



137 Worting Road
Basingstoke
RG22 6NN

2 Anstey Close
Basingstoke
RG21 3JG

☎ 01256 331 147

☎ 01256 333 113

✉ nursery@thehatchlings.co.uk

🌐 www.thehatchlings.co.uk

Registration Form

Block Capitals Please.

Child's name: Sex: **(Male / Female)**
please circle

Known As: Date of Birth:
(proof of D.O.B. must be shown with this registration form)

Address:
.....

Mother's Name: **Miss / Mrs / Ms**
please circle

Home Tel: Mobile:

Email Address:

Place of Work: Work Tel:

Father's Name:

Home Tel: Mobile:

Email Address:

Place of Work: Work Tel:

Emergency Contact Name: Tel:

Doctor's Name: Surgery: Tel:

Health Visitor's Name: Tel:

Please give any medical details we should know, e.g. allergies, dietary problems, etc:
.....

Settling In Information

What does your child call the grown-ups in their home?

What are the other children in the home called and their ages?

Pets names?

Does your child drink milk? **(YES / NO)**
please circle

Child's First Spoken Language: Second:

Family Religion:

Please tell us about your child's progress and learning at home, also the things that will help your child to settle into nursery when he / she starts with us:
.....
.....
.....

P.T.O.

Attendance Times and Fees

137 Worting Road, South Ham

All year round, flexible opening times **8am - 5.30pm**.
 Closed weekends, Bank Holidays and a week at Christmas.

2 YEAR OLDS:(until term after child turns 3 years old)

8.30am - 12 noon	£18.41
12 noon - 1pm*	£5.26
1pm - 4.30pm	£18.41
All day (8.30am - 4.30pm)	£42.08
8 - 8.30am / 4.30 - 5pm / 5 - 5.30pm	£2.63

3+ YEAR OLDS:

8.30am - 12 noon	£16.45
12 noon - 1pm*	£4.70
1pm - 4.30pm	£16.45
All day (8.30am - 4.30pm)	£37.60
8 - 8.30am / 4.30 - 5pm / 5 - 5.30pm	£2.35

2 Anstey Close, Cranbourne

Term time only, opening times: **9am - 4pm**.
 Closed Hampshire school holidays.

2 YEAR OLDS:(until term after child turns 3 years old)

9am - 12 noon	£15.78
12 noon - 1pm*	£5.26
1pm - 4pm	£15.78
All day (9am - 4pm)	£36.82

3+ YEAR OLDS:

9am - 12 noon	£14.10
12 noon - 1pm*	£4.70
1pm - 4pm	£14.10
All day (9am - 4pm)	£32.90

(*Children to bring their own packed lunch.)

Each term £10.00 will be added to invoices to cover consumables and additional services. Bank Holidays are paid for. The **15** and **30** hour per week Government Grants cover **38** weeks a year, during Hampshire school terms only. The Grant is available for all children starting the term **after** they have turned three (this also applies to the change in fees). Some 2 yr olds may be eligible for a similar Grant, please ask for further information. The **30** hour Government Grant is applied over 5 days at 6 hours per day within our session times; additional fees apply, please ask for further information. All Grant children are expected to use the full 15/30 hours.

Please tick a minimum of **THREE Core Times**

START DATE:

137 Worting Road, South Ham

	08:00 - 08:30	08:30 - 12:00	12:00 - 13:00	13:00 - 16:30	16:30 - 17:00	17:00 - 17:30
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Anstey Close, Cranbourne

	09:00 - 12:00	12:00 - 13:00	13:00 - 16:00
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Returning and completing the form

Please note there is a Place Holding Fee of £20 which is non-refundable. Please enclose payment with this form - we do not accept cheques.

I wish to apply for admission of the above named child to The Hatchlings Nursery. I have shown my Child's Birth Certificate / Passport or Child Benefit Book.

Signed by Parent / Guardian: **Name:**

Named Child: **Date:**

Please return this form to either nursery at:

The Hatchlings Nursery School
 137 Worting Road, South Ham
 Basingstoke, RG22 6NN

The Hatchlings Nursery School
 2 Anstey Close, Cranbourne
 Basingstoke RG21 3JG

Tel: 01256 331147

Tel: 01256 333113

Email:nursery@thehatchlings.co.uk **Website:** www.thehatchlings.co.uk

OFFICE USE ONLY:	KEY PERSON:.....	DB: NL: INV:
Start Date;.....	Place Holding Fee paid:	
Number of Hours;.....	at WORTING ROAD OR ANSTEY CLOSE (please circle)	
Proof of Date of Birth: Verified by:.....	Date:.....	
Passport No:.....	OR Birth Certificate Nq;.....	OR Child Benefit No:.....

Terms and Conditions

Worting Road

Children may start at the age of 2. (Nappy changing facilities are available and a minimum of three core sessions are required).

Anstey Close

Children may start at the age of 2. Please discuss with the Manager if your child is not out of nappies, as changing facilities are limited. Spaces for 2 year olds are limited (A minimum of three core sessions are required).

Government Grant

The Government Nursery Grants of **15hrs** (Up to 570 hours a year) and **30hrs** (Up to 1140 hours a year) cover **38** weeks a year, during Hampshire school term-time only. Grants start the term **after** the child turns three yrs old (this also applies to the change in fees), the **15** hour grant is available for all children, however further conditions apply for the **30** hour grant. The grant allowance is counted from the starting term, if the total amount of grant claimed in that birth year goes over **570/1140** hours the extra hours will be paid for by the parent.

The **30** hour Government Grant is applied over 5 days at 6 hours per day within our session times; additional fees apply, please ask for further **30** hour terms and conditions. All Grant children are expected to use the full **15/30** hours.

Priority will be given to children who attend all 5 days. To see if you are eligible then please visit www.gov.uk/childcare-calculator Some 2 yr olds may be eligible for a similar Grant, please ask for further information.

Child Collection other than Parent/Carer

If any other person than a parent / carer is collecting your child we **MUST** be informed who that person is before collection, we will need a password and preferably a photo of the person.

Changes to hours or leaving

In the event of your child leaving the nursery or a reduction in the number of sessions your child attends is made, one month's notice must be given in writing.

Sickness and Medication

Children who are ill, sick, vomiting or have diarrhoea should not be brought to nursery. The Nursery reserves the right to refuse admission, if the child is deemed to be ill. 48 hours must pass from the first time of taking medication (to check there is no allergic reaction) and after the last time of being sick / diarrhoea, before returning to nursery; this is Environmental Health advice.

We can only give medication to your child if it has been prescribed by a Doctor or pharmacist.

Safety of our children

Parents should be aware that we are obliged to inform Social Services of any concern we may have that a child may be at risk or has been abused. The safety of our children may include a duty to share confidential information with others involved in safeguarding and protecting children.

Child Funding

The Nursery also reserves the right to apply for funding (for extra staff or special equipment) for children who may need it. Parents agree to support such an application if it is deemed by the nursery to be necessary.

Policies and OFSTED

Nursery Policies and the last Ofsted reports are available at the nursery. The report is also available on Ofsted's and our own website. Ofsted's website is www.gov.uk/government/organisations/ofsted and can be contacted on Tel: 0300 1231231.

Closure

If the nurseries have to be closed due to an emergency; e.g. severe weather conditions, power failure or flooding etc. NO refunds will be given. This also includes any additional Bank Holidays announced by the Government.

Payment and Fees

All fees are payable monthly, in advance by, Bank Transfers, Standing Orders or some Voucher Schemes, on the date specified on the invoice.

- An additional £10 will be added each term to cover costs of consumables and additional services.
- All days off, either through Bank holidays, family holidays or sickness must be paid for.
- Cheques are not accepted.
- A £5.00 charge will be applied each day payment is late.
- Late payment could result in your child losing his / her place.
- Requests for copies / changes to invoices or registration forms etc. will be charged at £10.00 each copy.
- Late collection of your child will result in an additional charge of £10.00 for each quarter of an hour late, chargeable after the first five minutes timed by the nursery's clock.

Clothing and Items to Provide

All clothing, bags shoes and personal items must be clearly marked with your child's name. Please provide your child with a pair of indoor shoes, sun cream and if applicable lunch, nappies, nappy wipes, creams and nappy bags.

Food

The nursery accepts no responsibility for food provided by parents for children. There are no facilities to refrigerate pack lunches, therefore please do not include high-risk foods that are likely to spoil if not refrigerated. It is recommended you include an ice pack with your child's lunch.

I give the following permissions:

	Yes / No
For the named qualified first aider(s) at The Hatchlings to administer first aid (and apply a plaster if necessary) or seek medical attention in medical emergencies for my child, allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.	<input type="checkbox"/> <input type="checkbox"/>
For the staff at The Hatchlings Nursery School to take my child for walks to the park and surrounding areas.	<input type="checkbox"/> <input type="checkbox"/>
For students and members of staff , working at the Hatchlings, to undertake written observations and take photographic evidence of my child whilst attending the nursery. I understand that these observations and photographs are available for me to see upon request, at a mutually convenient time. These are used confidentially between the staff at the Hatchlings, the students and their tutors at College. The children who are observed and photographed are not named.	<input type="checkbox"/> <input type="checkbox"/>
For the teaching staff at the Hatchlings to talk to my child's future school.	<input type="checkbox"/> <input type="checkbox"/>
My email address to be used on Tapestry (an online journal to record your child's progress) and for communication with the Hatchlings Nursery School.	<input type="checkbox"/> <input type="checkbox"/>
I also agree that photographs of my child may be used on a) the Hatchlings Website, b) the school's slideshow computer, c) Hatchlings Facebook Page, and d) Tapestry	
Website School Slideshow Facebook Tapestry	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

OFSTED REGISTERED PROVIDERS:

If your child attends another **OFSTED REGISTERED** setting (e.g. playgroup, school, grandparent or child minder) while attending The Hatchlings, The Hatchlings Nursery is required, by law (an EYFS requirement), to liaise with the other provider / carer / parent to share the Learning and Development of your child.

My child also attends the following Ofsted registered provider (delete if not applicable):

Name: Setting Type:

Address:

Telephone: Ofsted Number:

Declaration

I declare that the Early Years Foundation stage Progress Check undertaken by The Hatchlings Nursery School can be shared with the Health Visiting Service; other settings (if my child attends another setting now or in the future); and Hampshire County Council's Children's Services, where appropriate.

Data Protection

I understand that the information recorded for the Early Years Foundation stage Progress Check will be stored securely and confidentially.

Under the Data Protection Act 1998, any confidential information regarding your child will not be passed onto organisations outside those mentioned above without your consent, unless it is of a child protection nature; in which case information will be shared with the appropriate agencies.

I have read and understood the above and give my consent for The Hatchlings Nursery Schools to record, store and share the Early Years Foundation stage Progress Check with the aforementioned services.

I also agree to all the terms and conditions as stated above.

Child's Name: Child's DOB:

Signed by Parent / Guardian: Date:

Print Name (Parent / Guardian):

Parents Copy - Terms and Conditions

Please Retain for your Records.

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Website	<input type="checkbox"/>	School Slideshow	<input type="checkbox"/>
Facebook	<input type="checkbox"/>	Tapestry	<input type="checkbox"/>

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Signed by Parent / Guardian: Date:

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