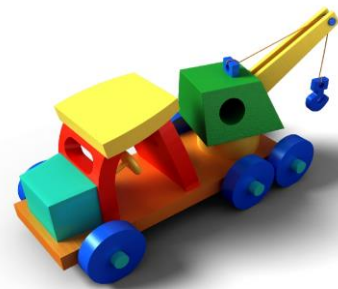
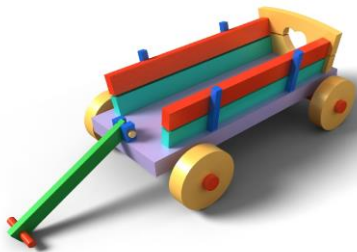




Registration Pack

For our Outstanding Nursery
As awarded by Ofsted in 2011



Kidstreet Nursery, Unit E, 29-38 Jenkins Dale, Chatham, Kent ME4 5RD

Tel 01634 848222

www.kidstreetnursery.co.uk

Kidstreet Ltd. Trading as Kidstreet Nursery. Registered in England No. 3527123

Registration Form

Child's name (incl. any middle names)						Birth Certificate Seen Staff Initial
Date of birth		Baby	Twe	Pen	P/sc	
Home address						
Home Telephone						
Email Address for invoicing						
Parent/Guardian name (1)						
Relationship						
Parent/Guardian (1) work address						
Work Telephone						
Mobile						
National Ins No:						
Parent/Guardian Name (2)						
Relationship						
Parent/Guardian (2) Work Address						
Telephone						
Mobile						
Days attending	M	T	W	T	F	
am						
pm						
Start Date						
Date of deposit						

Questions About Your Child

Your child's Doctor is	
Address	
Telephone	
Are there any siblings at home?	
What first language is used within the home?	
Do you as a family speak any additional languages?	
Does your child have an allergic reaction to any food/drink (please state)	
Does your child have any Special Educational Needs	
If your child does have Special Educational Needs what are they?	
Give details of any Special Educational Needs referrals for your child?	
What Religion is your child?	
On religious or personal grounds are there any foods your child must not eat or activities they must not participate in.	
Is your child up to date with his/her inoculations	
Does your child have any medical condition, if so what?	
Has your child ever been admitted to hospital, if so for what?	
Is your child allergic to anything other than the food/drink specified above?	
Please state any long term medication your child is currently taking. Please provide written authority for us to administer this medicine	
Please state who has legal contact with the child?	
Who has parental responsibility for the child?	

Hours

Our official opening hours are from 7.30am to 6.30pm Monday to Friday excluding Bank Holidays, Christmas Eve and flexibility at Christmas.

We offer full day care 7.30am-6.30pm and half-day sessions, which are 7.30-1pm or 1pm-6.30pm

Please ensure your child is collected by 6.30pm at the very latest.
See terms and conditions about late collection fee.

What We Are Going To Provide

Full day care

Breakfast, morning snack, hot freshly cooked lunch, afternoon snack and tea drinks through out the day

A.m. session: breakfast, morning snack & lunch.

P.m. session: afternoon snack & tea

What You Need to Provide

All clothes/shoes must be labelled.

A complete spare set of labelled clothing in a suitable and durable bag.

Clothing suitable for 'messy play'.

If your child is potty training please provide ample spare sets of underwear and trousers /skirts.

Any comforters

Nappies and wipes

Hats, gloves, coats, sun hats and sun cream

Slippers/soft shoes for use around the Nursery

Wellies

Photos of family members

Terms & Conditions

1. A £100.00 deposit is required when completing the registration form. This is refundable at the end of the child's stay within the Nursery, subject to receiving 1 months' written notice from yourself. On or before the first day of attendance you must bring with you funds to cover your child's nursery care up until the end of the current month.
2. Cancellation of registration within 4 weeks of the start date, or once taster sessions begin, renders the deposit non refundable. 30 days written notice is required when you wish to remove your child from nursery, if this is not adhered to fees are still liable to be paid by the parents within this period. If a child does not attend nursery for more than 30 days and we have not received notice, fees are still liable and a place can no longer be reserved. In this instance parents will have to re-book where space is available. We also may inform HMRC of parents leaving and will take any necessary legal action to recoup any fees owed to us. This may impact on your credit status.
3. All fees are to be paid by Standing Order and are to be paid monthly in advance. Parents will receive an invoice at the beginning of each month for the forthcoming months' fees.
4. A charge of £25 per week (or part thereof) will be levied if payment of monthly fees is not made to Kidstreet Nursery by the 8th of any month. We will exercise our right to charge interest on any outstanding fees and/or refuse your children into the Nursery until all outstanding fees have been paid. Should you have concerns over the payment of fees please do discuss this with any of the Kidstreet Management Team. Failure to pay your Nursery fees will result in court action that 'may affect your credit' in the future.
5. A charge of £10 will be levied on any cheque not honoured upon presentation at the Bank.
6. Every effort must be made to collect your child by 6.30pm (1pm for $\frac{1}{2}$ day morning session) at the latest, or arrangements to have your child collected ON TIME. A late fee of £1 will be charged for every minute of being late to collect your child/ren, payable at the time of collection. This should be paid directly to the staff who were on duty at the time.
7. The invoices are worked out at the daily rate and multiplied over 51 weeks of the year and then divided by the 12 months. The amount due will be the same every month. THERE IS NO DISCOUNT IF YOUR CHILD IS ON HOLIDAY OR SICK. E.g. £43.00 x 1 day per week x 51 weeks divided 12 months = £182.75. If the nursery is closed due to inclement weather a full refund will be credited. If the nursery part opens for the day and then closes due to inclement weather no refund will be given as this will be for safety reasons.
8. We hope you can understand why we charge you if your child is sick or on holiday. As you can appreciate once your child joins the Nursery his/her place is totally secure, providing the fees are paid promptly, and the place will not be given to another child. Kidstreet also staff the Nursery

accordingly and maintains the ratio criteria laid down by OFSTED. Swapping days on an ad-hoc basis is not permissible and treated as an additional chargeable day.

Therefore, regrettably we are unable to offer your child a discount in fees if you take holiday or they are off sick. This is a standard procedure within nurseries.

9. Every March we will review our pricing structure and with effect from April 1 will increase our prices in line with increases in staff costs, supplier costs, rent and rates etc.
10. We will advise the Child Tax Credit Agency (HMRC) of any child who leaves our nursery for which fees are left outstanding. A administration charge of £5 will apply for any reports/letters required by HMRC
11. IT IS VITAL & THE SOLE RESPONSIBILITY OF THE PARENT / GUARDIAN TO INFORM KIDSTREET NURSERY OF ANY CHANGES TO THE INFORMATION GIVEN WITHIN THIS PACK. THIS IS ESPECIALLY IMPORTANT WITH TELEPHONE NUMBERS.
12. If your child is unwell whilst at Nursery, we will ring you immediately and a decision can be made between yourself and the Key Worker or Room Leader as to the best solution, that takes into account the health and safety of your child and the children and staff at the Nursery.
13. If your child becomes unwell and was due to attend Nursery, parents are asked to inform the Nursery Manager immediately. The Nursery Manager will then decide whether to inform other parents of a potential health issue that may arise from the sickness.
14. If your child is taking prescribed medicine, they may attend Nursery subject to the exclusion check attached to this registration pack. We will administer non-prescribed medicines, but any medicines that have no instruction will not be given. We will not be responsible for administering vitamins or herbal remedies to your child. For any prescribed medicines that need to be given to your child a medicine sheet must be signed DAILY obtained from the staff member in the room your child will be attending. This is done daily as the dosage may change.
15. Kidstreet cannot be held liable or responsible for any car left / parked in the car park. They are parked / left at the owner's risk.
16. Digital CCTV has been installed for your child and the staff's safety. This will be solely for the purpose of protection and staff training and will not be used for any other purpose (please see CCTV policy).
17. All policies must be read by the parents/guardians of the child and signing below is acceptance of these Terms & Conditions and our policies. Our policies are located in the reception area.

BOTH PARENTS/GUARDIANS TO SIGN BELOW

Signed.....Name.....Date.....

Signed.....Name.....Date.....

Consent Signatures

I have read, understood and agree to the above registration notes and policies

Signed.....Name.....Date.....

I consent to my child being taken to hospital by a member of Kidstreet Nursery staff in the event of it being required

Signed.....Name.....Date.....

I consent to Calpol being administered to my child in an emergency if the parent or emergency contact cannot be reached

Signed.....Name.....Date.....

I consent to the fact that there is digital CCTV installed throughout the building for the sole purpose of the protection of my child and the Nursery staff

Signed.....Name.....Date.....

I consent to my child being examined by a member of staff in the event of an accident

Signed.....Name.....Date.....

I consent for Kidstreet staff to take photographs of my child/children and for them to be displayed within the nursery.

Signed.....Name.....Date.....

I consent for Kidstreet staff to take my child off the premises to be involved in walks and outings.

Staff will always notify you a week before a big outing is going to take place.

Signed.....Name.....Date.....

I consent for Kidstreet staff to apply sun lotion to my child using a 50+ UVA hypoallergenic leading brand or alternatively supply my own.

Signed.....Name.....Date.....

Individual Security Password

Emergency Contact 1 Name.....
(Not parent)

Telephone.....

Relationship to child.....

Emergency Contact 2 Name.....
(Not parent)

Telephone.....

Relationship to child.....

Emergency Contact 3 Name.....
(Not parent)

Telephone.....

Relationship to child.....

How did you hear of our Nursery?

If you recommend another parent to the Nursery whose child subsequently starts with us, you are entitled to £50 as a recommendation fee once the referral has paid for two months nursery fees!

**WHEN BRINGING IN YOUR REGISTRATION FORM WOULD
PLEASE INCLUDE YOUR CHILDS BIRTH CERTIFICATE FOR US
TO VIEW & ACKNOWLEDGE THAT WE HAVE SEEN IT – THANK
YOU**

Medway Council Early Years Services – Information required

**PLEASE CIRCLE THE APPROPRIATE ETHNICITY CODE THAT BEST SUITS
YOUR CHILD**

Ethnicity 1	Ethnicity 2	Ethnicity Code
ASIAN OR ASIAN BRITISH	BANGLADESHI	ABAN
	INDIAN	AIND
	ANY OTHER ASIAN BACKGROUND	AOTH
	PAKISTANI	APKN
BLACK OR BLACK BRITISH	AFRICAN BACKGROUND	BAFR
	BLACK CARIBBEAN BACKGROUND	BCRB
	ANY OTHER BLACK BACKGROUND	BOTH
CHINESE	CHINESE	CHNE
MIXED DUAL BACKGROUND	ASIAN AND ANY OTHER ETHNIC BACKGROUND	MAOE
	BLACK AND ANY OTHER ETHNIC BACKGROUND	MBOE
	CHINESE AND ANY OTHER ETHNIC BACKGROUND	MCOE
	OTHER MIXED BACKGROUND	MOTM
	WHITE AND INDIAN	MWAI
	WHITE AND ANY OTHER ASIAN BACKGROUND	MWAO
	WHITE AND PAKISTANI	MWAP
	WHITE AND BLACK AFRICAN	MWBA
	WHITE AND BLACK CARIBBEAN	MWBC
WHITE AND ANY OTHER ETHNIC BACKGROUND	MWOE	
INFORMATION NOT YET OBTAINED		NOBT
ANY OTHER ETHNIC GROUP	AFGHAN	OAFG
	ARAB other	OARA
	EGYPTIAN	OEGY
	IRANIAN	OIRN
	IRAQI	OIRQ
	KURDISH	OKRD
	LATIN/SOUTH/CENTRAL AMERICAN	OLAM
	LEBANESE	OLEB
	LIBYAN	OLIB
	ANY OTHER ETHNIC GROUP	OPEG
	YEMENI	OYEM
	REFUSED	
WHITE	EASTERN EUROPEAN	WEEU
	ENGLISH	WENG
	IRISH	WIRI
	TRAVELLER OF IRISH HERITAGE	WIRT
	OTHER	WOTH
	OTHER WHITE BRITISH	WOWB
	GYPSY/ROMA	WROM
	SCOTTISH	WSCO
	WELSH	WWEL
WESTERN EUROPEAN	WWEU	