



REGISTRATION FORM

(please fill in all the details and in CAPITAL letters)

Childs Name:	
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Home Address:	
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Date of Birth:		Male/Female:	
Mother Tongue:		Nationality & Ethnic Group	
Please provide due date for unborn child:			
Birth Certificate Number: (please bring photocopy in)			

Parents and Guardians Full Name and Addresses

Mothers Name			
Home Address:			
Email Address:			
Home Tel No:		Mobile No:	

Work Tel No:		Work Email:	
Additional Information:			
Fathers Name			
Home Address:			
Email Address:			
Home Tel No:		Mobile No:	
Work Tel No:		Work Email:	

Name and Address of GP/Health Visitor

Doctors Name:		Health Visitor Name:	
Address:		Address:	
Email Address:		Email Address:	
Contact Number:		Contact Number:	
Any other Professional (eg Speech/Language Therapist)			

Please specify if the child has been vaccinated against the following:

Measles/Mumps/Rubella MMR	
Pneumococcal	
Whooping Cough	

Polio	
Tetanus	
(HIB) Meningitis	
Measles	
Chicken Pox	
Diphtheria	
Scarlet Fever	
Any other infectious illness (if yes, please state):	

Please give any other information relevant to your child's health or general well-being:

Medical Condition (if any)	
Please state severity of condition:	
In case of allergies what should the child NOT have contact with? Please be precise.	
In case of allergies what should the nursery be provided with, any medication/equipment for the condition?	
In the event of attention being required what action should be taken? (ie immediate medical assistance/hospital)	
If your child requires regular medication, please provide full details,	

including symptoms and dosage:	
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Dietary Requirements:

Please specify any food or drink that should NOT be provided as part of a snack or meal:	
Please give details of any food allergies:	
Please give details of any Cultural or Religious dietary requirements:	

Emergency Contact Information: *In the event of an emergency, and we are unable to contact the Parents /Guardians (on Page 1/2), who do you wish us to contact:*

CONTACT 1	
Title: Mr/Mrs/Miss/Ms/Other: Full Name	
Address:	
Daytime Telephone Number:	
Home Email:	
Daytime (work) Address:	
Email:	
Mobile Telephone No:	

Relationship to Child:	
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CONTACT 2	
Title: Mr/Mrs/Miss/Ms/Other: Full Name	
Address:	
Daytime Telephone Number:	
Home Email:	
Daytime (work) Address: Email:	
Mobile Telephone No:	
Relationship to Child:	



CHILDCARE AGREEMENT

The Owners and Management of Little Einsteins Nurseries believe in providing a safe and caring environment for children from birth to five years. We strive to provide an enriching learning experience in which the child in our care can feel secure and loved. We want our parents to leave their children in the knowledge that they are happy and being well looked after.

In order to do this, we believe that there needs to be a formal commitment between the Nursery and the Parents. This contract will outline the obligations and commitment, of both the Nursery and Parents.

This is a contract between the Owners and Management of Little Einsteins Nurseries (referred to as the 'Nursery') and the Parents or legal Guardian (referred to as the 'Parent') of a child (or children) that is enrolled in the Nursery.

A. The Nursery:

Will trade under Little Einsteins Nurseries, and is registered with the Care Commission as a Daycare Nursery and operates within their regulations, guidelines and rules. Their Inspectors regularly visit the Nursery and conduct Annual Inspection to ensure appropriate standards of care and education are being provided.

The Contract:

Deposits will normally be returned 4 weeks after final invoice has been paid. There will be 2 weeks fees as a deposit for every child attending the Nursery.

Notice Period: Due to the long term commitment we make when reserving a child's place, we must ask that you make a similar commitment to us. We therefore require a minimum of 4 weeks' notice, to reduce or cancel your child's normal booking. Increasing your booking is subject to availability. The minimum number of sessions that can be booked is three per week. Only under special circumstances can a child be enrolled requiring less than this number.

B. Nursery Rules:

Nursery Fees. Must be paid in full, monthly in advance on the first day of each month or the first day of attendance by Standing Order, Card Payment or Cash. Fees are payable 52 weeks of the year, including public holidays and sickness. Interest @ 8% per annum will be charged on invoices that are overdue for more than a month. £10 administrative charges will be levied for every reminder letter. You will have to bear all the legal expenses that arise due to late payment/overdue fees.

Discounts. We offer a 10% discount off fees (eldest child) for having 2 (or more) children attending the nursery.

Funding for Early Years Nursery Education. At those nurseries with Partnership Funding from the Council (currently Hillside Glasgow and Arbroath) we accept children who are entitled to funding, but we do not offer as such 'free places'.

C. General.

The Policy Statement Document of the Nursery forms part of the Contract. Parents will be given the opportunity at the time of enrolling their child to study our Policy Statement Document; it will also be available when the Nursery is open. Therefore it is accepted that the Policy Statement Document (and its amendments that may occur from time to time, which will be notified to all parents) has been read and understood by all parents.

The Nursery Prospectus. This prospectus forms part of the contract and supersedes all previous prospectus/contracts. All parents are given a copy of the nurseries prospectus before enrolling their child, further copies are always available. Therefore, it is accepted that the Nursery Prospectus (and its amendments that may occur from time to time, which will be notified to all parents) has been read and understood by all parents.

Newsletter. The nursery will produce a Newsletter on a regular basis. This will be used to keep parents informed of changes in staff, policies, procedures etc, informing them of events, themes, etc occurring at the nursery and general information regarding childcare matters. The nursery will keep parents informed of the activities of the nursery by as many means as possible.

Car Parking. Parents are reminded that it is a pre-condition of accepting their child's booking that they will not park their cars anywhere other than the designated areas for parking.

Change of Address. It is very important that parents inform the Nursery as soon as any change in the information they provided on the Registration Form occurs. This will include change of address or work details, telephone numbers (home, mobile or work), details of the alternative person(s) to be contacted, address and telephone numbers, if neither parent can be contacted or failure to collect, etc. This will allow our records to be kept up to date, so that if an emergency does occur, parents can be contacted immediately.

Infectious Disease Control. To help in the prevention of the spread of communicable infections we request parent(s):

- That the child will not be brought in if he/she has an infection.
- Should an infection develop while in the nursery, the parent may be required to take the child home during the day.

A list of recommended periods of exclusion from nursery is contained in our Policy Statement Document and displayed on the notice board.

Overdue Accounts. We reserve the right to refuse admittance to Children of overdue accounts.



Childs Name:	
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I/We **agree/disagree** to Little Einstein's taking photographs of our child at Play. I understand that these may be used for both parent information and commercial/advertising purposes (www.littleeinsteinsnurseries.co.uk), as well as displaying within the Nursery.

I/We **agree/disagree** to our child taking part in spontaneous outings which may be decided on a daily basis e.g. library, park etc and could possibly include travel by nursery vehicles or public transport.

If I/We cannot be contacted and in the event of an emergency I/We **agree/disagree** to Little Einsteins Nurseries to authorise any medical attention he/she requires.

I/We agree to pay fees in advance and also agree to pay over 52 weeks of the year including holidays and illness.

I/We had read, understood and agree upon the terms of registration mentioned in the prospectus, and believe that the information that we have provided is true and correct.

Signed (Parent/Guardian – 1):	
Date:	
Signed (Parent/Guardian -2):	
Date:	

Requested Nursery:	Arbroath Dundee Hillside Glasgow Kirkcaldy Nithsdale Glasgow Perth
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Requested date of Admission to Nursery:	
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Place required – Please indicate sessions required:

Full Time <input type="checkbox"/>					
Part Time <input type="checkbox"/> (please indicate sessions with a x)					
Flexible <input type="checkbox"/> (Perth Only)					
After School Club <input type="checkbox"/> (Arbroath, Dundee, Kirkcaldy, Perth Only)					
Breakfast Club <input type="checkbox"/> (Arbroath, Kirkcaldy, Perth only)					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Method of Payment (all fees to be in advance)

Fees are payable in ADVANCE by standing order on a monthly basis. Please write your child's name in the reference column.

If paying fees by cheque - please ensure your child's name and the period you are paying for is mentioned on the reverse of the cheque as reference. Cheques made payable to

Bank Transfer, please speak to Manager for details.

Card payment by phone 0141 4235842 (1000-1600 Mon to Fri).

Cash to the Manager at the Nursery.



FOR NURSERY USE ONLY

Children File Checklist

Child's Name:

Parent Name:

D.O.B:

Start Date:

Leaving Date:

	TICK IF ON FILE	DATE	INITIAL
Children check list			
Initial visit			
Children's registration form completed			
Deposit paid (cash, cheque, card)			
Settling in period from to			
Met key worker			
Filled in all about me booklet/photograph			
Provide nappies			
Spare clothes			
Outdoor shoes			
Any medical issues			
Any allergies			