

# THE VILLAGE NURSERY (FYLDE) LTD

## REGISTRATION FORM (REVISED 2019)

Sessions available Monday to Friday.

8am – 1pm. 1pm – 6pm.

8.30pm – 4pm

Full day 8am – 6pm.

1pm – 4pm

9am – 12pm

Please note: Late collections are charged at £10.00 per each ten minute period.

PLEASE TICK THE OPTIONS OF ATTENDANCE YOU REQUIRE. <b>PLEASE NOTE:</b> THE COMPLETION OF THIS FORM DOES NOT GUARANTEE A PLACE. ALL PLACES ARE SUBJECT TO AVAILABILITY AND A MEETING WITH YOURSELF TO ASCERTAIN YOUR NEEDS AND ENTITLEMENTS.					
8AM – 1PM	1PM – 6PM	8.30 – 4PM	9AM – 12PM	8AM – 6PM	1PM – 4PM
M. T. W. T. F.	M. T. W. T. F.	M. T. W. T. F.	M. T. W. T. F.	M. T. W. T. F.	M. T. W. T. F.

**IS THIS APPLICATION FOR TERM TIME ONLY OR THROUGHOUT THE YEAR? TT / AY PLEASE CIRCLE**

For children using the grant hours only we offer hot meals at lunchtime for £1.50. Please inform the office if you wish a lunchtime meal for your child. Payment is required at beginning of each week for lunches.

NAME OF PERSON COMPLETING THIS FORM: -----

ARE YOU THE PARENT OR LEGAL GUARDIAN?      YES                      NO

IF NO, PLEASE COMPLETE YOUR ORGANISATION AND ROLE-----

### CHILDS DETAILS

SURNAME	FIRST NAME	DATE OF BIRTH	SPECIAL NEEDS OR DISABILITIES (Y / N)	GENDER (M OR F)

ADDRESS-----

-----POST CODE.....

### HOW DID YOU HEAR ABOUT US?

FRIEND

JUST PASSING

INTERNET/WEBSITE

OTHER(please specify)

**DOES YOUR CHILD HAVE ANY ALLERGIES? Y / N**

**IF YES PLEASE DETAIL-----**

**DIETARY NEEDS: -----**

**PLEASE ENSURE THAT YOU COMPLETE THE ATTACHED CHILD INFORMATION SHEET.  
SHOULD THERE BE ANY CHANGES TO YOUR CONTACT NUMBERS AND/OR ADDRESS(ES)  
PLEASE NOTIFY STAFF ON YOUR CHILDS NEXT ATTENDANCE.**

**To be completed by the key person/manager**

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

Days and times of attendance  
Monday (am) (pm) Tuesday (am) (pm)  
Wednesday (am) (pm) Thursday (am) (pm)  
Friday (am) (pm)

Are any fees payable? If so, note here \_\_\_\_\_

Has the settling-in process been agreed? Yes / No (delete)

If so, detail

Signed by

Staff member: \_\_\_\_\_

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**I/we agree that nursery fees are to be paid one week in advance and that we must give four weeks' notice when reducing hours or withdrawing my child from nursery altogether.**

**Signed.....Date.....**

## **Confidentiality**

All information regarding any person or child, past or present, and relating to these premises is kept confidential. Staff, trainees and volunteers do not pass on any information relating to the above. When discussing situations or events with a parent or carer, due care is taken not to identify other children in the nursery. Records relating to any of the above are not removed, copied or passed on to other persons unless it is of a Child Protection nature, in which case information will be shared with appropriate agencies.

## **The Children Act 1989**

There are occasions when children volunteer information that may give cause for concern about the child's welfare. Whilst every attempt will be made to deal with these matters as sensitively as possible, we are required, under the Children Act 1989 to report any submissions they make to Social Services. Similarly, we are required to report marks such as burns, bruises etc., which cannot be satisfactorily explained. We hope parents will understand the nursery's legal obligation

THE FOLLOWING POLICIES ARE AVAILABLE TO VIEW:

CONFIDENTIALITY AND CLIENT ACCESS TO RECORDS  
SHARING INFORMATION  
SAFEGUARDING  
RECORD KEEPING

I declare that all the information I have provided on the registration and information sheet is true and complete to the best of my knowledge. I understand that the information I have provided will be kept on file (including the computer system) for the duration of my child's stay at nursery. I understand that this information will be kept confidential and will not be passed on to organisations outside The Village Nursery without my consent, unless it is of a Child Protection nature, in which case information will be shared with appropriate agencies.

## **Safeguarding**

The Village Nursery is committed to safeguarding and promoting the welfare of all its children. We believe that:

- All children have the right to be protected from harm
- Children need to be safe and feel safe in nursery
- Children need support that matches their individual needs, including those who may have experienced abuse
- All children have the right to speak freely and voice their values and beliefs
- All children must be encouraged to respect each other's values and support each other
- All children have the right to be supported to meet their emotional and social needs as well as their educational needs – a happy, healthy, sociable child will achieve better educationally.

- Nurseries can and do contribute to the prevention of abuse, victimisation, bullying, exploitation, extreme behaviours, discriminatory views and risk-taking behaviours: and
- All staff and visitors have an important role to play in safeguarding children and protecting them from abuse

**Our designated Safeguarding Officer is Lauren Lindsay-Mortimer (Nursery Manager).  
The Deputy S/O is Fran Yates.**

*Please sign to say you have read and understood The Village Nursery's main principles for safeguarding your child  
and our Confidentiality Information*

**Signed.....Parent / Guardian (please circle)**

**Print name.....Date.....**

Data Protection Act 1998 – Consent and Certification of Details

The information detailed in this application form may be used by Blackpool Borough Council in the monitoring and progression of its education policies and practices in particular, it's Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details may be disclosed to the following parties:  
Local Government. Central Government. Law Enforcement