



CHILD REGISTRATION FORM

Nursery

Date

THANK YOU for choosing The Treehouse Club for your child's first steps into education. Please complete the following form in BLOCK CAPITALS and return it to The Treehouse Club to register your child. Should any changes arise then please inform us as soon as possible. This form should be accompanied by a copy of your child's birth certificate.

CHILD DETAILS

Child's first and surname	First and Surname			Male	Female
Known by name	Known	Child's DOB	DOB		
Home Address	Address				
Address				Postcode	
Nationality	Nationality	Religion	Religion	Ethnic Origin	Origin
Spoken Languages	Languages				
If English is not the primary language spoken at home, will this be your child's first experience of being in an English-speaking environment?					Yes No

Please provide a password to be used when calling the nursery to talk about your child. If someone else will be collecting your child, please ensure you tell us beforehand and provide their full name. They will also need to provide the password below and we will verify his/her identity when collecting your child. If staff are unsure whether the person coming to collect your child is authorised, they will not allow your child to leave nursery until they have contacted you to obtain your consent.

PASSWORD

BOOKING DETAILS

Your Preferred Setting (please tick one)	<input type="checkbox"/> Dollymans Farm, Wickford	<input type="checkbox"/> Norsey Woods, Billericay	<input type="checkbox"/> Thriftwood, Brentwood		
Your Preferred Start Date	Date	Sibling Discount (if applies)	Tick here		
Nursery Sessions (tick as required)	Monday	Tuesday	Wednesday	Thursday	Friday
Nursery Full Day Session (7:30am - 6:30pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursery AM Session (7:30am - 1:00pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursery PM Session (1pm - 6:30pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursery Early Start (7am - 7:30am)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please Note:
 All bookings are required across a minimum of 2 days per week.
 Wickford, Billericay and Brentwood are year-round nurseries.
 Babies (under 2 years) - full day sessions available only.
 2 years and above - full day, AM & PM sessions available. No all AM or all PM bookings accepted, they must be a mixture.
 Nursery booking deposit: £100 (due at time of booking/going on wait list. Refundable on first month's invoice or if unable to offer a place).
 Nursery registration fee: £55.00 (due upon acceptance of place, non-refundable)

2 year old funding (if applicable)	Tick here
3 year old funding (if applicable)	Tick here



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PARENT/CARER DETAILS 1

Parent/Carer Full Name	First and Surname		Insert Photo of Parent/Carer 1
Parent DOB	DOB		
Home Address (in full)	Address		
	Address	Postcode	
Telephone Contact	Home Tel	Mobile	
	Occupation	Work Tel	
Email	Email		
Relationship to Child	Relationship	National Insurance No.	
	National Insurance Number: Please tick the box if you allow us to use your National Insurance Number to check if your child is eligible for Pupil Premium Funding.		
Which is the main contact you would like us to use? Home Work Mobile			

PARENT/CARER DETAILS 2

Parent/Carer Full Name	First and Surname		Insert Photo of Parent/Carer 2
Parent DOB	DOB		
Home Address (in full)	Address		
	Address	Postcode	
Tick here if the same as Parent 1	Address	Postcode	
Telephone Contact	Home Tel	Mobile	
	Occupation	Work Tel	
Email	Email		
Relationship to Child	Relationship	National Insurance No.	
	National Insurance Number: Please tick the box if you allow us to use your National Insurance Number to check if your child is eligible for Pupil Premium Funding.		
Which is the main contact you would like us to use? Home Work Mobile			

PARENT/CARER RESPONSIBILITY & LEGAL CONSENT

Does parent/carer 1 have parental responsibility?	Yes No	Does parent/carer 1 have legal responsibility?	Yes No
Does parent/carer 2 have parental responsibility?	Yes No	Does parent/carer 2 have legal responsibility?	Yes No
Is there anybody that is NOT allowed to pick up or see the child stated in the application form for legal reasons? Name:			
Optional (Additional Comments)			



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EMERGENCY CONTACT DETAILS A

Parent/Carer Full Name	First and Surname		Insert Photo of Emergency Contact A
Telephone Contact	Home Tel	Mobile	
Work & Work Tel	Work	Work Tel	
Relationship to Child	Relationship		

EMERGENCY CONTACT DETAILS B

Parent/Carer Full Name	First and Surname		Insert Photo of Emergency Contact B
Telephone Contact	Home Tel	Mobile	
Work & Work Tel	Work	Work Tel	
Relationship to Child	Relationship		

HEALTH & MEDICAL DETAILS

GP's Name	GP	Practice Name	Practice
Address	Address	Town/City	Town
Postcode	Postcode	Telephone	Tel
Are your child's immunisations up to date?	Yes	No	Comment
Does your child have any medical conditions?	Yes	No	Comment
Does your child have any long-term medication?	Yes	No	Comment
Does your child have any non-food related allergies or phobias?	Yes	No	Comment
Does your child have any dietary requirements (incl. food allergies, intolerances, preferences?)	Yes	No	Comment
Does your child suffer from any previous injury or illness that required hospitalisation or continued medical treatment?	Yes	No	Comment
Are there any other agencies working with your child and/or family?	Yes	No	Comment
Is your child still in nappies?	Yes	No	Comment



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SPECIAL EDUCATIONAL NEEDS & DISABILITIES

Does your child have any special educational needs or disabilities?

Yes

No

If yes, please provide us with details of these.

Will they require any special assistance within the setting?

Yes

No

Comment

Is there an Early Years Action Plan in place?

Yes

No

Comment

Is there an Early Years Action Plan PLUS in place?

Yes

No

Comment

Is there a 'Statement' in place?

Yes

No

Comment

Is there any other professionals who have contact with your child?

Yes

No

If YES, please fill out below

Full Name

First and Surname

Role

Role

Agency

Address

Contact Tel

Tel

We reserve the right to retract or defer a child's place at any time if any medical or additional needs condition is not disclosed in advance of the child's start date and we deem that the wellbeing for the child could be affected.



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PERMISSIONS

As part of our provision of childcare, we would like to understand your preferences / get your permission on a range of points, covering your child's wellbeing and the service we provide, your personal data and our marketing for the settings. This form sets out those requests and we would kindly ask that you complete the form by **TICKING** your preferences for all the categories below.

EDUCATION & NURSERY INFORMATION

Short outings and walks in the local area

Sharing with other providers or schools, information on your child including learning and development

The woods are an integral part of our learning setting and these will be used on a daily basis. In addition to this, we may take the children on external trips to local parks, amenities and other venues that are of benefit to their learning. All of our trips are risk assessed and these assessments are available for your viewing. All parents are advised in advance of any external trip taking place, by email.

HEALTH & WELLBEING

Administration of sun cream

Administration of emergency medication

PHOTOGRAPHY & IMAGES

We often take photos and images in our settings for various internal purposes as well as documenting your child's learning journey. Please can confirm if you are happy for us to store and use such images. The Treehouse Club retains ownership of marketing material. If the consent is changed at a future date; Treehouse Club is responsible for any photos/marketing used moving forwards. However, The Treehouse Club and sister companies are not responsible and cannot backtrack on previously used photos when permissions were granted and subsequently changed. This consent grants usage for the Treehouse Club and associated sister companies.

I give consent for my child to appear in:

Group Photos on Family (Online Learning Journal) which may therefore be seen by other parents/carers

Displays and other internal documents in the Setting

External Photos, Videos and other Marketing including other Social Media Sites for our sister companies

External Photos, Videos and other Marketing including our Facebook Page and other Social Media Sites

I consent to these photos being stored on The Treehouse Club laptops, tablets and other electronic devices & computers (internal)

E-MARKETING

Tick here to receive our Nursery/Preschool newsletters – you can unsubscribe at any time



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TERMS & CONDITIONS

OPENING: We are open year round (except for Bank Holidays and between Christmas & New Year).

SICKNESS & ADVERSE WEATHER: For sickness and adverse weather, please see our full procedures and policy agreement on our online portal.

CHILDCARE COSTS: For help with childcare costs, please visit the Government website www.childcarechoices.gov.uk

REGISTRATION FEE (PREPAYMENTS): Your registration fee is confirmation of enrolment to guarantee your place. This is non-refundable, if you withdraw. The fee includes set-up to our online portal, t-shirt, jumper, which will be given to you on your first settling in visit.

NOTICE PERIOD: Four weeks written notice must be given to amend, reduce or terminate your child's sessions. Please email the head office and speak to your Nursery Manager.

PAYMENTS: Invoices are charged monthly in advance (around 14th of the month) and fees are due by 1st of every month and are non-refundable for any sessions that your child cannot attend.

NURSERY FEES: Nursery fees are payable year round including Bank Holidays.

OUTSTANDING PAYMENTS: We request that all fees are paid via direct debit or childcare vouchers. Invoices that are outstanding by the 1st will incur a £10.00 weekly charge (and for every week later thereafter). Non-payment of fees will regrettably result in your child losing their place with us.

NO REFUNDS: Any missed sessions remain chargeable. This includes illness and holidays.

SWAPPING SESSIONS & LOST PROPERTY: Booked sessions are not permitted to be swapped. The Treehouse Club is not responsible for lost property whilst attending our settings.

CORRECT PAYMENTS: It is your responsibility to ensure that we receive the correct payment each month as per your invoices. Any incorrect, duplicate or over-payments that you ask us to return to you will incur a fee of £25.00.

Please read over all our Policies and Procedures on our online portal.

If you have any queries, please do not hesitate to contact your Nursery Manager or speak to our Head Office.

The Treehouse Club reserves the right to make changes to T&Cs with sufficient notice.

TO BE SIGNED BY PARENT/CARER 1:

Name

Relationship to child

Signature

Date

TO BE SIGNED BY PARENT/CARER 2:

Name

Relationship to child

Signature

Date



CHILD REGISTRATION FORM

Nursery

CONSENT

Please accept this form as my application to REGISTER my child named below at The Treehouse Club Preschool & Nursery (also known as The Tree House Premier Child Care Limited)

Child's Name	Name
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I commit to give written notice to the nursery of any change in the information provided in this document. I confirm that I have read The Treehouse Club's Policies and Procedures. These documents are available on the Treehouse Club website. Please tick to confirm.

I understand that my child's place can not be confirmed until all required documentation for registration is submitted as well as the prepayment of the registration fee. Please note that the registration fee is non-refundable. Please tick to confirm.

The Treehouse Club prides itself with their working relationship with parents and the local community, any issues will be dealt with promptly and professionally following our complaints procedure, we reserve the right to give notice on any place, if posts that could be detrimental to the company are posted on social media or review platforms. Please tick to confirm.

In event of a medical emergency, we will endeavour to contact you as parent, carer and/or named emergency contact using the information you provided to us in your Registration form. If we are unable to, for the safety of your child, it may be necessary to accompany the child to hospital. In relation to this, we require your child's full name and DOB to be listed on the daily register, emergency contact details to be stored and taken off-site where necessary. Please tick to confirm.

TO BE SIGNED BY PARENT/CARER 1:

Name	<input type="text"/>	Relationship to child	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

TO BE SIGNED BY PARENT/CARER 2:

Name	<input type="text"/>	Relationship to child	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

PAYMENT OPTIONS

Once registered, our invoice will be emailed to the lead parent on this registration form.

The invoice will include our bank details and all information.

We accept **childcare vouchers**. Please ask our head office or nursery for details relating to your specific provider.

Payments can also be made through the **Government Tax Free Childcare Scheme** - Please provide us with your child's unique reference number, so we can ensure payments are correctly allocated.

KIT LIST

The Treehouse Club is unlike any other preschool and whenever possible we will be out with the children enjoying our beautiful woodlands, on trips and having great adventures. We have a required kit-list for all children, to ensure they enjoy the Club's numerous activities in comfort. We have an online shop if parents and carers would like to purchase various items of clothing and accessories. Please ensure that any clothing items and wellies are **NAMED**.

STANDARD KIT BAG (to be used daily)

Small back-pack with complete change of clothes, wellies (boots), plimsolls, sun cream (weather permitting).

Wellies can be left at Settings.

Please note: We do not take any responsibility for loss or damage to any items that are brought into the Nursery, including all clothing and footwear.

SEASONAL EXTRAS

SUMMER: Sun hat must be included in daily back-pack.

WINTER: Warm jumper, waterproof winter coat, gloves, scarf and winter hat.