

Please let us know if you need any support with filling this form out.



## The Rainbow Nursery

### Registration form

The Rainbow Nursery,  
The Scout Hut  
Hollybush Lane,  
Burghfield Common,  
Reading RG7 3FL

Tel: 07984 685504

The Rainbow Nursery was established in 1993. Our nursery is located in the village of Burghfield Common. Caring for children aged 2 – 5 years.

It is Important that we have up-to- date information about your child including their medical/health needs, dietary needs, parents/carer contact information as well as addition emergency contacts. Please notify us immediately about any changes to this information.

### Child's information

**CONFIDENTIAL**

Application Date: \_\_\_\_\_

Child's Full Name: \_\_\_\_\_ Known Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Religion: \_\_\_\_\_

Language(s) spoken at home: \_\_\_\_\_

### Parent/Carer 1

Relationship to child: \_\_\_\_\_

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Does this child live with you? Y  N

Address (If different from Childs) \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone number: \_\_\_\_\_ Alternative number: \_\_\_\_\_

Email Address: \_\_\_\_\_ This will be used for newsletter and invoicing.

National Insurance

Number: \_\_\_\_\_ This will be used for funding (15/30 hours)

Signature of Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Does this child live with you? Y  N

Address (If different from Childs) \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone number: \_\_\_\_\_ Alternative number: \_\_\_\_\_

Email Address: \_\_\_\_\_

National Insurance

Number: \_\_\_\_\_

Signature of Parent/Carer:

Date:

Emergency contacts

To ensure children’s safety and in accordance to the Early Years Foundation Stage Statutory Framework we will only release a child to those who is listed on this form, unless we have been notified in advance.

If staff are unable to contact parents/carers in an emergency, we will try and make contact with the named Emergency Contacts detailed below:

**Contact 1**

Name:

Contact No.

Relationship to child:

**Contact 2**

Name:

Contact No.

Relationship to child:

Password: \_\_\_\_\_

Needed for an alternative authorised person to collect your child

Signature of Parent/Carer:

Date:

Does your child have any allergies / special dietary requirements? YES / NO

If yes, please give details:

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Does your child require any regular medication? YES/NO

If yes, please give details:

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Does your child have any special education needs or disabilities (SEND)? YES/NO

If yes, please give details:

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Doctors Surgery & Address:

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Phone number: \_\_\_\_\_

Are there any other external agencies/Health professionals involved with your child/family?  
Please provide names and contact details.

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Has an Early Help Assessment (EHA) been offered/in place/declined? \_\_\_\_\_

Signature of Parent/Carer:

Date:

## Permissions

Do you give consent for your child to receive medical treatment (icepack, plasters) YES/NO

Do you give consent for relevant information regarding your child to be shared with other professions when needed?

(Medical professions, health visitor, speech and language ect.) YES/NO

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Do you give consent for your child to attending external outings within the local area?

(Library, our allotment, local shops, woodland area) YES/NO

A full risk assessment will be carried out in advance, Children will be supervised by members of the team and child: staff ratio will be lowered to ensure a high level of supervisions in place.

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During the warmer months we ask that you apply sun cream to your child prior to them arriving at nursery.

Do you give consent for sun cream to be re-applied if needed YES/NO  
(if a child is staying till 1:30/3pm)

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Do you give consent for sudocream/nappy creams to be applied if required? YES/NO

We do ask if you can provide creams in your Childs changing bag but on the occasion if there isn't any or it has ran out we have sudocream available.

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### **Photographs**

I give permission for my child to be photographed by The Rainbow Nursery, for the following reasons  
(Please tick all that apply)

- For display boards within the Nursery (No child identified by name)
- For our monthly newsletter (No child identified by name)
- For The Rainbow Nursery website (No child identified by name)
- For your Childs learning journey (Tapestry)
- For The Rainbow Nursery Facebook page (No child identified by name)
- For other Media (village notice board, local press, schools) (No child identified by name)

These consents will be valid for the duration of your child's time with us. Consent can be withdrawn or amended at any time in writing.

Signature of Parent/Carer:

Date:

Childs Name:

Over time Tapestry will build up a record of your child's experiences during their time with us at Rainbow Nursery. Having the Learning Journey online provides excellent opportunity for us to share information about your own child's learning and achievements with you, and for you to share their achievements and interests at home with us!

We will get to know each child really well because the more we understand about their interests and skills, the better we are able to support their learning and development.

Your child's learning journey records photos, observations, reports and communication between parents and practitioners.

Each Tapestry account has its own secure database and it is developed using hack-resistant techniques. It is a safe and secure on-line tool, which many nurseries and schools use. Each parent only has access to their own child's Learning Journey.

We will observe children on their own playing as well as in groups. On tapestry there will be photos of group activities which will include other children's faces

You can access tapestry by downloading the Tapestry app on your mobile or through your emails.

We hope that you and your child will enjoy sharing with us the many precious moments in their learning that happens at home and at The Rainbow Nursery.

If you have any questions regarding the above or regarding your child's learning, please speak to either your child's keyworker or the Nursery deputy manager/manager.

### **Agreement**

- I understand that The Rainbow Nursery will collect observations about my child and use them to help plan for their learning and development.
- I understand that our child's photograph may appear on other children's learning journeys
- I give permission for The Rainbow Nursery to create an online Tapestry learning journey for my child.

The Email address/addresses I would like linked to my child's Tapestry account is:

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Childs Name:

Childs DOB:

Parent/carers Name:

Signature of Parent/Carer:

Date:

Relationship to Child:

## Attendance and fees

Preferred

Start Date: \_\_\_\_\_

Preferred  
Days &  
Times:

(Please tick  
which times  
and days you  
would like)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:55am – 12:00pm					
8:55am – 1:30pm					
8:55am – 2:55pm					

Total hours: \_\_\_\_\_ Total Days: \_\_\_\_\_

Comments: \_\_\_\_\_

Please note there will be a one-off **registration fee of £30** to secure your place.

Payment can be cash or bank transfer.

We accept 15/30 hour funding, tax free childcare and childcare vouchers. More information on gov.co.uk website or ask a member of staff and we can discuss these with you.

It is £6.95 an hour if paying privately.

There may be optional additional costs for some outsourced activities.

**We invoice termly.**

We require half a term's notice, in writing, for any permanent reduction or changes to the sessions your child attends, including if they are leaving. This is to make sure staff ratios are managed to maintain the safeguarding of the children.

Signature of Parent/Carer:

Date:

## Arrival & Collection

### Arrivals

Doors open at 8:55am, please be prompt so all the children can start their nursery day. Please place your child's bag and lunch box into the correct labelled bucket (12pm, 1:30pm, 2:55pm) of the time the child is staying until.

Making sure you line up at the door with your child waiting for a member of the team to open the door.

Once the child is inside the nursery the daily register will be taken.

### Collection

**It is very important that you collect your child on time and notify us in advance of any changes to collection arrangements.**

Once the child has been collected we will mark and date the register to show the child has left the premises and time recorded.

### Alternative arrangements

Anyone collecting the child must know the password provided to us and provide suitable identification on request. If the child is to be collected by someone other than the parent/carer, we must be notified in advance. In the event of someone arriving to collect the child who is not parent/carer or the emergency contacts and have not been notified/introduced to us in advance, the child will not be released until parent permission has been received.

It is important that at all times one of the parents/carers or emergency contacts is able to collect within one hour of a phone call.

Please let us know if you will be late collecting your child on arrival or as soon as you are aware of a delay. Staff can be contactable on: **07984 685504** and **07376 312287**

### Late collection

**In the event of a child not being collected by 2:55pm from The Rainbow Nursery, the following steps will be taken:**

1. We will contact parent/carer 1 and 2.
2. If no reply by 3pm, the emergency contact number will be used.
3. We will not allow a child to leave with any other adult unless the parent/carer gives permission to us directly.
4. Late collection will be monitored and discussed with parent/carer if repeated.
5. If parent/carer is late in collecting their child with no prior arrangement or warning or is persistently late, they will be liable to pay a cost: **£5 for each 5minutes thereafter.**

**If the child is not collected by 3:05pm from The Rainbow Nursery, there has been no communication from the parent/carer or emergency contacts, we have taken every reasonable action to make contact, the following procedure will be followed:**

- Social services will be contacted who will decide on further action to be taken.

Signature of Parent/Carer:

Date:



## For Rainbow Administration Only

**Child's Name:** \_\_\_\_\_

Confirmed

start date: \_\_\_\_\_

Pupil Premium form: \_\_\_\_\_

All about me given: \_\_\_\_\_

Birth certificate

seen: \_\_\_\_\_ By: \_\_\_\_\_ Date seen: \_\_\_\_\_

Funding paperwork given /completed: \_\_\_\_\_

Code: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
8:55am – 12:00pm					
8:55am- 1:30pm					
8:55am – 2:55pm					

Home Visit: (if required) \_\_\_\_\_

1 hour settling in session date: \_\_\_\_\_

2 hour settling in session date: \_\_\_\_\_

Notes: