



Registration

Management use only
 £15 registration fee paid Yes /No
 Allergies/dietary/medical - Yes/No

 Consents given Yes /No

 Passport or birth certificate seen Yes/ NO

Parents/carers to complete all questions in full and sign

CHILDS INFORMATION

First Name		
Surname		
Date of Birth:		Sex (Male/Female):
Address:		
Family Religion:		
Language spoken at home		Ethnic Origin:
Place of Birth:		Nationality:

PARENT(S)/GUARDIAN(S) INFORMATION

1st Contact Name:		
Date of birth:		
National Insurance number:		
Relationship to pupil:		Parental Responsibility Yes
Address:		
Contact number		
Email address		
Place of work:		
Work telephone Number:		
2nd Contact Name:		
Relationship to pupil:		Parental Responsibility Y/N
Address:		
contact telephone number:		
Place of work:		
Work telephone number:		

OTHER CONTACT (People to contact if parents/guardians are unavailable in cases of illness/accidents)

Emergency Contact Name:		Permission to hold their details (tick)
Relationship to pupil:		
Contact Number		
Password for collection		

	Breakfast club 8am - 9am	Morning Session 9am - 12pm	Lunch session. 12pm - 1pm	Afternoon session 12pm- 3pm	Late session 3pm - 6pm <small>Only to be used as part of the full day care</small>
Monday					
Tuesday					
Wednesday			N/A	N/A	N/A
Thursday					
Friday					
Start Date	Passport number:				

Consent Form

Medical Consent

As parents/guardians we authorise Bright Little Minds first aid qualified staff to administer a plaster, first aid or to arrange, if necessary, for emergency admission to hospital should the parents or other parent representative be unavailable at the time. Taxi fees where applicable are to be refunded by the parent or parent representative. Yes No

Signed:..... Date:..... Name in full:.....

Sun cream consent

As a parent/guardian we authorise Bright little Minds staff to apply sun cream to my child as a top up during the session. I agree to apply sunscreen before they attend preschool when needed Yes No

Signed Date.....Name in Full

E-mail Consent

We consent to you using our e-mail address to send relevant information and invoices.

Signed:..... Date:..... Name in full:.....

Outings Consent

As parents/guardians we authorise Bright little Minds to take our child on risk assessed, appropriately staffed outings. Yes No

Signed:..... Date:..... Name in full:.....

Photographs and Video

As parents/guardians we authorise photographs or video to be taken in connection with Bright Little Minds childcare, outings, concerts or Facebook. Yes No

Signed:..... Date:..... Name in full:.....

On-Line Learning Journal User Agreement

- I agree to Bright Little Minds Childcare using Tapestry to create an online learning journey for my child and to pay the registration fee of £15
- I agree to uphold the pre-schools request not to share or upload any photographs showing other children.
- I agree to my child appearing in group photographs that may be included in other children's Learning Journeys

- I agree to keep my log in details secure.
- I agree to my child's key person working on their Learning Journey at home and in line with the Staff policy and user agreement.

Signed:..... Date:..... Name in full:.....

Sharing Information

As parents/guardians we give permission for Bright little Minds Childcare to share information on a need to know basis with other professionals regarding my child's welfare, learning and development.

Fees and Holidays

Registration, Fees, and Holidays

A fee of £15 is payable upon Registration, N/A to funded only unless you want to sign up to tapestry learning journal .

Consumables fee of 30p per 3-hour session

There is a consumable fee of 30p per session to support the setting to buy our daily snack, and additional resources not covered by the funding fees

Minimum sessions and late fees

The minimum time a child can be booked into Bright little Minds is two sessions. All fees are payable in advance of care, upon issuing an invoice. You are required to pay this within the first 5 working days of invoicing. Late fees of £5 per day will occur if this is not adhered to. There is also a Late collection fee of £5 for first 15 minutes and £1 per minute thereafter.

Increase fees.

Bright little Minds reserves the right to increase fees as and when necessary but will make every effort to give at least 4 weeks' notice.

Notice period

4 weeks' notice, in writing is required for the removal of a child from Bright little Minds; otherwise, parents are liable for a month's fees in lieu of notice. If a child is transferring from another pre-school or nursery, then we can accept them after their notice period given to previous pre-school or nursery or agreement from previous setting.

Absence and holidays

Parents are required to pay in full for any absences during term time including children's annual holidays,

As parents /guardians we acknowledge we have read and accept the terms and conditions regarding Registration, Fees, and Holidays.

Signed:..... Date..... Name in full:.....

Medical Form

Parents/carers to complete all questions in full and sign

Doctor Surgery Address:

Surgery Telephone Number:

Please list any special dietary requirements:

Please list any allergies your child may suffer from.

Does your child have any medical conditions that you believe Bright little Minds Childcare should be aware of, or that could affect your child's time with us?

Additional Information

Are there any professional's involved in your child's development/welfare?

Is there any additional information you wish to share with us concerning your child?

Signed:..... Date:..... Name in full:.....