



Green Lane Nursery Ltd.

Welcome to our Nursery

A happy and homely place for babies and young children



Registration Forms



Green Lane Nursery Booking Form

Please fill in the exact times that you will need care for your child(ren).

All drop offs and collections to be on the hour, unless extending government funded hours from 4.30pm.

Please return this booking form with your registration form

| | | | |
|---------------|--|---------------|--|
| Name of Child | | Date of birth | |
| Name of Child | | Date of birth | |

| | |
|------------|--|
| Start date | |
|------------|--|

Please select

| | | | |
|---------------------------------------|--|---------------------------------------|--|
| Term time only (38 weeks per year) | | All year round (50 weeks per year) | |
|---------------------------------------|--|---------------------------------------|--|

Funding

| |
|--|
| Working Family Entitlement (HMRC) Code |
|--|

Regular Booking Plan

| Day | Paid hours | | Funded Hours | | Meals to be taken | | |
|-----------|------------|--------|--------------|--------|-------------------|-------|-----|
| | Start | Finish | Start | Finish | Breakfast | Lunch | Tea |
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |

Any other Information we may find useful:

| |
|--|
| |
|--|

| | |
|---|--|
| Parent/Guardian name (print) | |
| Signature | |
| Date | |
| Did anyone recommend Green Lane Nursery to you? If so, who? | |

| Child Information | |
|--|------------------------|
| Child's Name | Date of birth: |
| | Gender: |
| Ethnicity: | |
| Religion: | |
| What is the main language spoken at home? | |
| Address (incl. postcode) | Home Phone No: |
| Parent/Guardian Information | |
| Parent/Guardian 1 (at above address) Name: | Title: |
| | Relationship to child: |
| Mobile: | |
| Workplace No: | Home Phone No: |
| Email: | |
| Permission for us to set up a Family account using this email address: | Please state: |
| National Insurance No: | |
| Parent/Guardian 2 | |
| Name: | Title: |
| | Relationship to child: |
| Address if different from above (incl. postcode) | |
| Mobile: | |
| Workplace No: | Home Phone No: |
| Email: | |
| Permission for us to set up a Family account using this email address: | Please state: |
| National Insurance No: | |
| Who has legal responsibility for this child: | |
| Please indicate invoices to: | |

Emergency Contacts Details

In an emergency, we will usually contact the parent/guardians.
If we are unable to reach them, we will contact the emergency contacts listed below.
Please list them in the order you would like us to contact them.

Emergency Contact 1

| | |
|------------------------|-------------|
| Name: | Mobile: |
| Relationship to child: | Work Phone: |

Emergency Contact 2

| | |
|------------------------|-------------|
| Name: | Mobile: |
| Relationship to child: | Work Phone: |

Emergency Contact 3

| | |
|------------------------|-------------|
| Name: | Mobile: |
| Relationship to child: | Work Phone: |

Collections – Permission for the following people to collect your child

| | |
|-------|------------------------|
| Name: | Relationship to Child: |

Medical Information

| | |
|-----------|----------|
| Doctor: | Address: |
| Phone No: | |

Allergies, dietary requirements & medical conditions:

Please let us know if your child has any allergies or medical conditions how it affects them and what medication they are taking.

Please indicate whether your child can have hypoallergenic plasters **Please state:**

Immunisations & Vaccinations – Please give details of what your child has been given:

Green Lane Nursery Ltd Consent Form and Parental Agreement Contract

| Off Premises Emergency Consent | |
|---|----------------------|
| Green Lane Nursery Ltd will regularly take the children out for walks and outings, I/we agree that my child can be transported in the following ways: <ul style="list-style-type: none"> - In the nursery minibus with a 3-point seat belt and a suitable child seat - In the nursery minibus with or booster or suitable child's car seat or to travel by public transport. | Please state: |
| I/we agree to our child(ren's) being taken on these outings and for Green Lane Nursery to, in the event of an emergency, carry out medical treatment in my/our absence. | Please state: |

| Medical Consent | |
|--|----------------------|
| I/we agree to cover all wounds when my child(ren) attends nursery to prevent the risk of infection and risk of cross contamination. I consent to staff dressing/re-dressing wounds with dressings and hypo-allergenic plasters unless I have indicated an allergy on my registration form | Please state: |
| I/we give permission for staff to apply high protection sunblock to my child(ren), I will inform staff if I need to provide specific sun block for my child(ren). | Please state: |
| I/we understand that Green Lane Nursery cannot cater for sick children, I will not bring my child if they are ill and will collect them if they become ill whilst being cared for. I/we also understand that Green Lane Nursery can only (normally) administer prescription medicines and I understand that I must sign a consent form for this to happen. *Please refer to medication policy | Please state: |
| I/we agree to my child receiving emergency medical treatment or dental treatment of any nature considered necessary by the medical authorities present. | Please state: |

| Safeguarding Consent | |
|--|----------------------|
| I/we agree to inform Green Lane Nursery of any changes in family circumstances that may affect the safeguarding of my child(ren). | Please state: |

| Image Consent | |
|---|----------------------|
| We take lots of photographs to record your child's learning. Many of the photos' practitioners take, have several children playing and learning together. In some cases, this may mean that your child appears on photographs in other children's records. | Please state: |
| I/we consent to my child(ren's) photo appearing in other children's records of learning and development | Please state: |
| I/we consent to my child(ren's) photo being taken and used by staff and students for general purposes at nursery. | Please state: |

| | |
|--|---------------|
| As part of our website, we will be including a photo gallery to show people the range of activities we do at nursery. This will be updated regularly with photographs. | Please state: |
| I/we consent to my child(ren's) photo appearing on the nursery website. | Please state: |
| I/we consent to my child(ren's) photographs or videos of my child to be used on the company's social media sites; Facebook and Instagram. | Please state: |

| Data Sharing / Protection | |
|--|---------------|
| I/we agree for my child's details to be passed on to the local authority for the purposes of Speech and Language development or safeguarding, as appropriate. | Please state: |
| I/we agree for the company to retain my and my child's details as laid out in the Green Lane Nursery Ltd Record Retention Policy | Please state: |

| Family | |
|--|---------------|
| I/we agree to the company creating an online Family account for myself and my child(ren) using the email address(s) provided on the registration form. | Please state: |
| I/we give permission for my child's image to appear in my Family account. | Please state: |
| I/we agree not to share or publish content in any way from my child's learning journal which includes, for example, any such photographs which cannot be posted on a social networking site or displayed in a public place. Failure to comply with this will result in withdrawn access to the account. | Please state: |
| I/we give permission for my child's image to appear in photographs/videos in another children's learning journey. Your child may appear in the background of a photo/video or in a group photo/video of an activity. | Please state: |

| Payment Terms | |
|--|--|
| Please note that prompt payment allows us to pay the people that look after your child(ren). If you have any difficulty paying the invoice, please contact us so that we can arrange repayments over a longer period. | |
| From October 2024, Green Lane Nursery Ltd has updated their terms and conditions to reduce the number of reoccurring debtors, and will follow a Late Payment Policy as follows: | |
| <ol style="list-style-type: none"> 1. Invoices are raised through Family around the 20th of the month and are due to be paid in full by last day of the month. 2. If your invoice is not paid by the due date, you will receive a payment reminder via Family. 3. Should your invoice remain unpaid, you will receive a £10 late payment fee. 4. We will try to contact you by telephone, but should your balance continue to be unpaid, a copy of your invoices will be posted to your address and additional charges of £15 plus recorded postage, will be applied to your account. | |

5. £10 late payment fees will continue to be applied to your balance each month that your account remains in debt.
6. After this, we reserve the right to no longer provide childcare for your child(ren).
7. Should your balance remain uncleared, a formal letter stating your debt will be sent to your address and additional charges of £100 plus recorded postage, will be applied to your account.
8. Unfortunately, if all these attempts to settle your account have been ignored, Green Lane Nursery Ltd reserve the right to pass your account over to DCBL.
9. Please note that DCBL is the UK's leading provider of Debt Recovery and High Court Enforcement services who have a very high record of recovering debts.
10. If your account is passed on to DCBL, you will also be liable to pay for all of their fees on top of your Green Lane Nursery Ltd account balance.

This is not a route we would like to take lightly and must reiterate that communication is key to prevent this.

Please send us a message via Family or email us at enquiries@greenlanenurseryltd.co.uk and we can arrange a payment plan to clear your account in instalments.

| | |
|--|----------------------|
| I/we agree to the above consent, terms and conditions. | Please state: |
| I/we agree to give 4 weeks' notice of my child(ren) leaving Green Lane Nursery Ltd and of cancelling sessions. | Please state: |
| I/we agree to Green Lane Nursery providing childcare cost information to the Inland Revenue for the purpose of tax credits. | Please state: |
| I/we agree to Green Lane Nursery's pricing and payment terms. | Please state: |
| Voluntary Contributions (applicable to children over 9 months old and in receipt of Government funding) | |
| I/we are willing to pay the voluntary monthly contribution. | Please state: |
| I/we understand that this is not a condition of a funded place for my/our child. | Please state: |

| | |
|---|--|
| Printed name of child(ren) | |
| Printed name of parent(s)/guardian(s) | |
| Signature of parent(s)/guardian(s) | |
| Date | |
| Signature of Andrew O'Connor – Nursery Manager | |

Early Years Pupil Premium (EYPP)

From April 2015, nurseries, schools, childminders, and other childcare providers have been able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care.

National data and research informs us that children who are eligible for free school meals tend to make slower progress, for example, in 2014, 45% of children eligible for free school meals achieved the expected level at the end of the early years foundation stage compared with 64% of other children. The Early Years Pupil Premium will provide us with extra funding to close this gap.

The Early Years Pupil Premium provides an extra £1 per hour for three and four year old children whose parents are in receipt of certain benefits or who were formerly in local authority care but who left care because they were adopted or were subject to a special guardianship or child arrangements order.

This means an extra £570 a year for each child taking up 570 hours funded entitlement to early education. This additional money could make a significant difference for your child.

We can use the extra funding in any way we choose to improve the quality of the early years education that we provide for your child. This could include, for example, additional training for our staff on early language, investing in partnership working with our colleagues in the area to further our expertise, or supporting our staff in working on specialised areas such as speech and language.

It is well documented that high quality early education can influence how well a child does at both primary and secondary school, and into adulthood, so we do want to make the most of this additional funding.

You may be aware, if you have older children, that a pupil premium has been available for school-age children, and it has proven to have given a real boost to the children receiving the funding.

We want to do the same for our early years' children entitled to this funding.

We need information about you and your child to provide the best education and support by making sure we receive all the government funding to which your child may be entitled through EYPP.

Please complete the details on the following page:

Parent/Guardian Details

If your child has been adopted, subject to a special guardianship order, child arrangement order, or is a child in care/looked after by the local authority, we do not need parent/guardian details, please only complete section 2.

Section 1

| | Parent/Guardian 1 | | | | | | Parent/Guardian 2 | | | | | |
|---|-------------------|----|------|----|----|------|-------------------|--|---|--|---|--|
| Last name | | | | | | | | | | | | |
| First Name | | | | | | | | | | | | |
| Date of Birth | DD | MM | YYYY | DD | MM | YYYY | | | | | | |
| National Insurance Number | | | | | | | | | | | | |
| National Asylum Support Service (NASS) Number | | / | | / | | | | | / | | / | |

Please tick the relevant box if your child meets any of the criteria below

Section 2

| | |
|--|---|
| | Adopted (please provide a copy of the Adoption Certificate) |
| | Special Guardianship order (please provide a copy of the special guardianship order) |
| | Child Arrangement order (Please supply a copy of the Child Arrangement order) |
| | Child in care/Looked after by the Local Authority Please confirm name of Local Authority |

Declaration

The information that **I/we** have given on this form is complete and accurate.

I/we understand that my personal information is held securely and will be used only for local authority purposes.

I/we agree to the local authority using this information to enable my child's nursery to claim the early years pupil premium for my child.

| | |
|------------------------------|--|
| Signature of Parent/Guardian | |
| Date | |

Partnership Working

The Early Years Foundation Stage encourages partnership working.

The EYFS Statutory Framework 2012 states,

“Providers must have the consent of parents and/or carers to share information directly with other relevant professionals, if they consider this would be helpful.” (2.5 p.11 Statutory Framework for the Early Years, March 2012)

Children do best when parents/carers and other professionals work together.

Please provide information below about other settings your child currently attends.

| | |
|----------------|--|
| Child's Name | |
| Child's D.O.B. | |

| | No.1 | No.2 | No.3 |
|-----------------------------|------|------|------|
| Setting Name | | | |
| Setting address | | | |
| Postcode | | | |
| Tel no: | | | |
| Day's child attends setting | | | |
| Times child attends setting | | | |
| Child's Key Person | | | |

- I agree that _____ may share 'agreed' information with my child's settings named above.
- I agree that the above settings can share 'agreed' information with _____

| | |
|------------------------|--|
| Signed by Parent/Carer | |
| Print name | |
| Date | |