



Buttercups Care Ltd

Buttercups Care Ltd, 361A Walderslade Road, Chatham, Kent.
 Buttercups Care Ltd, Registered Office: 361 a Walderslade Road, Chatham, Kent ME5 9LW
 Telephone No: 01634 685511
 Reg.No: 6327453

PRE SCHOOL ENROLMENT FORM

On return of the completed registration forms, please enclose a **non-refundable** registration fee of **£20.00** (cheques should be made payable to **Buttercups Care Ltd**). This will secure a place on the waiting list for your child, although we cannot guarantee that the days or sessions you initially want will be immediately available to you. All children's information is kept confidential at all times and kept securely in a locked office.

PERSONAL DETAILS			
Childs Surname:	Date of expected start:		
Childs Forename/s:	<small>Delete as appropriate:</small> Does your child attend another setting or an accredited childminder?	Yes	No
Address:	If yes, has your child's 2year check already been carried out?	Yes	No
Main Contact Number:	Are you happy for us to share information with other professionals, such as: childminder, speech and language therapist etc, should the necessity arise?	Yes	No
Postcode:			
Date of Birth:			
Buttercups use a password system to ensure child protection and security. Please ensure you make a note of your chosen password.	Do you wish for your child to have a "playday" prior to starting?	Yes	No
Nominated Password:			
Where did you hear about Buttercups?			

PREFERRED SESSIONS					
We aim to give you your preferred sessions. However on occasion we may not be able to offer you all sessions requested, a manager will discuss this with you should this be the case.					
<small>Tick as appropriate:</small>					
Day	7.00-9.00 Breakfast Club	9.00-11.30 Pre-School	11.30-12.30 Lunch Club	12.30-3.00 Pre-School	3.00-6.30 Afterschool Club
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

ADDITIONAL PERSONAL DETAILS			
Gender: Male / Female *delete as appropriate		Disability: Yes/No *delete as appropriate	
RACE/ETHNIC ORIGIN (please tick appropriate box)			
White	Black	Asian	
White British	Black British	Bangladeshi	
White Irish	Black African	Pakistani	
White other	Black Caribbean	Indian	
	Black other	Asian other	
Chinese	Mixed	Other - Please state:	
Chinese	White/Black Caribbean		
Chinese other	White/Black African		
	White/Black Asian		
FURTHER INFORMATION			
Is English the first spoken language?			Yes
If no, please state language spoken at home:			No
Please state the religion of your child:			

PARENT/CARER CONTACT DETAILS:	
Name:	Name:
Relationship To Child:	Relationship To Child:
Home Tel:	Home Tel:
Work Tel:	Work Tel:
Mobile Tel:	Mobile Tel:
Email:	Email:
Does This Person Have Parental Responsibility? Yes/No	Does This Person Have Parental Responsibility? Yes/No

EMERGENCY CONTACT DETAILS	
Name:	Name:
Relationship To Child:	Relationship To Child:
Home Tel:	Home Tel:
Work Tel:	Work Tel:
Mobile Tel:	Mobile Tel:

ADDITIONAL AUTHORISED PERSONS	
Buttercups only allow people over the age of 16 years to collect a child from the setting – this is in line with statutory legislation.	
Name:	Relationship To Child:
Name:	Relationship To Child:
Name:	Relationship To Child:

UNAUTHORISED PERSONS	
Is there anyone who may not collect your child, for example an absent parent? In these cases we may require to see supporting legal documentation. Please list below:	
Name:	Relationship To Child:
Name:	Relationship To Child:
Name:	Relationship To Child:

MEDICAL INFORMATION
(Please give as much information as possible)

Doctor/Surgery Name:	Address:
Telephone Number:	
Health Visitor (H.V) Name:	H.V Telephone Number:

CHILDHOOD DISEASES
(e.g chicken pox, mumps, measles)

Please list any infectious diseases your child has already had:

IMMUNISATIONS
(e.g measles, polio, mmr)

Please list any immunisations your child has had:

GENERAL MEDICAL INFORMATION

Please give any further medical information (e.g. Food/medical allergies, asthmatic)

Is your child allergic to plasters?	Yes	No
Are you happy for us to apply sun cream to your child?	Yes	No

EMERGENCY TREATMENT

In the event of an emergency, it may be necessary for a practitioner to act on your behalf should emergency treatment be required.
Please delete as appropriate:

X-ray	Yes	No	Blood test	Yes	No
Injection	Yes	No	Stitches	Yes	No
Admit to hospital	Yes	No	Lumber puncture	Yes	No
Blood transfusion	Yes	No	Urine test	Yes	no

Please state any treatment you do **not** wish your child to receive:

I hereby give permission for a member of staff from Buttercups Care Ltd to act on my behalf should the necessity arise. I understand it is my responsibility to update Buttercups with any medical changes should they occur.

Signed..... Parent/CarerDate

Signed..... Parent/CarerDate

USE OF IMAGES

As well as taking pictures for your child's 'Assessment' folder we occasionally use these images for other purposes such as; displays, in our prospectus, on our website (www.buttercups-care.co.uk), or in the media.

Conditions of Use

- This consent is valid for the period of time that your child is at Buttercups Care Ltd plus one year after they leave.
- We will not reuse any photographs or recordings after this time.
- We will not use the personal details or full names of any child in photographs on our website, in our prospectus or in any other of our printed publications.
- We will not include personal email, postal address', telephone or fax details.
- If we use photographs of an individual child we will not use their name in the accompanying text.
- You can withdraw your consent at any time.

Please delete as appropriate:

Are you happy for your child to be photographed when taking part in school events? This may include by other parents for their own private use.	Yes	No
Are you happy for your child to appear in the media	Yes	No
Are you happy for your child to be recorded on video?	Yes	No
Are you happy for your child to appear in publications or publicity produced by Buttercups Care Ltd?	Yes	No
Are you happy for your child to appear on the Buttercups Care Ltd website? Please note websites can be seen throughout the world, and not just in the UK where the UK law applies.	Yes	No

OUTINGS

At Buttercups we organise a range of outings to support the development of young children. We use the local environment to further the children's understanding and knowledge of their surrounding environment. Outings depend on a range of things therefore prior notice to parents cannot always be possible. Therefore we ask for your consent in advance:

Do you consent to your child being included in regular nursery outings to the local area arranged spontaneously, and further afield pre-planned with plenty of notice?	Yes	No
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TERMS AND CONDITIONS
****PLEASE READ BEFORE SIGNING****

I wish my child to enrol at Buttercups Care Limited. I agree to comply with nursery policies (available on parent shelf) as well as other conditions that may be applied in the future by the setting. I understand that Buttercups has a statutory responsibility to observe my child, assess and record his/her developmental progress. I will be involved in this process and I have the right to request to see my child's records at anytime. I give my consent, by signing this contract, for observation to be carried out. I also understand that photographs may be taken as part of the observation process and to provide evidence of good practice to relevant authorities.

If someone other than the parent/carer, or persons detailed in this consent form, comes to collect the child, the child **will not** be allowed out of the nursery, and attempts will be made to contact you. Giving notice to the setting of any such changes will prevent such situations occurring. Please be aware that late collection of any child may result in a late collection fee being added to my account. Should this situation arise details of the fee will be explained to you.

We ask all parents to collect their children promptly at the end of the session. We will wait with your child for a short while in the case of accidental lateness. However, where it appears that the parent/carer is not coming or is extremely late, Social Services will be contacted. Practitioners cannot care for your child beyond the hours stated on the enrolment form.

I understand that all fees are payable four/five weekly in advance and are due by the date stated on the bill; this process is subject to change. Fees may be varied but reasonable notice of any changes will be given. **Days that have been booked must be paid for whether or not your child attends them. This includes additional sessions booked informally by telephone or by requesting additional sessions.** I agree to pay the fees charged in advance for the time that my child is booked to attend the setting. I understand that I am fully liable for payment of fees due. Payments are to be made on time and non-payment or regular late payment of fees could lead to my child losing his/her place at Buttercups, a late payment charge being applied or the outstanding debt being pursued through court action through a debt collection agency. Court fees or other administrative/legal fees incurred by the company in pursuing fees due may be added to your debt and recovered from you. Our current charge for late payment reminders is 10% of the outstanding amount. If a case is referred to a debt collection agency, the administrative charge currently starts at a minimum of £50.00. A late payment charge may be applied if payments are not made by the due date shown on the invoice, or within the first week of the payment period. Furthermore, if a child is withdrawn from the setting in a situation where the parent owes a debt the company directors will retain the right to make reference to this debt if information regarding payment history is requested by other childcare organisations or professionals' e.g. childminders.

I understand that I may withdraw my child, or reduce the number of sessions my child attends by giving **four weeks' paid notice** to the setting in writing. Additional sessions may be obtained with lesser notice, providing there is availability. Any "casual" sessions must be paid for in cash when dropping your child off at the setting. Staff reserve the right to refuse entry to a child if payment of fees is not made.

I understand the setting's statutory duties in relation to Child Protection. I understand that in serious circumstances, where staff have reasonable cause to believe that the child may be in danger of abuse, a report may be made without my consent.

By signing this form you are entering into a legal contract with Buttercups Care Limited, any amendments to your child's care can only be made by the persons named below:

Signed Parent/Carer Date:.....

Signed Parent/Carer Date:.....

Office Use Only:

Deposit		T Shirt/Cup		Birth Cert		Places Agreed	
Key Person		SenCo Required		Playday		Account Opened	

SignedDirector Date.....