



Crèche Registration Form

PLEASE USE BLOCK CAPITALS THROUGHOUT AND TICK AS APPROPRIATE

YOUR CHILDS DETAILS

Forename Surname
Known As DOB Male Female
Religion..... Ethnicity
First Language Other Language spoken

INDIVIDUAL REQUIREMENTS AND DETAILS

Does your child have any allergies or special dietary requirement? Yes No (if yes please give details below)
.....
.....
Are There Any Foods You Do Not Want Your Child To Have? Yes No (if yes please give details below)
.....
.....
Has Your Child Any Cultural Or Religious Requirements? Yes No (if yes please give details below)
.....
.....
Any Other Details That May Be Useful? Yes No (if yes please give details below)
.....
.....

DETAILS OF PARENT OR CARER 1

Title: Mr / Mrs / Miss / Ms / Other DOB Relationship to child
Forename(s) Surname
House No./Road Town Post Code
Tel (Home) Email Address Tel (Mobile)
Able to collect your child? Yes No

DETAILS OF PARENT OR CARER 2

Title: Mr / Mrs / Miss / Ms / Other DOB Relationship to child
Forename(s) Surname
House No./Road Town Post Code
Tel (Home) Email Address Tel (Mobile)
Able to collect your child? Yes No

Is your childs/rens address the same as above Yes No (if no please enter your childs/rens address below)
House No./Road..... TownPost Code

Do any other individuals have legal contact arrangements with the child? Yes No (if yes please provide details below)

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DETAILS OF EMERGENCY CONTACT - OTHER THAN PARENT(S)/CARER

Title: Mr / Mrs / Miss / Ms / Other DOB Relationship to child

Forename(s) Surname

House No./Road Town Post Code

Tel (Home) Email Address Tel (Mobile)

Able to collect your child? Yes No Password to collect Only in emergency? Yes No

As security is of the utmost importance we request that you inform the nursery of any delay or changes to collection arrangements. The person collecting your child should be known to the nursery and be aware of your chosen password.

I/we understand that registration forms will be dealt with in the order they are received and places are subject to availability. I/we understand that I must book sessions at least 1 week in advance and payment is to be made on booking.

I/We understand that at least 48 hours notice needs to be given to cancel my child's place, and if I/we fail to give correct notice, Little Oaks Moberley have the right to retain payment for the cancelled session.

I hereby request Day Care For my child at Little Oaks Moberley and agree to abide by the current terms and conditions as displayed on the premises (a copy of which is available on request).

Name of person signing

Signed Date / /

Ref No.

Crèche Facility Terms & Conditions

Little Oaks Mobberley
Warford Park . Faulkners Lane .
Mobberley . Cheshire . WA16 7RN
E: info@littleoaksmobberley.co.uk
T:0750 225 4853



1 . BOOKING

- 1.1 Places will be available to all members. Adults must be available on the premises of Cheshire Health Club at all times, whilst your child is in the crèche facility.
- 1.2 Crèche places should be booked 7 days in advance and will be taken on a first come first served basis.

2 TIMES

- 2.1 The crèche will run daily between 09.00- 11.00 am Monday to Friday.
- 2.2 The arrival time of 9am and collection time of 11am must be adhered to.

3. FEES

- 3.1 Fees are £10 for up to a two hours session, the payment will be taken when booking your child's place.
- 3.2 Payment may be made by debit/credit card. Please note payment made by credit card will incur a 2% surcharge.

4. HEALTH AND SAFETY

- 4.1 A risk assessment will be conducted on the crèche facility.
- 4.2 A qualified first-aider and first aid box will be available at all times.
- 4.3 All our equipment is checked regularly and conforms to British standard.
- 4.4 The main doors to Little Oaks Nursery must be closed after each person enters or leaves the premises. This is added security to ensure all children are safe whilst on the premises.

5. CRÈCHE PARKING FACILITY

- 5:1 The Little Oaks Nursery/ crèche car park is for staff, parents, emergency services and tradesmen. Please ensure you hold your child's hand whilst walking through the car park and keep to the pavements.

6 CHILD PROTECTION PROCEDURES

- 6.1 A register of all the children are kept, details will include, name, age, parents name, address, contact number and any special requirements or allergies a child has.
- 6.2 Only parents or carers or a person nominated by them will be allowed to collect child/ren from the crèche.
- 6.3 All staff are DBS checked.

7. BEHAVIOUR AND EQUAL OPPORTUNITIES

- 7.1 No child will be excluded from the crèche on grounds of race, sex, religion, class or disability.
- 7.2 Disruptive behaviour will be dealt with sensitivity by using distraction techniques by a member of staff. Where continued disruptive behaviour is such that it spoils the enjoyment of other children, parents or carers will be asked to collect their child/ren.

8 SICKNESS AND MEDICATION

- 8.1 Children should not be left at the crèche if they are unwell. Crèche staff have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non negotiable.
- 8.2, If a child becomes ill during their session in the crèche, their parents will be contacted and asked to pick their child up as soon as possible.
- 8.3 Should a child have an infectious disease such as eye or ear infection or sickness and diarrhea, they should not be brought to crèche until they have been clear for 48 hours.
- 8.4 We will not administer prescription or non- prescription medication during the two hour session. If a child requires non- prescription medicine such as liquid paracetamol or similar medication, parents will be contacted.

9. FOOD AND DRINK

- 9.1 We will provide fresh drinking water and will ask parents permission to give it to their child. Other soft drinks maybe provided by parents in a clearly named drinking bottle. We are unable to make up bottle feeds and ask that parents bring these ready prepared with full details of storage, heating and times clearly labelled for each visit.
- 9.2, We will provide a healthy snack to all children attending. We ask that you do not provide food incase of any allergies within the group.

10 NAPPIES AND SPARE CLOTHING

- 10.1 Parents must provide nappies, wipes, barrier creams and spare clothing in a suitable named bag. (not a plastic carrier bag)
- 10.2 We cannot be held responsible for any loss or damage to a child's property. Every effort will be made by the crèche staff to ensure your child's belongings are not damaged or lost.

11 CANCELLATION

- 11.1 We require at least 48 hours notice if you wish to cancel your child's place. Cancelled places with less than 48 hours notice will not be refunded.

Signed Date / /

Ref No.