

Registration Form – please also register & regularly update your child's registration details online via 'Nursery in a Box' online

All children who attend **Play Days ACADEMY** must be registered with us. Children will remain on the Premises, until collected by a named person.

Child's Name:		Expected Due Date	Actual Date of Birth:	START DATE:	Please choose a PASSWORD
Birth Certificate Number:				Gender: ☐ Male ☐ Female ☐ Rather not say	
Date of Issue:		Age:			
Child's Address:				Home 📠:	
Post Code:					
Sessions required for my child's start date (please tick as required)					
Days	Monday	Tuesday	Wednesday	Thursday	Friday
Early Bird session 7:15 – 7:45					
Full day session 7:45 – 17:45					
AM Session 7:45 – 12:45					
PM Session 12:45 – 17:45					
Term time sessions only ☐			I am claiming my child's funded sessions:		
All year-round sessions ☐			15 hours ☐ 30 hours ☐ Code:		
Parent/Carer Contact Details (for those with Parental Responsibility)					
Name:		Mobile 📞:		Work 📞:	
Relationship to Child:	Email ✉️:			Occupation:	
Address (if different to Child's) :				NI number:	
Name:		Mobile 📞:		Work 📞:	
Relationship to Child:	Email ✉️:			Occupation:	
Address (if different to Child's) :				NI number:	
Additional Contacts / Authorised Adults to collect my child: -					
CONTACT Name:		Work/Home:		Relationship to Child	
		Mobile:			
CONTACT Name:		Work/Home:		Relationship to Child	
		Mobile:			
Please name anyone who does NOT have legal access to, or is NOT allowed to collect your child and their relationship to the child. Name: Relationship to Child:					
Additional Information					
Child's Ethnicity		Religion		Languages Spoken at Home	

G.P Name/Surgery: Address: Telephone number ☎		
Medical Conditions	Allergies	Dietary Requirements
		☐ Vegetarian (☐ CAN eat FISH) ☐ No Fish ☐ No Pork ☐ No Dairy ☐ No Egg ☐ No Soya ☐ Other:
I consent to the following being applied/administered to my child in the event of an emergency. Please TICK ☒ ALL that apply		
☐ Pain/Fever reducer (eg: paracetamol suspension/ibuprofen), ☐ teething gel ☐ nappy cream ☐ Plasters (for cuts/grazes) ☐ administer prescribed medication ☐ Sun Cream (factor 30) ☐ Antihistamine Syrup for stings/bites (eg Piriton)	Parent to Supply (clearly named) if appropriate ☐ Sun cream ☐ Nappy Cream ☐ Teething Gel / powders	
Additional Information		
Please indicate if your child has any needs that may require additional or specialist support: - ☐ ADHD/ ADD ☐ ASD (e.g. Asperger's) ☐ Speech & Lang' ☐ Social/Emotional Needs ☐ Hearing Impaired ☐ Behavioural Needs ☐ Vision Impaired ☐ English as an additional Language ☐ Other:	Other professionals supporting your child or Family: ☐ Speech & Language Therapist ☐ Educational Psychologist ☐ Paediatrician ☐ Occupational Therapist ☐ Physio Therapist ☐ Dietician ☐ Social Worker ☐ Specialist Teacher ☐ Other:	
OPTIONAL CONSENTS (please tick all that apply)		
I CONSENT to my child being included/displayed in videos/photos for Play Days Academy Marketing/Publicity purposes as follows: ☐ Website ☐ Prospectus ☐ Leaflet ☐ Advertising ☐ Newspaper articles. ☐ Play Days Academy Facebook Page. Consent is not limited by duration I am happy for my child to interact with nursery pets ☐ Tortoise & to the best of my knowledge my child is not allergic ☐ yes ☐ no		
MANDATORY CONSENTS The following Mandatory Consents are a condition of joining Play Days Academy and by signing this Registration Form, you are consenting to the following: -		
I consent to my child going on short trips in the local surrounding areas ☐		
I consent to written observations of my child being undertaken to monitor their development, achievements and progress and stored on Tapestry online learning Journal I understand that photographs (or videos) that include my child may also be taken for the following purposes: - • To evidence their development, achievements and progress. ☐ • Included in other children's online learning journeys, if they are in a group photograph with other children. ☐ • Displayed within/around the setting. ☐		
I consent to my child using the internet (under supervision) ☐		
I confirm that I will keep my child at home : - • For 48 hours from the last episode of vomiting and/or diarrhoea. ☐ • For 24 hours after being prescribed antibiotics. ☐		
I confirm that it is my responsibility to supply Sun Cream & a Sun Hat for my child during sunny/hot weather. Wellington boots & appropriate waterproof outdoor wear. ☐		
When necessary (e.g.:pain relief for teething) I will supply my child with an appropriate pain reducer clearly labelled. ☐		
I consent to information (eg: development reports, 2-year health & education progress checks, outside agency reports) regarding my child, to be passed onto other relevant bodies (school, health visitor, etc.) - all information will be shared with the strictest confidence. ☐		
I consent to the Owner, Manager and/or SENDCo (Special Educational Needs & Disabilities Co-ordinator) to contact, discuss and share information about my child's development with outside agencies/professionals. This may be necessary to support his/her development during their time at the setting, and all information will be shared with the strictest confidence. ☐		

I confirm that I am using my child's full ☐ 15 hour 30 hours ☐ Fee Early Education Entitlement with Play Days Academy
I confirm that my child is up to date with their Vaccinations . ☐ yes ☐ No
I consent to emergency First Aid, advice or medical treatment being given to my child as necessary whilst my child is in your care. Please specify any treatments you do not consent to ie blood transfusion: ☐ Yes ☐ No
I confirm the contents of this Registration form are true and accurate I will update you of any changes as they occur.
I confirm that I will give at least 1 MONTH's written notice <u>to expire at the end of a calendar month</u> (full fees remain payable) to cancel or amend my child's place. Unpaid fees will be referred to our debt collection agency & legal action
I confirm that I am the legal guardian of this child. I confirm that by signing this Registration Form, I give my consent to the aforementioned and will also adhere to Play Days Academy Terms and Conditions set out in the Nursery Prospectus including our payment policy

Signed by Parent/Carer: _____ **PRINT NAME:** _____ **Date:** _____



Payment policy

At Play Days Academy we abide by the following statements in conjunction with the nursery fees.

- Fees are charged per day/week. Fees include a light snack in the morning, lunch, a light snack in the afternoon and small tea.
- There is a 10% discount on fees for a second child. Full fees will be charged for the second child when the first child leaves the Nursery.
- Fees are subject to review and may be increased at one month's notice this will be written notice, although it is hoped that there will only be one increase per year with effect from the 1st April.
- Fees are payable monthly/weekly, and are billed via the Parent admin account at the beginning of the preceding month. Payment should be made by BACS, cash or card payments that can be made within the setting.
- Children from 3 years old will be eligible for the Government FEEE funding either 15 hours or the extended 30 hours which will be deducted from your fees weekly/monthly.
- All bank holidays, Vacations and the weeks closure over the Christmas holiday period as stated in the Academy prospectus will be fully payable, our monthly amount is lower than most nurseries due to the payments being spread across 52 weeks instead of 51 weeks, which would result in the higher daily cost.
- If payment is not received then your child's nursery place will be suspended immediately until we receive payment. The place will be reserved for 2 weeks only. If payment is still not received or a payment plan is not arranged within the two weeks then the place will be offered out to others. If the payment plan is not adhered to then termination of the nursery place will be enforced and legal action will be taken. The nursery has a duty to inform inland revenue if a parent is in receipt of childcare tax credits and fails to make payment.
- A reduction of fees may occur due to uncontrollable closure of the setting. Due to the current Covid-19 pandemic and the changes in the government guidance this may happen with very little notice, but all fee's will be amended appropriately.