



**STICKY PAWS**

Part of YMCA CHELMSFORD



**Registration form**  
**2019**

Ofsted registration number: EY 203765

# WELCOME to STICKY PAWS

## IMPORTANT NOTES

- We need to ask you to confirm you are legally responsible for the child your registering and, if so, to complete the following information before we can admit your child into the Nursery. Please complete each section of the form.
- Please read the financial section and to sign acceptance of the conditions.
- If you agree, please give your permission for your child to leave the Nursery, to attend the hospital or doctors, and your permission regarding the taking of photographs.
- To save costs, we would encourage parents to provide us with an email address so that we can send your monthly invoice directly to you.
- To comply with the GDPR 2018, we ask that you read the Privacy Notice on our website or in our policies and procedures booklet.

We do hope you and your child will enjoy your experience at Sticky Paws, if we can help you in any way, please contact a room manager or myself.

Once again, please ensure you have read and signed the relevant sections of this form, and return it to either our administration team or myself.

If you require assistance in completing this form please call us on 01245 355677

**Victoria Baker**

Deputy Nursery Manager

# **Your child's information**

Child's Surname	
Child's First Name	
Child's Date of Birth	
Address	

**Please tick the days you require your placement for:**

Monday AM	Monday middle session	Monday PM
Tuesday AM	Tuesday middle session	Tuesday PM
Wednesday AM	Wednesday middle session	Wednesday PM
Thursday AM	Thursday middle session	Thursday PM
Friday AM	Friday middle session	Friday PM

When would you like your placement to start?

Arrival Time:

Collection Time:

# **Your child's health**

Does your child have any medical requirements or problems we should be aware of?	<u>Yes—please explain.</u>	<u>No</u>
Does your child require regular medication administered whilst at Nursery?	<u>Yes—please explain.</u>	<u>No</u>
Does your child suffer from any allergies? If so how is this allergy managed?	<u>Yes—please explain.</u>	<u>No</u>
Does your child have any specific dietary requirements?	<u>Yes—please explain.</u>	<u>No</u>
Does your child require a sleep whilst at the Nursery?	<u>Yes—please explain.</u>	<u>No</u>
<b>Please state immunisations to date:</b>		
1.	Date:	
2.	Date:	
3.	Date:	
<b>Which infectious illnesses has your child had?</b>		
1.	Date:	
2.	Date:	
3.	Date:	

	Doctor	Health Visitor
Name		
Address		
Telephone Number		

Is there any other relevant information you feel we should know including any additional needs your child may have.

To help us maintain the care of your child, we have devised a form seeking permission to use the following items. If you have previously completed this form, can I still ask that you complete it again, as it will provide us with up to date information.

**Thank you**

	<b>YES</b>	<b>NO</b>
Bandages		
Micropore Tape		
Plasters		
Gauze		
Calpol		
Baby Wipes		
Cotton Wool		
Sudocream		
Piriton		
Nurofen		
Vaseline		

**Comments:**

**Parent's Name:**

**Signature:**

**Date:**



# Family information

Who has parental responsibility for this child?	
Who does the child live with?	
Mother's Name	
Mother's address	
Mother's place of work	
Mother's contact details	Home:  Work:  Mobile:
Email address (for E-invoices)	

Father's Name	
Father's address	
Father's place of work	
Father's contact details	Home:  Work:  Mobile:
Email address (for E-invoices)	

**Does your child have any siblings?**

Sibling's Name	Sibling's Date of Birth

**Primary Collectors contact names and details.**

Please give the two names, addresses and telephone numbers of the primary collectors for your child.

*These people will be the people that collect your child under normal daily circumstances*

1.	Name: Address: Relationship:	Tel:
2.	Name: Address: Relationship:	Tel:

**Additional Collectors contact names and details.**

Please give the three names, addresses and telephone numbers of the additional collectors for your child.

*These people will be the people that collect your child in an emergency situation when the above three collectors*

1.	Name: Address: Relationship:	Tel:
2.	Name: Address: Relationship:	Tel:
3.	Name: Address: Relationship:	Tel:

**Please note only the people on this page are allowed to collect and enter the nursery.**

**Ethnicity codes &  
other  
information**

### Ethnicity Codes

This will be shared if requested with the Local Authority.

01 White British	11 Asian or Asian British - Other Indian
02 White Irish	12 Asian or Asian British - Pakistani
03 Other White	13 Black or Black British
04 Mixed - Other Mixed	14 Black or Black British - African
05 Mixed - White & Asian	15 Black or Black British - Caribbean
06 Mixed - White & Black African	16 Black or Black British - Other Black
07 Mixed - White & Black Caribbean	17 Unknown
08 Asian or Asian British	18 Traveller
09 Asian or Asian British - Bangladeshi	19 Chinese
10 Asian or Asian British - Indian	20 Any

	Ethnicity Code	Main Language Spoken
Mother		
Father		
Child 1		
Sibling 1		
Sibling 2		
Sibling 3		

**Is there any other relevant information you feel we should know?**

# Permissions and policies

For our full policies and procedures please ask staff for a copy or download then from our website.

[www.ymcaessex.org.uk](http://www.ymcaessex.org.uk)

### Permission to leave the Premises

I give permission for my child to leave Sticky Paws for the purpose of Nursery outings and visits.

Signed:

Date:

Comments:

### Permission to take to Hospital/Doctors

In case of emergency, I give permission for Sticky Paws staff to seek necessary emergency medical advice or treatment. (Please note that we will contact you immediately)

Signed:

Date:

Comments:

### Permission to have child's photo taken whilst in Nursery

*Whilst in Nursery, there are a number of occasions when your child's photo might be taken e.g. for use in your child's learning journey, for display purposes, for promotion materials including our website and brochures and in the local press.*

*Your child's photograph may also be included in another child's learning journey as part of a photograph of that child's journey. To avoid the need to get permission each time, we ask you sign this slip. If you do not wish for your child's photograph to be taken whilst at nursery please delete as appropriate.*

Yes, you may take my child's photo at any time whilst in Nursery.

No, I would prefer you not to take my child's photo whilst in Nursery.

Signed:

### Permission for your child's face to be painted

I give permission for my child to have their face painted whilst at nursery.

Signed:

Date:

Comments:



**Permission for your child's clothes to be washed at nursery.**

I give permission for my child to have their clothes washed at nursery.

Signed:

Date:

Comments:

**Permission for information to be shared**

I give my permission for my Childs records to be shared with other professional, medical practioners and other 3rd party organisations if necessary as per our Data Privacy Notice.

Mothers name and signature

Date

Fathers name and signature

Date

Comments:

The YMCA Essex try to be environmentally friendly as much as possible so we are reducing the amount of paper we use.

Please visit [www.ymcaessex.org.uk](http://www.ymcaessex.org.uk) to read and download our policies and procedures booklet and our prospectus.

Should you not be able to do this we will be happy to provide these documents upon request.

Mothers name and signature

Date

Fathers name and signature

Date

## **Financial Policy for Nursery**

Our fee structure and payment processes are explained in our prospectus. We would ask you to make sure you have read our terms and conditions.

**Full fees will be payable if your child is absent from the Nursery for the following reasons:**

- All booked sessions including bank holidays are payable for and sessions cannot be swapped under any circumstances except for the Nursery annual trip.
- Full fees will be payable in the event of bad weather or any other circumstances that result in the early closure of the Nursery.
- We will be closing the Nursery early twice during the year for staff training. Parents will be notified in advance of these closures.

We reserve the right to discontinue provision for your child if fees are not received on a timely basis. If fees remain unpaid, we will implement our debt collection process which will result in the debt being passed to our debt collection agency.

If settlement is not received it may result in us taking out proceedings in the County Court. It is our policy to pursue outstanding debts and could result in a CCJ (County Court Judgment) being made against parents. This will impact on the chance of obtaining future credit i.e. a loan or mortgage.

One month's written notification is required if you intend to change or terminate your placement at the Nursery, and fees will be charged for this period.

**Fees are payable monthly in advance.**

## Data Protection

YMCA will collect your data under the Data Protection regulations.

We will store them securely and they will only be accessed by authorised staff.

Please see our Data Privacy Notice & Retention Policy for further details.

We will safely and securely destroy your data as per our Data Retention Policy.

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## Bookings and discounts

### 1. Flexible booking system

- We offer half day sessions in all our rooms.
- A half-day session must be no longer than 5 hours.

### 2. Full time discount

- We offer a discount of 10 % for each child attending 5 full days.

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## Bad weather

It is our intention that our Nursery will be open on normal working days, however there may be occasions when, after taking advice from various authorities, we may decide to close the Nursery for safety or other reasons. In bad weather, each day will be treated as a separate occasion and a daily decision will be made.

When a decision is made to close the Nursery, we will notify all parents as soon as possible by telephone, email, website, and local radio. Parents will be expected to collect their child by the time given for closure. Fees are to be paid in the event of closure.

**Security  
&  
check list**

## SECURITY

In the event of somebody else collecting your child, we require a password to release your child.

All staff are trained to ask for this password if they do not recognise the person collecting your child.

Thank You

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Child's Name :

Password:

Parent's Signature:

Date:

## Check List

**1. Have you completed the following:-**

- Contact Details
- Medical Conditions
- Emergency Contact details

**2. Have you signed for the various permissions to allow us to take your child outside of Sticky Paws, if necessary to visit the hospital or doctor, and photographic permissions ?**

**3. Have you read and understood the financial commitments you are making as set out in this booklet and also our prospectus ?**

**4. Have you read and understood our policy on bad weather or other closures of the Nursery?**

**5. You have read the data privacy notice and relating policies and agree to the terms of them?**

**6. You have given us a copy of your child's birth certificate.**

I/We confirm that I/we have completed this booklet and sign to agree to the terms set out in this booklet, prospectus and the policies and procedures that are online.

I/We confirm that I am/we are legally responsible for

\_\_\_\_\_ (child's name)

Name/s: \_\_\_\_\_

Thank you for taking the time to complete this registration form.

Don't forget to download the full policies and procedures from our website.

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### Any questions?

Call us on **01245 355677**

Email us at **admin@chelmsfordymca.co.uk**

Website **www.chelmsfordymca.co.uk**

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Sticky Paws is the operating name of YMCA Chelmsford



YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION

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