



Stepping Stones
Nursery

Registration Form

Please complete in BLOCK CAPITALS and return form, enclosing a £35 registration fee to Stepping Stones Nursery, Oakhill Farm, Froxfield, Nr Marlborough, Wiltshire SN8 3JT.

Please notify us immediately of any changes to the information given.

Child's Full Name **DOB**

Birth Certificate Number (we need to see a copy please):

Parent/Guardian 1 (main contact) Full name:

Relationship to child:

Address

Telephone Numbers

Home: Work: Mobile:

Email address:

Parental Responsibility: Yes No

Parent/Guardian 2 (secondary contact) Full name:

Relationship to child:

Address

Telephone Numbers

Home: Work: Mobile:

Email address:

Parental Responsibility: Yes No

Who does the child live with:

Is there anybody to whom custody of your child should not be given?

Emergency Contact Full name:

Relationship to child:

Telephone Numbers

Home: Work: Mobile:

Emergency Contact Password (used to authorize an emergency collection):

Medical Details:

Doctor's name:..... Telephone Number:

Address

Are all immunisations up to date: Yes No

If 'no', please provide details

Any Special Needs or other information we may need to care effectively for your child:

.....

Any Special Medical Needs (please detail):

.....

Any Special Dietary Requirements or allergies (please detail):

.....

Any medication control (please details):

.....

Is there any further information that you feel would be helpful for us to know or professionals involved with your child? (e.g. Social Worker, Speech and Language, parental responsibility etc).

.....

Consents

Emergency First Aid

Do you give permission for emergency First Aid and for staff to seek further medical advice or medical intervention in an emergency or if your child falls seriously ill whilst in the care of Stepping Stones Nursery? Yes No

Emergency Medical Treatment

I give my permission for a member of staff to accompany my child to hospital in an ambulance should the need arise. I understand that all medical decisions in my absence are the responsibility of medical professionals and that I will be contacted as soon as possible. Yes No

Administer Medication

I give permission for the staff at Stepping Stones to administer Calpol and administer medication as per instructions given to me by the parent. Yes No

Outings

I give my permission for my child to be taken for walks outside the Nursery registered premises and to go on local visits. Yes No

Sun Cream

I give permission for sun cream to be applied to my child. Yes No

Photographs

I agree to photographs being taken of my child within the Nursery environment. Yes No

Learning Journals

Whilst your child is attending Stepping Stones, we will need to keep records on his/her development. This will help us to provide the best start for your child and as part of this process we will be sending a transfer record to your child's next setting. All of these will be shared with you regularly. I give permission for this record-keeping process to occur. Yes No

Website

I give permission for photos of my child to be used on Stepping Stones Nursery's website. Yes No

Other Agencies

Do you give us permission to share information with other agencies eg Health Visitor, Speech & Language about your child including the Children's Centre? Yes No

Universal and Extended Free Entitlement Funding

Stepping Stones is committed to offering the universal 15 hours free entitlement funding to all 3 and 4 year olds, 15 hours extended funding for eligible 3 and 4 year olds and 15 hours funding for eligible 2 year olds.

We offer the funding on a term time only basis.

These hours are funded by Wiltshire Council at £4.14 per hour and contribute to the cost of care only. During funded sessions, Stepping Stones applies a daily charge to contribute to the cost of snacks, breakfast, tea and extra-curricular activities which include French, cooking, Zumba, Forest School and tennis. Please see our fees for further information.

A full copy of our policies and procedures is available in the office (copy available on request). Our policies and procedures form part of our terms and conditions.

Terms & Conditions

I agree to the terms and conditions and understand that a copy of these terms is available on the website which is updated from time to time. Yes No

I wish to apply for admission of the above named child to Stepping Stones on

Term Time All Year Round Please indicate required session days and times below:

	Morning Only 9am – 12.30pm	Lunch Club 9am – 1.30pm	School Day 9am – 3pm	Full Day 7.45am – 6pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Additional hours can be added to these sessions and are charged at an additional £6 per hour (with the exception of the full day).

Signature of parent/guardian..... Date.....