

Sunshine Children's Centre



Registration Form

Forename		Surname	
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Date of Birth		Gender	
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Current Nursery	
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GP		Surgery	
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Address			

Post Code	
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Telephone	
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Health Visitor	
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Contact No.	
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Location	
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Do you give your consent for Sunshine Children's Centre to contact your child's health visitor? For medical advice specific to your child

Yes / No	
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Parent/ Guardian Signature	
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Asthma Yes / No

Epilepsy Yes / No

Diabetes Yes / No

Eczema Yes / No

Heart Condition Yes / No

Remarks _____

ALLERGIES YES / NO

Type _____

Does your child have any other Health problems that we should be aware of

Parent/Guardian Signature

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Mother/Guardian Details

Name _____
Home No. _____
Mobile No. _____
Email _____
Address _____

Post Code _____

Father/Guardian Details

Name _____
Home No. _____
Mobile No. _____
Email _____
Address _____

Post Code _____

Please bring your child's birth certificate

Birth Certificate number.....

Emergency contact numbers

Please indicate below whom you would like us to contact in the event of an emergency **if we are unable to contact you:**

Contact 1

Name _____
Home No. _____ Mobile No. _____

Contact 2

Name _____
Home No. _____ Mobile No. _____

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Please provide us a list of names of the people who will be collecting your child from nursery. E.g. Parent/Grandparent etc.

The nursery will still need conformation from you before allowing your child out of our care.

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Required Pick Up code

Additional Needs

Does your child have any additional needs: **YES / NO?**

Does your child have any special dietary requirements: **YES / NO?**

Are there any emotional / behavioral concerns regarding your child that you would like us to know about:?

Permissions/Consent

Please read the statements below and delete as necessary

- **I do/do not** consent to face paints being applied on my child
- **I do/ do not** consent to sun cream being applied on my child if necessary
- **I do / do not** consent to my child's photograph being taken during activities whilst they attend the Holiday Club and for these photos to be displayed on the notice board.
- **I do/ do not** consent to photographs of my child being used on the Sunshine Children's Centre website and in other Sunshine Children's Centre communications, as well as social media. (e.g. newsletters, leaflets)

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Care Times

Please indicate which sessions you would like to book

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club	07:15 09:00	07:15 09:00	07:15 09:00	07:15 09:00	07:15 09:00
Morning Session	08:30 12:30	08:30 12:30	08:30 12:30	08:30 12:30	08:30 12:30
Afternoon Session	12:30 15:30	12:30 15:30	12:30 15:30	12:30 15:30	12:30 15:30
Teatime Session	15:00 18:00	15:00 18:00	15:00 18:00	15:00 18:00	15:00 18:00

A packed lunch needs to be provided for children staying for morning and afternoon sessions

You can purchase a healthy packed lunch for £4.00 daily

There is a 5% discount applied to your 1st child once your 2nd starts at nursery

Payment to be made by BACS to Sunshine Children's Centre

Please ask management for details

If you have another preferred way of payment please speak to the management team

We ask for a £30.00 non-refundable registration fee to secure your child's place

All fees must be paid in full every month

I agree to the terms and conditions (please keep the terms and conditions for reference) and would like to register my child for a space.

Signed (Parent/Guardian): _____

Print Name: _____ Date: _____

Please return your form to the email

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Terms and Condition

- ⇒ To secure a place at Sunshine Children's Centre Nursery we need a completed registration form accompanied by a £30 non-refundable registration fee.
- ⇒ One Month's notice is required to terminate a nursery place or amend agreed attendance sessions. If one month's notice is not received. You will be liable for a full month's fees
- ⇒ One month's notice will be given by Sunshine Children's Centre nursery for any changes to fees or terms and conditions
- ⇒ Fees are payable monthly. In advance within 7 days of receipt of your monthly invoice, payments should be made payable to Sunshine Children's Centre fees may be paid by BACS (which is recommended) we accept the government's funded 2,3, and 4 year olds and all childcare vouchers. After funded provision, sessional or hourly prices will be charged.
- ⇒ Unfortunately, no refunds will be considered for absences as pre-arranged staffing and operational expenses still have to be met
- ⇒ The Nursery is open during term times only with holiday clubs run in line with local authority school holiday
- ⇒ During the settling period, parents are welcome to stay in the room with their child or sit in our play hall downstairs. Fees will be charged after the first settling sessions.

**I HAVE READ AND AGREE TO COMPLY WITH SUNSHINE CHILDREN'S CENTRE DAY NURSERY
TERMS AND CONDITIONS**

Mother/Guardian Name _____

Mother/Guardian Signature _____

Father/Guardian Name _____

Father/Guardian Signature _____

Dated _____