



Teddy Wilf's @ The Westgate

Westgate Leisure Chichester, VIA RAVENNA, Chichester, West Sussex, PO19 1RJ

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Web: www.teddywilf.co.uk

Ofsted Registration No: EY480916

Pre-School Formal Registration Form

Child's First Name:		Known As:	
Child's Middle Name:			
Child's Surname:			
Gender:	Male / Female	Date of Birth:	
Address Line One:			
Address Line Two:			
City:			
County:			
Postcode:			
Home Phone Number:	<i>Please include the area code</i>		

Primary Parent Information

Title:			
First Name:			
Surname:			
Relationship to Child:	Do you have Legal Parental Responsibility? Yes / No *		
Mobile Phone Number:			
Email Address:	<i>This email address will be used to create your log in for our Family App and will allow you to receive reminders, pictures, invoices and instant messages. It should be an email address you access regularly.</i>		
Occupation:			
Place of Work:	Hours of Work:		
Work Phone Number:	Can we contact you at work? Yes / No / Emergencies Only		
Can this Parent be contacted in an emergency?	Yes / No	Is this Parent allowed to collect?	Yes / No *
Is this Parent responsible for paying Nursery Fees?	Yes / No	Chosen Collection Password:	*

* Please see page 3 for Useful Information

Second Parent Information - Please include this information even if they do not live with the child/do not have regular access

Title:			
First Name:			
Surname:			
Relationship to Child:	Do you have Legal Parental Responsibility? Yes / No *		
Does this person live with the child?	Yes / No	If no, please write their address and phone number overleaf	
Mobile Phone Number:			
Email Address:	<i>This email address will be used to create your log in for our Family App and will allow you to receive reminders, pictures, invoices and instant messages. It should be an email you access regularly.</i>		
Famly Log In:	Are you happy for this person to be given a log in to your child's Family Account? <input type="checkbox"/> Yes		
Occupation:			
Place of Work:		Hours of Work:	
Work Phone Number:	Can we contact you at work? Yes / No / Emergencies Only		
Is this Parent responsible for paying Nursery Fees?	Yes / No	Is this Parent allowed to collect?	Yes / No *
Can this Parent be contacted in an emergency?	Yes / No	Chosen Collection Password:	*

Emergency Contacts: We will always try to contact a child's Parents first, but in the event we are unable to reach them, we will phone each emergency contact in turn until we manage to reach someone to notify them of an emergency. You do not have to use all 5 options. There may be adults you are happy to collect your child that you would not want to be contacted in an emergency.

	Additional Contact 1	Additional Contact 2	Additional Contact 3
Name:			
Relationship to Child:			
Where do they live?			
Home Phone Number:			
Mobile Phone Number:			
Work Phone Number:			
Can this Person be contacted in an emergency?	Yes / No	Yes / No	Yes / No
Is this Person allowed to collect your child?	Yes / No	Yes / No	Yes / No
Chosen Collection Password:			

* Useful Information *

Parental Responsibility: Please only select yes if the person is named on the child's birth certificate, or has been awarded Parental Responsibility by the Courts. Grandparents and Step Parents do not automatically have Parental Responsibility.

Email Addresses: Please ensure that all e-mail addresses are written clearly and any special characters (such as - or _) are recognisable. Please ensure you ask permission before giving us other peoples e-mail addresses.

Collection by Parents: Please be aware that, unless there is a court order prohibiting contact or collection, we will be legally obliged to release your child to their Parents. We have procedures to support Parents if they do not wish their Partner to have access to the children, but we have to comply within the legal requirements. Please speak to a member of the Nursery Management Team for further information.

Collection by Other Adults: You can choose whether or not other adults are permitted to collect your child. Please select Yes or No for any further adults listed on this form. **Please Note** - if you would like someone to collect your child, and they are not listed on this form, you will need to phone the Nursery to notify us. If someone arrives to collect your child and they are not listed and we have not been notified, we will not release your child until we have had confirmation from you.

Collection Passwords: Please choose a password for each adult who will be collecting your child from Nursery. This could be an identical password for every adult, or this could be an individual password memorable for each specific adult .

Password for Collection by Unknown Adults

As an additional security measure we ask all families to provide an emergency Password which should be given to any adults who come to collect your child, but are NOT named opposite. The password should only be given to trusted adults who come to collect your child in an emergency situation when you, or any of the people authorised to collect your child, are unable to do so.

Password:	
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Do not use information which could easily be obtained by others e.g. Names of children, parents or siblings etc. The password can be changed by speaking to the Nursery Manager at any time. We recommend changing the password after each use.

Session Booking

Preferred Start Date:	D D / M M / Y Y Y Y	We will always try our best to accommodate Parents wishes around their child's start date, but this may not always be possible. We will confirm your start date as soon as possible.
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Please note we cannot guarantee sessions until we receive a completed Registration Form and the £30.00 Administration Fee. We will always do our best to accommodate families, but it is dependent on availability within the Nursery. Many Thanks

	Full Day 8:00am - 4:00pm	Breakfast Session 8:00am - 9:00am	AM Session 9:00am - 12:00pm	Lunch Session 12:00pm - 1:00pm	PM Session 1:00pm - 4:00pm
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRE-SCHOOL ONLY - If you indicate you would like your child to attend 'All Year (including Holiday Club)', we will assume your child will continue to attend their regular sessions during the School Holidays and these Holiday Club sessions will be automatically added to your Nursery Invoice. If you then choose to cancel Holiday Club sessions, you will not be charged for these sessions. If you choose 'During Term Time Only' you will still be able to book places in our Holiday Club, but we cannot guarantee availability.

I would like my child to attend the Pre-School:	During Term Time Only / All Year (Including Holiday Club)
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Medical Information

GP Surgery:	
Address of Surgery:	
Phone Number:	

Name of Health Visitor:	
Health Visiting Team:	Chichester Central / Chichester South / Bognor Central / Bognor Rural / Other
Contact Details:	

Does your child have any allergies that staff need to be aware of?		
Name of Allergen	Date of Diagnosis	Severity of Allergy
		High / Medium / Low
		High / Medium / Low

Does your child have any specific dietary requirements?		
Name of Requirement / Foods to be Avoided	Start Date	Type of Requirement
		Medical / Parental Preference
		Medical / Parental Preference

** Please rest assured - Nursery staff will not be any less vigilant if a dietary requirement is as a result of parental preference **

Does your child have any medical conditions that staff need to be aware of?

Does your child take any prescription medication on a regular basis?
<i>This includes inhalers for those children with Asthma</i>
<i>Please be advised that you will need to complete an additional Medication Record for each medication staff are required to administer during the Nursery day. Your child may also require a Healthcare Plan whilst they are at Nursery. Please speak to the Nursery Manager for more information.</i>

I hereby confirm that the information I have given above is correct to the best of my knowledge. I agree to provide Teddy Wilf's @ The Westgate with any medication my child is required to take during their time at Teddy Wilf's @ The Westgate. I agree to provide Teddy Wilf's @ The Westgate with additional information regarding my child's health and wellbeing if the setting SENCO or INCO requires additional information to adequately care for my child. I agree to notify Teddy Wilf's @ The Westgate if there is any change to my child's health and / or wellbeing.

Signature:	Parent / Guardian		
Print Name:		Date:	

Has your child had the following Vaccinations/Immunisations?

Age of Immunisation	Type of Immunisation	Yes	No	N/A
2 months old	Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio, Hib, Hepatitis B			
	Pneumococcal			
	Meningococcal Group B			
	Rotavirus Gastroenteritis			
3 months old	Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio, Hib, Hepatitis B			
	Rotavirus Gastroenteritis			
4 months old	Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio, Hib			
	Pneumococcal			
	Meningococcal Group B			
Around 12 months old	Hib, Meningitis C			
	Measles, Mumps and Rubella			
	Pneumococcal			
3 years and 4 months (Approximately)	Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio			
	Measles, Mumps and Rubella			

Additional Information

What is/are the main religion(s) of your family?	
How would you describe your child's ethnicity?	
How would you describe your child's Nationality?	
What is your child's Home Language?	
Which languages are spoken at home?	

Does your child have any disabilities or additional needs that staff need to be aware of?

Does your child have any special educational needs which are not covered above?
<i>These may, or may not, have been formally diagnosed - please just note whether they are a confirmed diagnosis.</i>

General Consents

I hereby give my consent for the staff at Teddy Wilf's Nurseries to apply hypoallergenic plasters to my child.

I hereby give my consent for the staff at Teddy Wilf's Nurseries to give my child Calpol. *Please see the Calpol Policy for more information regarding administration of Calpol at Teddy Wilf's Nurseries.*

I hereby give my consent for Staff at Teddy Wilf's Nurseries to apply any Nappy Cream I supply in my child's bag if they feel it is necessary.

I hereby give my consent for Staff at Teddy Wilf's Nurseries to apply any Teething Gel or Teething Crystals I supply in my child's bag if they feel it is necessary.

I hereby give my consent for the staff at Teddy Wilf's Nurseries to take my child on walking trips.

I hereby give my consent for the Staff at Teddy Wilf's Nurseries to take my child on Public Transport.

I hereby give my consent for my child's photograph to be taken by other Parents at Nursery Events such as the Christmas Performance and the Easter Bonnet Parade. I understand that I must not put any group photographs taken at these events on Social Media sites such as Facebook, Instagram or Twitter.

I hereby give my consent for photographs of my child to be used on the Nursery notice boards inside the Nursery and the external locking notice boards in the hallway leading to the Nursery. I understand that children will not be identifiable by name from any of the photographs or captions put up on the wall.

I hereby give my consent for photographs of my child to be put on the Family App. I understand that children will not be identifiable by name from any of the photographs or captions put up on Family. I also understand that these photographs can only be accessed by the Staff and Parents at Teddy Wilf's Nurseries.

I hereby give my consent for photographs of my child to be used on the Nursery website, in local advertising and in local and national press, on Nursery Social Media feeds including Facebook, Instagram and Twitter and in Nursery advertising campaigns, including leaflets, banners and social media. I understand that children will not be identifiable by name from any of the photographs or captions put up on in advertisements or local or national press.

I hereby give my consent for the staff at Teddy Wilf's Nurseries to apply sun cream to my child as required. I understand that I must provide my child's sun cream in a clearly labelled bottle, or Nursery staff will apply a supermarket own brand product to my child to ensure they do not burn. Any sun cream applied MUST be factor 25 or above.

I hereby give my permission for my child to have face paint applied at Nursery.

I hereby give my consent for my child to take part in swimming sessions at The Westgate Leisure Centre with staff from Teddy Wilf's @ The Westgate and/or The Westgate Leisure Centre. I understand I will be notified in advance if Staff intend to take my child swimming as I will need to provide swimwear and a towel.

I hereby give my consent for my child to take part in Soft Play Activities at The Westgate Leisure Centre with staff from Teddy Wilf's @ The Westgate and/or The Westgate Leisure Centre / Everyone Active Staff.

In the event of illness or accident, having parental responsibility for the above named child, I give permission for first aid to be administered when considered necessary by a trained first aider and/or medical treatment to be administered by a suitably qualified medical practitioner. If I cannot be contacted and my child should require emergency hospital treatment, I authorise the Nursery Manager/Owner or my child's Key Worker to sign on my behalf any written form of consent required by the hospital. However, I understand that every effort will be made to contact me as soon as possible.

Signature:			
Print Name:		Date:	

If your child is transferring to Teddy Wilf's @ The Westgate from another provider, please provide details:

Name of Setting:

Address of Setting:

Where did you hear about Teddy Wilf's Nurseries?

Terms and Conditions

1. Opening Hours

Teddy Wilf's @ The Westgate is open from 8:00am - 4:00pm, 50 weeks per year. The Baby Room only closes for the Christmas Break and Bank Holidays. The Pre-School Room is open during Term Time Only. The Holiday Club is only open during School Holidays except for the Christmas Break. The entire Nursery closes for 5 Continuing Professional Development Days (Inset Days) per year, in line with Ofsted Regulations. Term Dates will be advertised on the Nursery Website and notice boards and copies will be available for families to take away. Any changes to the Term Dates will be advertised to Parents through the monthly Newsletter, additional correspondence, signage and the website.

2. Booking Sessions

- i. A Formal Registration Form must be completed in order to secure a place at Teddy Wilf's @ The Westgate along with a £30.00 Administration Fee. The Administration Fee is non-refundable unless Teddy Wilf's Nurseries is unable to offer your child a place. If you are only accessing free entitlement sessions, and do not access any additional services during your child's time at Teddy Wilf's, the Administration Fee will be refunded when your child leaves.
- ii. Sessions can only be booked or altered through the Nursery Manager and requests must be made using either a 'Change of Session Request Form'. The Nursery Manager will make every effort to meet a child's or family's needs but cannot guarantee that any requests will be successful. One-off session swaps will only be granted in extenuating circumstances and where there are sessions available for a child to swap in to.
- iii. Sessions will be offered on a first-come-first-served basis. Once all of the sessions have been allocated a Waiting List will be used. The Waiting List is arranged in Date of Birth order with priority given to the oldest children, however, additional criteria may be used to arrange the Waiting List - please see the Admissions Policy for further information.
- iv. One-off extra sessions can be booked using an 'Extra Session Booking Form' which should be passed directly to the Nursery Manager. One-off sessions must be paid for at the time of booking and are subject to availability.

3. Fees and Payment

- i. The Nursery Manager issues invoices on a monthly basis, at the beginning of each month. Invoices are issued to all Parents regardless of whether or not they pay fees as we provide information regarding the Free Entitlement Sessions claimed. Parents are asked to check the invoice carefully and speak to the Nursery Manager about any discrepancies as soon as possible. A revised invoice or credit note will be issued within one week of any discrepancies being raised with Teddy Wilf's Nurseries. One-off sessions booked through the Nursery Manager will be added to the following month's invoice. Alternatively, Parents may pay for one-off sessions at the time the child attends.
- ii. All invoices issued will have a due date clearly displayed. Please ensure all fees are paid by this date. Any fees not paid within 7 days of the due date will be subject to a 5% Late Payment Fee which will be added to the outstanding total. Parents will then have a further 7 days to pay the balance of the invoice (plus the 5% charge) without incurring any further charges. If fees are still not paid, and the Parent has not contacted the Nursery Manager to explain their circumstances, the Nursery will pursue the fees through a Debt Collection Agency or Small Claims Court, and the child's sessions will be suspended until the outstanding balance is paid. Please see the Teddy Wilf's Nurseries Fee Policy for further information regarding the payment of Fees.
- iii. Nursery Fees can be paid by cash, cheque, debit or credit card, BACs transfer, direct debit, childcare vouchers or tax free childcare. All of our payment options are listed on the bottom of each invoice for your information.

- iv. Teddy Wilf's Nurseries offers discounts to Employees of Chichester District Council, Everyone Active and The Sanctum, as well as sibling discounts for families with more than one child at the setting. These discounts are subject to availability and may be withdrawn at any time. Please see the Fee Policy for more information.

5. Illness

- i. Please inform Teddy Wilf's Nurseries as soon as possible if a child will not be attending due to illness. Children who are not well should not be at nursery, even if they are not infectious. Staff will not admit any child suffering from a notifiable infectious disease because of the risk to other children. Staff also reserve the right to refuse admittance to any child who is deemed unwell or unfit to attend Nursery due to illness. If a child has had sickness or diarrhoea then they must not come into Nursery for 48 hours after the last bout of illness. Staff at Teddy Wilf's Nursery will only administer Prescription medication to children, providing a Medication Record has been completed, all of the Terms and Conditions have been met and it has been signed by a Parent or Guardian. Where children have been prescribed antibiotics or a new medication, parents are asked to keep them at home for 24 hours before returning to the setting to ensure there are no adverse reactions or side effects. Please see the Illness Policy for more information.
- ii. Fees must still be paid if your child is absent due to illness. Invoices will not be altered, nor will credit notes be issued, for any sessions a child does not attend due to illness. However, if a child has an on-going medical condition which requires frequent medical appointments then please speak to the Nursery Manager about reviewing your invoices.

6. Contact Details and Family Information

All Parents are asked to keep Teddy Wilf's Nurseries up to date with any changes in their contact details, circumstances and/or the involvement of any other professionals, agencies and/or services. It is essential that the Nursery has up to date contact details for all Parents and Emergency Contacts in the event of an emergency.

7. Holidays

Fees must still be paid if your child is absent due to a holiday. Invoices will not be altered, nor will credit notes be issued, for any sessions a child does not attend due to holidays. If a Parent refuses or fails to pay a child's fees for the duration of a holiday, Teddy Wilf's Nurseries reserves the right to reallocate any sessions which are not being paid for the remainder of the academic year. For children attending the Baby Room, full Nursery fees are payable at all times to maintain a child's place. However, families will be permitted two weeks of holidays each academic year, during which they will only be required to pay 50% fees.

8. Setting Closures

In the event Teddy Wilf's @ The Westgate has to close unexpectedly, staff will notify Parents wherever practicable. If the Nursery is closed to children, Parents will not be charged for any sessions their child was due to attend, however, the Free Entitlement calculations set out above will still be used to calculate whether or not their invoice will be reduced. In the event that Teddy Wilf's @ The Westgate is able to open but children are unable to make it to the setting, for example during snow, Parents will still be charged for all sessions missed. Please see the Adverse Weather Policy for further information.

9. Nursery Drop Off and Collection

Parents should ensure that their children arrive promptly for the beginning of each Nursery session. Parents should remain with their children until the internal hall door is opened and children are signed into our care. All Parents should arrive promptly to collect their children at the end of their session. If a child is collected more than 10 minutes late and a Parent has not contacted the Nursery to notify us, a Late Collection Fee of £5.00 will be added to the child's invoice. If a Parent notifies us they are running late, they will not be charged. However, if a child is collected more than 10 minutes late three or more times in one half term, even following notification, a £5.00 Late Collection Fee will still be added to the child's invoice. Please see our Collection Policy for more information.

10. Car Parking

The Pay and Display Car Park at the Westgate Leisure Centre is operated by Chichester District Council and vehicles are left their at their owners risk . Teddy Wilf's Nurseries accepts no responsibility for damage, accident or losses.

10. Insurance

- i. Teddy Wilf's Nurseries carries appropriate insurance cover. However, Teddy Wilf's Nurseries accepts no liability for any losses suffered by Parents arising directly or indirectly, as a result of the Nursery being temporarily closed or the non-admittance of a child to the Nursery for any reason. Teddy Wilf's Nurseries accepts no responsibility for children whilst in their parent's care on Nursery premises. Teddy Wilf's Nurseries will not be liable to Parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.
- ii. Teddy Wilf's Nurseries cannot be held responsible for any loss or damage to any Parent's or child's property or belongings. Every reasonable effort will be made by the Nursery staff to ensure that property or belongings of any Parent or child is not damaged. Please ensure that children's clothing is clearly labelled and staff recommend that all toys, books and equipment are left at home. If you have any questions about the Insurance Policy held by Teddy Wilf's Nurseries then please speak to the Nursery Manager.

11. Policies and Procedures

All Parents are advised to familiarise themselves with Teddy Wilf's @ The Westgate Policies and Procedures. These are located in the Main Nursery and available at all times. The Nursery Administrator can produce copies of the Policies for a small fee to cover photocopying costs.

12. Non-Solicitation of Staff

Parents hereby agree that whilst their child is enrolled at Teddy Wilf's Nurseries, and for the period of six months following its termination (howsoever terminated), they will not seek to employ, entice away or attempt to entice away from the employment of Teddy Wilf's Nurseries, any person or persons employed by Teddy Wilf's Nurseries at the date of termination of the agreement between Teddy Wilf's Nurseries and the Parent. This also includes any person or persons who was employed by Teddy Wilf's Nurseries in the six months preceding the date of termination of the agreement between the Parent and Teddy Wilf's Nurseries. If the Parent does breach the aforementioned clause then they shall indemnify Teddy Wilf's Nurseries fully in respect of all and any costs, claims, damages and expenses incurred by Teddy Wilf's Nurseries as a result of the aforementioned breach to include the cost of replacing the said member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by Teddy Wilf's Nurseries in replacing the member of staff together with all legal fees and disbursements.

14. Termination of Contract

Please be advised that Parents are required to give one calendar months written notice, or one calendar months fees in lieu of notice, if they decide to withdraw their child from Teddy Wilf's Nurseries. If a child is receiving Free Entitlement Funding and withdraws without notice, Teddy Wilf's Nurseries will claim one calendar months funding in lieu of notice. This will be deducted from any monies forwarded to a new setting. All outstanding Nursery fees must be paid before withdrawing a child from Teddy Wilf's Nurseries, or the Late Payment Fee procedure will be initiated. However, this condition only comes into effect after a child has attended the setting for two weeks or more and has settled into the Nursery environment.

Agreement

This Parent Contract represents a legal agreement between the Parent(s) named herein and Teddy Wilf's Nurseries. Teddy Wilf's Nurseries reserves the right to revise or amend this Contract at anytime. This Contract will be renewed on an annual basis. One month's notice will be given of any changes made.

By signing this Contract you are agreeing to all of Teddy Wilf's Nurseries' Policies and Procedures.

I have read and understand this Contract and agree to be bound by them.



I hereby enclose the £30.00 Administration Fee to secure my child's place at Teddy Wilf's Nurseries.

★ I hereby confirm that the information I have given above is correct to the best of my knowledge.
 ★ I confirm I have read and understood all of the information and terms and conditions contained within this Registration Form.
 ★ I understand it is my responsibility to notify Teddy Wilf's Nurseries if any of the information contained within this Registration Form changes; including contact details, medical details or involvement with outside agencies.
 ★ I understand I have to provide proof of my child's Date of Birth as part of the Registration process.

Signature:	Parent / Guardian
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Print Name:	Date:	
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OFFICE USE ONLY	
Proof of Date of Birth:	Birth Certificate / Passport / National Identity Card
Child's FULL legal name:	
Reference Number:	