a number of sessions where we will be on hand to help you create your account.

Free Early Education for Two year olds (FEET) is an offer of up to 15 hours of free early education and childcare a week. You can get a FEET application form and find out more about FEET at www.surreycc.gov.uk/feet

All Children become eligible to receive 15 hours of free childcare per school week from the start of the school term following their third birthday.