

# Registration Form



For: 5 Station Road  
Little Stoke  
Bristol, BS34 6LP  
01454 610101

All Early Year's settings are legally required to carry the following information about each child placed within their care. Thank you for your time in completing this form.

Child's full name.....

Date of Birth.....

Home address.....

Name and address of each parent/carer who has legal contact with the child:.....

Who of the above does the child normally live with?.....

e-mail address (for billing purposes).....

Home telephone number.....

Day time telephones numbers of(name).....are:.....

Day time telephone numbers of(name) .....are:.....

Alternative emergency contacts, 1<sup>st</sup> choice.....

2<sup>nd</sup> choice.....3<sup>rd</sup> choice.....

## Medical Information.

Child's Dr. and surgery address.....

..... Tel no:.....

Please record any special health/dietary requirements.....

Do we at Play Station Nursery have your consent to the seeking of any necessary emergency medical advice or treatment in the future? **Yes**  **No**

Do we have your permission to take your child on fully supervised local outings? **Yes**  **No**

Do we have your permission to take photographs for nursery use only? **Yes**  **No**

Do we have your permission to post these photographs on Facebook or our website? **Yes**  **No**

Is your child under the care or assessment of any agencies or other professionals? Please give details.....

**Ethnicity?** White-British  Mixed-White and Black Caribbean

Asian or Asian British  Black or Black British  Chinese

Any other ethnicity, please state.....

Languages other than English spoken/place of heritage? .....

Religious preferences that should be taken into account.....

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How did you hear about us?.....

Required start day.....

	Start time	Finish time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please read and confirm your understanding of the following:

- I understand that Nursery Fees are payable one month in advance and are not refundable for absence (including sickness).
- A registration fee of £50 is required and is non-refundable. This fee will contribute to trips, sun cream, protective clothing (both sun and winter) and the purchase of other such extras.
- A deposit of £75 may be payable in order to secure your child's place in advance of six months. This deposit is refundable upon leaving the nursery subject to one months notice.
- I understand that Play Station Nursery has a policy of zero tolerance in order to protect its staff and those children in attendance. In the event that any member of the staff team is made to feel intimidated or directly under threat (whether verbally or physically) by a family member or otherwise associated with a child attending this nursery, Play Station reserves the right to give 24 hours notice to the family regarding their child's cessation of attendance. In this instance no refund will be provided for any fees already paid. Furthermore, should any child be considered a consistent threat to the well-being and learning achievements of other children, Play Station reserve the right to give 24 hours notice to the family, as above.
- Signed(Parent/Guardian).....Date.....
- Signed(Play Station Nursery Ltd).....Date.....



## **Play Station Nursery aims and code of practice.**

A child's experience in the early years has a major impact on their future life chances. At Play Station we aim to provide a safe, stimulating and enjoyable learning environment, within which children will be motivated to achieve the highest standards of holistic development of which each is capable.

A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up. When parents choose to use early years services they want to know that provision will keep their children safe and help them to thrive.

The Early Years Foundation Stage framework is provided to ensure that each and every child is given the opportunity to achieve the five Every Child Matters outcomes, these include:

Staying safe : Being healthy : Enjoying and achieving : Making a positive contribution : Achieving economic well being.

Broad and balanced learning opportunities are provided that will support children's appreciation, understanding and care about the world around them and the society within which they live. Children and their families/carers will be equally welcomed within our setting, ensuring that no one is disadvantaged because of factors such as family background, disability, culture and special educational needs.

### **General information for new parents.**

At April 2013 Play Station has 8 full time early years practitioners, and two part time practitioners. Joanne Knight has owned the nursery for twelve years and holds a Level 4 Management and Childcare qualification. Ruth Hill is Joanne's deputy and is the lead practitioner for the entire nursery and pre-school provision. Ruth holds an Honours Degree in Early Childhood Studies and Early Years Professional Status. All but three of the practitioners hold a Level 3 qualification in child care, learning and development; the remaining three are in the process of achieving their qualifications.

An Ofsted inspection of Play Station was carried out in March 2011. The overall effectiveness of the provision was judged to be strong. The effectiveness of leadership and management of the provision was also judged to be strong. The quality of the provision in the Early Year's Foundation Stage was judged to be strong. The outcomes for the children were judged to be strong.

All children are assigned a key person. The key person is someone who will help the child become familiar with the surroundings; building a bond of care and sensitivity. The key person is responsible for ensuring that the individual developmental needs of the child are being met with; taking responsibility for the observations, assessments and action plans of each of their key children.

At Playstation Nursery we understand that parents are children's first and most enduring educators. Research shows us that when parents and practitioners develop positive and communicative relationships, the results have a positive impact on children's development and learning.

Parents are welcome to view their child's learning journey folder at any time, however we will provide parents with an opportunity to fully review and comment/add to their child's learning journey every four months.

In the event that any child is prescribed a medicine by their doctor it is considered that, in the best interests of the child and others who attend Play Station Nursery the child receiving medicine should not attend nursery for 24 hours.

After this time if it is deemed appropriate for the child to attend nursery the completion of a medical consent form will be requested and retained; an administration of medicines form will be completed by a qualified member of staff who will have administered the medicine, witnessed by another member of staff. Play Station staff will not administer over the counter medicine (for example cough mixtures or Calpol).

Nursery fees are payable one month in advance and due in the first week of each month and are non-refundable for unexpected absence/illness. Should fees remain unpaid by the close of business on the 24<sup>th</sup> of each month a fee of £10 will be added to the bill. In the event of children being dropped off early or being collected late (without prior agreement with Joanne or Ruth) a fixed fee of £25 will be added to the following month's bill.

Please feel free to request our policy file for your perusal or ask any questions you may have. Our e-mail address is [playstationnursery@yahoo.co.uk](mailto:playstationnursery@yahoo.co.uk)