

Registration Form



Principal Mrs. Beverley Cooper
Manager Dr. Victoria Horsnall
Toddlers-In Nursery School Ltd
St. Michaels Memorial Hall
Branch Road
St. Albans
Hertfordshire
AL3 4SS
Tel: 01727 851267
www.toddlers-in-nursery.co.uk



The purpose of this school is to provide nursery education for children aged two years to compulsory school age. The school will be open during term time on weekdays. Sessions are as follows:

- Morning session 9.15am until 12.15pm for children aged 2 years to 5 years.
- Lunch Club session from 12.15pm until 1.15pm for children aged 2 years to 5 years.
- Full day session from 9.15am until 3.00pm for children aged 2 years to 5 years.
- Afternoon session from 12.00pm until 3.00pm for children aged 2 years to 5 years.
- Afternoon session from 1.00pm until 3.00pm for children aged 2 years to approx. 3 years.

Milk, fruit and a bread based snack will be provided at all sessions. Fees are £8.00 per hour for children aged three and above and £10.00 per hour for children two years of age. The Nursery Education Grant from H.C.C is available for all three and four year olds which entitles them to 15 hours free nursery per week, beginning the term after they are three. As this funding does not meet our fees it will severely compromise our income, therefore we will be asking for a voluntary contribution for such things as snacks (£1 or £2 per week), outings, entertainers, bouncy castles etc (£1 or £2). No child will be excluded from any activity if a parent cannot contribute. If you choose to attend more than 15 hours per week all extra hours will be charged at £8.00 per hour. We also offer the fifteen hours two year old funding and the extended 30 hours funding.

A registration fee of £30.00 is payable (see HCC funding overleaf) when your child's name is placed on the waiting list, (this includes a free sweatshirt when starting nursery). This is non-refundable. Fees are paid termly, during the first week of term, (this can be split into two parts if you so choose). Cheques are payable to Toddlers-In Nursery School Ltd. There will be no refunds as your child's place is held open during illness and holidays etc. and our overheads are fixed. This also covers forced closure due to unforeseen circumstances, for example heavy snowfall etc. A 10% reduction is given to a second twin attending at the same time, (for non-funded children).

Usually, but not always, the first morning of each new term will be a training/inset morning for all staff only. Confirmation of exact term dates will be given well in advance. At least one half term's notice must be given, in writing, when your child is to leave us, otherwise full fees will be payable. All written communication should be sent to the above address. Registration forms may be handed in or posted, in which case written confirmation of receipt will be sent. We will contact you about a half term before your child is due to start nursery. At this time, you will be asked to complete a letter of confirmation and return this with a deposit of £50 (see HCC funding overleaf). This deposit is fully redeemable against your first fees. If at a later date you choose to postpone your start date, the deposit will be carried over to use at such time. If for any reason you choose not to take up your place, the deposit is non-refundable, as people on the waiting list will have been informed that there are no vacancies and your place may remain empty until a later date.

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If you have any queries or wish your child to start later or earlier than requested, do not hesitate to contact us and we will do our best to help. For more information about the school please read the Toddlers-In Booklet or check out the website.

During your time with us a Nursery Learning Record will be kept, to forward onto your child's primary school. If any concerns are raised regarding your child, notes may be recorded for reference. All information is strictly confidential and is available for you to see at any time.

HCC Funding

If you join nursery after the term in which your child has had his/her third birthday, therefore eligible for your free place immediately, the registration fee and deposit will be waived as required by the HCC Code of Conduct.

When signing this form, you acknowledge that you have read and understood the above terms and conditions.

SIGNATURE OF PARENT/GUARDIAN.....

Please also print your name.....Date.....



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TODDLERS-IN NURSERY SCHOOL LTD.

Office use only.
£30 Registration
Paid.....

REGISTRATION FORM

CHILD'S NAME.....M/F D.O.B:.....

NHS NUMBER.....

MOTHER'S NAME..... FATHER'S NAME.....

MOTHER'S ADDRESS FATHER'S ADDRESS (if different from Mother's)

.....

.....

.....

POSTCODE..... POSTCODE.....

TEL. NO..... TEL.NO.....

MOBILE NO..... MOBILE NO.....

MOTHER'S OCCUPATION FATHER'S OCCUPATION

.....

E-MAIL ADDRESS OF MAIN CARER

Please tell us if it is other than both mother and father having Parental Responsibility.....

Who does the child live with?.....

NAME, ADDRESS & TELEPHONE NO. OF OTHER PERSON RESPONSIBLE, i.e. Childminder

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EMERGENCY TELEPHONE NUMBER

(to be filled in at the time of starting nursery).....

NAME AND ADDRESS OF FAMILY DOCTOR.....

.....

Are your child's immunizations up to date? YES / NO.....

Please give us any information which might help us understand your child better e.g. brothers and sisters?

Please tell us about any dietary needs or health issues that apply to your child. Does your child suffer from any allergies? Is your child involved with any other agencies, e.g. Speech Therapy, Pediatrician, Social Worker etc.

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RELIGION.....ETHNIC ORIGIN..... FIRST LANGUAGE.....

Registration Form

Please tick the sessions that you require. These can be changed nearer the time to your child actually starting nursery.

Please indicate which term you may wish your child to start. This can also be changed at a later date if you are unsure. JANUARY 20...../ SEPTEMBER 20...../OTHER

	MORNINGS 2-5YRS	LUNCH CLUB 2-5YRS	FULL DAY 2-5YRS	AFTERNOONS 2-5YRS (3 hours)	AFTERNOONS 2-3YRS (2 hours)
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

All information on this form is confidential.

When my child is attending nursery; I do not/ do give the staff my permission to take her/him out of school to collect leaves or go to the shop etc. We will occasionally take photographs of the children in nursery for our use only, usually for displays for you to see. Please let us know if this could be a problem. If my child should need emergency medical treatment, by a doctor or in hospital, I do/do not give my permission to the nursery school to authorise such treatment. I do/do not give the nursery permission to give first aid treatment.

SIGNATURE OF PARENT/GUARDIAN.....

Please also print your nameDATE.....

Please remember to send your £30 registration fee with this form (See HCC funding overleaf)

Parents paying the registration fee will receive a free sweatshirt for their child when starting nursery.