

SODAC DAY CAR and NURSERY REGISTRATION FORM

Date Completed.....

Personal Details

Child's Full Name		Date of Birth	
Known as		Male/Female	

Parent/Carer Name		Mobile Number	
Parent/Carer Name		Mobile Number	
Email Address			
Home Address			
Postcode			
Home Telephone Number			
Child's Religion		Ethnic Group	

Attendance Details

Please fill in days and times

Start Date					
	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day 8.30 - 5.00					

Security Collection Details

We only allow authorised adults to collect your child with prior notice from you on the day in question. By giving us the details below SODAC Day Care and Nursery School assume that you give consent for collection of your child from the named substitutes below.

Collectors Name	Relationship to the child	Contact Telephone No:	Password

Invites and cards:

Due to confidentiality we are unable to hand-out invites and cards to children as we would be acknowledging their attendance so could you please tick the relevant box below then we can follow your wishes.

I **would** like my child to receive any invites or cards addressed to them ☐

I **would not** like my child to receive any invites or cards addressed to them ☐

Health Declaration and Emergency Contact Details

In any case of emergency do we have permission to seek medical advice for your child?

Please Tick

YES	NO
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Do we have permission to disclose the nursery setting name when contacted at your workplace?

YES	NO
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Parent/Carers Work details

Mothers/Carers Work address	Phone Number
Fathers/Carers Work address	Phone Number
One other Emergency contact name & address	Phone Number

Doctors Name		Telephone No:	
Doctors Address	Postcode:		

Details of any Known allergies	
Is your child up to date with immunisations	
Details of any current/ongoing Prescribed medication	
Any specific dietary requirements? Please state:	

Any other Information you wish to add about your child	
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GENERAL TERMS AND CONDITIONS OF REGISTRATION

- SODAC expect parents/carers to notify the Nursery of any change in registration details, including telephone numbers, and provide necessary information requested concerning their child's care.
- SODAC have made me aware of the location, at the entrance, of their Policies and Procedures. I understand I can request a copy at anytime, a small charge may apply.
- Parents/Carers are asked to accept that SODAC Day Care and Nursery will **NOT** use physical punishment in the discipline of their child but will follow our policies and procedures.
- Parents/Carers are requested to notify us of any accident or injury suffered by the child since the last attended session which will then be recorded (please see child protection policy.)
- Written consent will be required each time prescribed medication is to be administered by staff. Calpol can be administered if parents/ carers have given prior written consent or in emergencies verbal consent over the phone. All medication including calpol must be provided by the parent/carer and labelled with their child's name.
- Any parent/carer who is listed on the child's birth certificate will be allowed to collect their child from SODAC unless we have confirmation of an injunction by the courts. Regardless of parental responsibility we will need to be informed if someone apart from the main carer is collecting a child. If we do not have confirmation of this we will ask the person collecting to wait in the lobby until we have informed the main carer on our registration form.
- The Registration Form gives SODAC Day Nursery consent, if signed, to take your child on routine outings from the Nursery e.g. Park, Walk in the woods, Library etc. but a specific letter will be sent out to all parents/carers, in advance, to give specific consent for organised trips.
- The Registration Form gives SODAC Day Nursery consent, if signed, for a member of nursery staff to transport your child to hospital or doctors surgery in the case of an emergency.
- The nursery will NOT accept children who are suffering from any contagious disease (see policies) or who have had diarrhoea or vomiting within the previous 48 hours.
- A deposit of one weeks fee is payable on the day of booking your child a place at SODAC and will be refunded on your first months invoice. Any discrepancies on invoices may be rectified and charged for at a later date, if noticed by parents/carers please inform management immediately.
- **All fees are invoiced one calendar month in advance, payment to be made by cheque payable to 'M. Bevan Ltd' or bank transfer and will be collected on 7th of every month.** If the cheques are returned from the bank to us unpaid then parents/carers will incur relevant bank charges.
- Any extra sessions or hours will be added to the next months invoice.
- A surcharge of £10 will be made for any payments not received by the set day. If payment is still not received within the week following this date then a fine of £5 per day will be made until payment is received or the space at the nursery will be suspended until the account has been settled.
- Recurring overdue fees will result in the termination of registration without prior notice and action will be taken through a dept collection agency to recover any outstanding fees to the nursery.
- SODAC Day Nursery will adopt the policy that the fee structure will be reviewed July of every year.
- For late collection of children from the nursery a surcharge of £10 for up to every 15 minutes late will be incurred, with no exceptions, and added to the next invoice.
- If there are any absences, due to child or parent/carer illnesses or missed sessions, then the full contracted fee is still payable. Likewise, if the child is on holiday the full contracted fee is payable unless you have holidays due and have given a months notice.
- The children are entitled to 2 weeks holiday of your choice, we close for 1 week at Christmas and all the 8 bank holidays. Holidays run from April to April and are for contracted hours only. Any child who starts after April will have their holiday entitlement worked out on a pro rata basis.
- This agreement is subject to change in part or whole by SODAC Day Nursery with one months notice. All parents will be notified via letter within two weeks. SODAC Day Nursery will not be held liable for any unread notifications

IMPORTANT: One month's notice is required, in writing, if you wish to withdraw your child from the nursery.

Child's Name.....Date.....
Parents/Carers Name (Print).....Signature.....
Parents/Carers Name (Print).....Signature.....

**SODAC Day Care and Nursery School, Kasiba-Kabutala, Kisoga Parish, Kyegonza Sub-County –Gomba
District. P.O.Box 25572, Kampala (U),
Tel: +256 773579298**

<u>Permissions</u>	Yes	No
<u>Consent for taking your child's photo</u> We hereby give permission for SODAC Day Nursery to take photos of our child to use within the nursery for displays, art work etc...		
<u>Consent for Your Child's Photo to be used in Advertising</u> We hereby give permission for our child's photo to be used in advertising such as Bo Peep's Website, local newspapers etc.		
<u>Consent for applying sun cream</u> We hereby give permission for SODAC Day Nursery to apply sun cream to our child.		
<u>Consent to apply nappy cream</u> We hereby give permission for SODAC Day Nursery to apply nappy cream to our child if necessary		
<u>Consent to administer medication</u> We hereby give permission for staff to administer prescribed medication or calpol provided by the parent/carer with written consent.		
<u>Consent for taking your child out of Nursery</u> We hereby give permission for SODAC Day Nursery to take our child off the premises to go for a walk in the woods, to the shops, to the park or library etc		
<u>Consent for contacting your child's playgroup or school</u> We hereby give permission for SODAC Day Nursery to contact my child's playgroup and school to discuss their developmental progress. This will be undertaken to assist my child to reach their full potential.		
<u>Consent for your child using the computer and internet (supervised)</u> We hereby give permission for SODAC Day Nursery to allow our child access to the nursery's computer and internet facilities, with supervision from nursery practitioners. I understand that all internet sites will be suitable for the age range of the children in the room.		

Child's Name.....Date.....

Mothers/Carers Name (Print).....Signature.....

Fathers/Carers Name (Print).....Signature.....

Questions to help us get to know your child
(This will be given to the room leaders)

Childs Name:

D.O.B:

- What does your child enjoy playing with?

- Does your child have any names for significant people (e.g. grandparents) or pets which you would like us to use?

- Is there any particular likes or dislike that your child has?

- Are there any ways in which your child might need particular help/ support from a member of staff?

- Does your child wear nappies? If so what size? If toilet trained, how does your child let you know if they need the toilet?

- Does your child have any know allergies?

- Any other relevant information?

Thank you for sharing this information with us to help us get to know your child

Registration form – Updated 15/02/16